



Commonwealth of Australia
APSJobs - Vacancies Daily
PS29 Daily Gazette Friday - 23 July 2021

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 - 29 July 2021.

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 - 29 July 2021.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0692003

Australian Charities and Not-for-profits Commission (ACNC)

Closing Date: Friday 06 August 2021

Australian Charities and Not-for-profits Commission
Registration

Job Title	Australian Charities and Not-for-profits Commission Registration Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$78,314 - \$83,022
Classification	APS Level 5
Position Number	EXT_ACNC_1045_21
Agency Website	https://www.acnc.gov.au/about

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are seeking motivated people to join our Registration team.

As a Registration Analyst at the Australian Charities and Not-for-profits Commission (ACNC), you'll undertake legal research and factual analysis to form robust and defensible decisions about charity applications and the ongoing registration entitlements of existing charities.

You'll provide accurate advice by maintaining knowledge of charity law and the legal requirements for charity registration. You'll manage simple to moderately complex cases and collaborate with applicants and business partners to ensure a positive ACNC experience. These partners may include board members and volunteers of charities, the ATO and other ACNC teams.

You will also contribute to, understand and support ACNC strategies, business plans, policies, procedures and the operational environment.

Eligibility Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Charities and Not-for-profits Commission (ACNC)

We determine whether an organisation meets the legal definition of charity and we work to ensure charities understand and meet their obligations by providing guidance and support. Located in Melbourne CBD, we are proud to have a diverse workforce that understands our vision and purpose and is made up of people who are committed to achieving our Corporate Priorities. We work hard to attract and retain talented staff. We promote a people centred culture that models our values and understands our vision and purpose. You may be required to undergo integrity checks during the course of your engagement with the ACNC. Find out more information about us on our website <https://www.acnc.gov.au/about>.

To Apply

Position Contact	Olivia Goodall, (03) 8632 5290
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Vacancy VN-0692004

Australian Charities and Not-for-profits Commission (ACNC)

Closing Date: Friday 06 August 2021

Australian Charities and Not-for-profits Commission
Registration

Job Title	Australian Charities and Not-for-profits Commission Registration Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$84,556 - \$97,085
Classification	APS Level 6
Position Number	EXT_ACNC_1046_21
Agency Website	https://www.acnc.gov.au/about

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are seeking motivated people to join our Registration team.

As a Registration Analyst at the Australian Charities and Not-for-profits Commission (ACNC), you'll undertake legal research and factual analysis to form robust and defensible decisions about charity applications and the ongoing registration entitlements of existing charities.

You'll provide accurate advice by maintaining knowledge of charity law and the legal requirements for charity registration. You'll manage moderate to highly complex cases and collaborate with business partners to ensure positive outcomes.

You'll assist other team members with the procedural or legal aspects of their work through formal or informal mentoring arrangements. You'll also lead team procedure or policy development and workflow improvement initiatives to support ACNC strategies, business plans and the operational environment.

Eligibility Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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To Apply

Position Contact	Rajan Aiyappan, (03) 8601 9633
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Vacancy VN-0692153

Australian Competition and Consumer Commission

Closing Date: Sunday 08 August 2021

Consumer Data Right
Solution Delivery & Operations

Job Title	Senior Business Analyst/Product Owner
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Townsville QLD, Sydney NSW, Perth WA, Hobart TAS, Melbourne VIC, Darwin NT
Salary	\$87,785 - \$98,391
Classification	APS Level 6
Position Number	EA2021/201
Agency Website	https://www.accc.gov.au/

Job Description

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

Duties

The Solution Delivery & Operations (SDO) branch is creating an industrialised, world-class delivery capability purpose focused on creating reusable solutions for the Digital Economy. The blended team is collectively responsible for planning, designing, building, operating, and securing the technologies that underpin the Consumer Data Right, including the Register and Accreditation Platform (RAAP), Conformance Test Suite (CTS), and enabling tools. The branch is also responsible for supporting CDR participants, and on-boarding new participants to the CDR ecosystem. The SDO branch works in close collaboration with the Regulatory branch within the ACCC, Office of the Australian Information Commissioner (OAIC), the Treasury, and Data Standards Body (DSB).

Role and Duties

The Product Management team in the Solution Delivery & Operations branch is looking for APS6 Senior Business Analysts, with the opportunity to fill a Product Owner role for the right candidate with relevant experience and leadership.

Reporting to the Product Manager/Lead Business Analyst, the APS 6 Product Owner/Senior Business Analyst conducts a range of activities including the business analysis, requirements gathering, and product ownership for the Register and Accreditation Application Platform (RAAP), and Conformance Test Suite (CTS).

The key duties of this role span Business Analysis, including:

- Working closely with the Product Managers and other technical teams to understand and implement the product vision and roadmap by required milestones.
- Completing business impact assessments including identifying benefits and business value to all stakeholders
- Requirements gathering, traceability, and maintenance, and business process modelling
- Leading and driving ongoing stakeholder engagement to build relationships and set expectations
- Identifying and managing risks and implementing mitigation strategies where needed.
- Attending relevant agile events (e.g. daily stand-ups, retrospectives, showcases) to provide insight about the end users' needs, to ensure that the interests of the end user are appropriately represented, and to ensure sequencing is logical and prioritised to deliver value to the customer/end users.

- Engaging internal stakeholders in system demonstrations, communicating the team's progress to the broader internal stakeholder group and in consultation with delivery managers, escalating issues or impediments for resolution as required.
- Driving relevant software development life cycle business responsibilities such as user acceptance testing, production verification testing, and release management.
- Participating in, and driving the continual improvement of ways of working
- Verifying solutions from the technical delivery team meet requirements
- Developing relevant communications, training material and user guides to support transition to Operational areas.

While being competent in Business Analyst capabilities, Product Owners will have the responsibility to:

- Taking responsibility for the prioritisation of the team's product backlog, ensuring alignment with roadmap milestones, and providing sign-off of sprint plans.
- Being the voice of the customer/end user during sprint planning meetings and being accountable for accepting the final plan.
- Liaise closely with Delivery Managers and Scrum Masters to improve ways of working and ensure that products are delivered by expected timeframes.
- Supporting contract negotiations and facilitating delivery as per contractual requirements.

Eligibility Notes

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

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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.

To Apply

Position Contact	Andrea Gibney, 03 9910 9439
Agency Recruitment Site	https://accb.bigredsky.com/page.php?pageID=106

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Vacancy VN-0692156

Australian Competition and Consumer Commission

Closing Date: Sunday 08 August 2021

Consumer and Fair Trading
Enforcement Southern, Enforcement Central and Western

Job Title	Senior Investigator, Enforcement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Perth WA, Melbourne VIC, Hobart TAS, Sydney NSW, Canberra ACT
Salary	\$87,785 - \$98,391
Classification	APS Level 6
Position Number	EA2021/203
Agency Website	https://www.accc.gov.au/

Job Description

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

Duties

We're looking for a Senior Investigator/s to investigate potential breaches of the consumer law provisions of the *Competition and Consumer Act 2010* (Cth), including leading more complex investigations. This will include assessing evidence, interviewing witnesses, briefing legal advisers as well as preparing and presenting updates and recommendations to the Enforcement Committee and Commission.

You will possess a good, working understanding of the *Competition and Consumer Act 2010* (Cth) or the ability to quickly attain one. You will also possess an ability to objectively and strategically assess potential evidence and information in a timely and efficient manner. In undertaking your role you will be required to maintain an awareness of and adherence to Consumer and Fair Trading Division KPIs including investigation timeframes and reporting requirements.

The ability to work as part of a team is crucial.

The successful applicant will:

1. Investigate, research, analyse and evaluate possible contraventions of the *Competition and Consumer Act* of a complex and sensitive nature.
2. Analyse and assess information gathered in the investigation or project and make sound determinations about the probity of the information, the further information required and potential sources of further information.
3. Identify logical next steps and the most suitable resolution for investigations and persuasively communicate the reasons for decisions and recommendations.

4. Prepare reports, correspondence, statutory notices, concise and persuasive papers, reports, minutes, briefs, media releases and other materials including for consideration of senior members of the Commission.
5. Confer with and instruct lawyers in relation to matters under investigation and subject to proceedings. Attend Court to give evidence, where required.
6. Liaise with industry, government agencies and consumer groups, in relation to the *Competition and Consumer Act* and the Commission's functions; address these groups as required.
7. Respond to complaints and inquiries.
8. Assist in the supervision and development of staff as required, including by supervising and delegating work to, and reviewing work prepared by, more junior staff and contributing to staff training.

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	Brittany Edman, 03 9290 1802
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0692169

Australian Competition and Consumer Commission

Closing Date: Sunday 08 August 2021

Consumer Product Safety
Multiple

Job Title	Director, Consumer Product Safety
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Brisbane QLD, Hobart TAS, Darwin NT, Townsville QLD
Salary	\$126,448 - \$148,186
Classification	Executive Level 2
Position Number	EA2021/205
Agency Website	https://www.accc.gov.au/

Job Description

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

Duties

This recruitment process will be used to fill 2 ongoing positions within the Risk Management and Policy Branch:

1. **Director, Monitoring & Recalls Section** – the team manages safety risks associated with recalled consumer products. We receive voluntary recalls submitted by suppliers and assess them for publication to the [Product Safety Australia website](#). We monitor the progress of voluntary recalls for products where we are the home regulator of the goods.
2. **Director, Industry Compliance & Engagement Team** – the team focuses on strengthening compliance in the online marketplace, handling product safety related enquiries from industry and business, and leading the ACCC's yearly involvement in the Organisation for Economic Co-operation and Development's global product safety awareness raising campaigns.

In addition, the process may be used to fill future director positions across the division.

The successful applicant/s will play an important leadership role in the division, managing staff and teams to deliver outputs across a diverse range of work that can include:

- Complaints handling and triaging activity for contacts and/or reports from consumers, businesses and other stakeholders.
- Compliance monitoring and assessment activity – including auditing, surveillance and investigations – in adherence with laws, regulations and other instruments.
- Overseeing assessment, negotiation and monitoring of product safety recalls.
- Policy and advocacy activity for the agency based on an informed and considered analysis of the relevant contextual environment.
- Project management, including designing, executing and evaluating initiatives within budgets and timeframes and deliver product safety projects of operational, political and strategic significance.
- Education and awareness raising activity, including producing consumer education and industry guidance resources, and developing and delivering national campaigns.
- Stakeholder engagement activity, including representing the ACCC when liaising with internal and external stakeholders such as industry and business groups, and other government departments and agencies.

- Build and maintain productive working relationships with key internal and external stakeholders, managing divergent views.
- Research and evaluation activity, including undertaking high quality data analysis and communicating findings in formats tailored to internal and/or external stakeholders.
- Team leadership activity, including supporting and driving performance, managing professional development, workforce capacity building and workflow management.

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	Neville Matthew, (02) 6243 1066
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0692171

Australian Competition and Consumer Commission

Closing Date: Sunday 08 August 2021

Mergers, Exemptions and Digital
Various branches

Job Title	Senior Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD, Perth WA, Darwin NT, Hobart TAS, Townsville QLD
Salary	\$87,785 - \$98,391
Classification	APS Level 6
Position Number	EA2021/206
Agency Website	https://www.accc.gov.au/

Job Description

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

Duties

The Mergers, Exemptions and Digital (MEAD) division is seeking to fill a number of Senior Analyst roles across the division.

Senior Analysts within the Division work under the limited direction of Assistant Directors or Directors and are responsible for a range of work which may include:

- analysing facts and data to draw evidence-based conclusions
- conducting consultations with market participants and managing relationships with key stakeholders
- undertaking competition analysis and drafting theories of harm
- liaising with other Australian Government agencies and overseas competition and consumer agencies about the Division's work
- assisting and liaising with other parts of the ACCC where their work overlaps with the branches
- drafting and presenting recommendations to ACCC Commissioners
- preparing correspondence and submissions to industry stakeholders and governments
- preparation of voluntary and compulsory information requests
- drafting analysis for published reports or findings (for example, inquiries, market studies or decisions)
- drafting public decision documents
- supervising and developing more junior staff
- assisting with preparing documents for litigation in the Federal Court or the Australian Competition Tribunal, including preparation of instructions for the ACCC's lawyers and liaison with consultants

Senior Analysts will also be involved in the following work depending on which branch within the Division they are working in:

- analysing, reviewing and investigating mergers
- undertaking competition analysis and public benefit / public detriment analysis
- conducting assessments of applications for exemption (authorisations / notifications) and drafting the associated public decision documents

- assessing certification trade mark rules to ensure that they are not anticompetitive or misleading
- examining or analysing issues relevant to digital platforms
- drafting undertakings to remedy competition concerns raised by a merger and ensure ongoing compliance via monitoring activities

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	Daniel McCracken-Hewson, (03) 9290 1482
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0692176

Australian Competition and Consumer Commission

Closing Date: Sunday 08 August 2021

Consumer Data Right
Solution Delivery & Operations

Job Title	Senior Project Officer, Consumer Data Right
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD, Perth WA, Darwin NT, Hobart TAS, Townsville QLD
Salary	\$87,785 - \$98,391
Classification	APS Level 6
Position Number	EA2021/107
Agency Website	https://www.accc.gov.au/

Job Description

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

Duties

We're looking for a Senior Project Officer/s in the Project, Change & Vendor Management team of the Consumer Data Right Division.

The Senior Project Officer/s will support the Assistant Director and Director and broader CDR leadership team across a range of work.

In particular, the successful applicant will:

- Project manage, including project status reporting, governance and project assurance
- Enable project delivery with tools and templates, and benefits management
- Manage risk and issues including reporting, assurance, risk identification and analysis, and governance
- Manage resources and procurement including project resource management, coordinating Timekeeper for CDR, coordinating procurement activities, and project financial management
- Project manage change including assisting the division is using change tools available, maintaining a single view of change, and creating and maintaining an intranet site for the Project Change & Vendor Management team

The team and the CDR Division are located across Australia. In this role, you will work closely with a range of stakeholders, including project leads from the CDR Division and other organisations.

You will have the ability to work with multiple tools (including the Microsoft Office Suite), templates and project management frameworks to aid project delivery against tight deadlines. You will be able to manage a range of program artefacts including risk and issue logs, plans, schedules, technical documents and reports.

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	Clare Wilson, (08) 8213 3465
Agency Recruitment Site	https://accg.bigredsky.com/page.php?pageID=106

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Vacancy VN-0692177

Australian Competition and Consumer Commission

Closing Date: Sunday 08 August 2021

People and Corporate Services
Information Management & Technology Services

Job Title	Lead Web Developer (Drupal)
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Hobart TAS, Adelaide SA, Sydney NSW, Melbourne VIC, Townsville QLD, Perth WA, Darwin NT
Salary	\$109,070 - \$120,707
Classification	Executive Level 1
Position Number	EA2021/202
Agency Website	https://www.accc.gov.au/

Job Description

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

Duties

The Information Management & Technology Services branch aims to deliver easy to use and reliable business solutions that support the ACCC and AER in meeting their objectives.

The Branch is made up of four teams:

- IT Governance
- IT Support & Services
- Information Management
- Applications Management

The Applications Management team is a flexible and supportive group that is responsible for building, testing and maintaining internal business applications as well as internal and external websites.

Role and Duties

The Lead Web Developer (Drupal) will form part of the web development team within the Information Management and Technology Services Branch. They will work closely with web specialists and other key stakeholders to understand business requirements and translate them into efficient and effective technical designs that work well within enterprise environments.

Our successful applicant will:

- Develop, implement and maintain the ACCC/AER's digital presence;
- Lead successful solution architecture, design and development activities for various digital initiatives with a focus on Drupal 9;
- Investigate and analyse innovative and practical web application solutions to meet strategic initiatives and cyber security improvements;
- Develop and maintain documentation as part of the development lifecycle including writing technical requirements, design documents and release plans;
- Provide expert-level technical advice and support in response to web related issues, maintenance requests and application defects;
- Provide guidance and assistance to other members of the development team in their development work;
- Engage with internal and external stakeholders, with a focus on translating digital concepts into business benefits and deliverables;
- Identify, research, evaluate, develop and deploy new processes and features to our websites and Intranet, in line with our strategic direction and product roadmap;
- Ancillary administration and support of the wider IT environment.

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	Cherish Cherian, (02) 6243 1286
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0692188

Australian Competition and Consumer Commission

Closing Date: Sunday 08 August 2021

Consumer Data Right
Solution Delivery & Operations

Job Title	CDR Website Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Adelaide SA, Canberra ACT, Darwin NT, Brisbane QLD, Melbourne VIC, Townsville QLD, Perth WA, Sydney NSW
Salary	\$109,070 - \$120,707
Classification	Executive Level 1
Position Number	EA2021/204
Agency Website	https://www.accc.gov.au/

Job Description

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

Duties

The Solution Delivery & Operations (SDO) branch is creating an industrialised, world-class delivery capability purpose focused on creating reusable solutions for the Digital Economy. The blended team is collectively responsible for planning, designing, building, operating, and securing the technologies that underpin the Consumer Data Right, including the Register and Accreditation Platform (RAAP), Conformance Test Suite (CTS), and enabling tools. The branch is also responsible for supporting CDR participants, and on-boarding new participants to the CDR

ecosystem. The SDO branch works in close collaboration with the Regulatory branch within the ACCC, Office of the Australian Information Commissioner (OAIC), the Treasury, and Data Standards Body (DSB).

Role and Duties

This role sits in the Technical Operations and Participant Support Team, within the Solution Delivery & Operations Branch, in the ACCC's CDR Division.

The Consumer Data Right website will evolve into a 'one-stop-shop' for the general public, media, and industry participants, and will be a critical communications channel for this significant economy wide reform.

This role is the accountable manager and publisher of the CDR website, servicing the cross-agency needs of the Consumer Data Right. This responsibility will be underpinned by a 'Service Offering' agreement that this role has ownership of, and accountability for negotiating and delivering, along with the ongoing delivery of the website as a 'service'. As part of this, the role also has responsibility for ongoing operational management of the CDR Website.

Responsibilities of the position include:

- Negotiating and delivering a Service Offering Agreement for certain inter-agency website services, including with The Treasury, the Government lead on the CDR program, and establishing strong working relationships with colleagues across the CDR regulatory framework.
- Liaising and negotiating with internal and external stakeholders to plan, develop, prioritise and implement content changes, according to an interagency CDR content strategy.
- Managing website upgrades and improvements with internal and external stakeholders and developing a pipeline of work according to priority.
- Developing a strong understanding of the technical relationship between the CDR Register and Accreditation Application Platform, the public facing portal and the website.
- Collaborate with CDR staff and management, and interagency counterparts, to ensure that the CDR website aligns with brand strategy and meets government standards.
- Regularly conduct content audits to eliminate redundant and/or duplicate information and identify potential improvements to the User Experience.
- Managing contracts and arrangements in place with third party service providers, including managing the budget for provision of those services.
- Ensure website quality and efficiency by developing and activating regular test plans.
- Keep up-to-date with industry best practices, including accessibility guidelines and technology trends.
- Undertake management activities including possible staff supervision in support of delivering website enhancements.

Eligibility Notes

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

The 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.

To Apply

Position Contact	Shaun Cordell, (02) 6243 1175
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0692265

Australian Electoral Commission

Closing Date:Friday 13 August 2021

Service Delivery
Operations New South Wales, Victoria, Western Australia

Job Title	Directors, Executive Leadership roles
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Perth WA
Salary	-
Classification	Executive Level 2
Position Number	2021-557 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Australian Electoral Commission (AEC) is an independent statutory authority with offices within every state and territory in Australia. The AEC has a role to maintain an impartial and independent electoral system for eligible voters through active electoral roll management, efficient delivery of polling services, and targeted education and public awareness programs.

Currently the AEC has three (3) executive leadership positions, Director of State Office NSW, Director of State Office Victoria and Director Operations, Western Australia.

The Director of State Office roles are responsible for leading and managing the delivery of human, financial and administrative resources for their respective states, ensuring alignment with the AEC's established business planning process and the Corporate Plan. The Director of Operations also oversees all aspects of operational delivery for a state, leading a team of Operations Managers. The roles also have oversight of election readiness functions for the state, ensuring a level of preparedness in line with the AEC election readiness framework and the Election Ready Road Map.

Duties

These leadership opportunities will allow you to positively contribute as a member of the Executive team to bring drive and innovative thinking to the agency, while undertaking work with a high level of complexity and sensitivity. In addition, the roles work closely with the Australian Electoral Officer to contribute to State and agency wide strategic planning. Demonstrated capacity to maintain a very high level of impartiality and integrity in the delivery of a range of corporate and governance functions in an operational environment will set you up for success.

We are seeking accomplished executives with strong judgement and integrity, who possess collegiate leadership and collaborative qualities and can work with a diverse range of stakeholders. Ensuring community confidence is upheld in all aspects of the electoral process is critical. An understanding and ability to work in a highly regulated environment and work effectively within legislative and administrative frameworks and strict adherence to compliance and assurance is required.

You will be a dynamic strategist and planner, experienced in driving program outcomes in complex and challenging operating environments. A track record of successfully shaping the delivery of high reliability programs through effective procurement, project and contract management. You will have high level communication skills, creating a standard of excellence for service delivery across a geographically dispersed network. You are a team player, calm under pressure and committed to creating an environment where people can be at their best.

Eligibility

Any person who is, or may be perceived to be active in political affairs may compromise the strict neutrality of the AEC and cannot be considered.

AEC employees must be Australian citizens.

Notes

About the Australian Electoral Commission

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

To Apply

Position Contact	Pat Hart, 0439074391
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0692264

Australian Skills Quality Authority (ASQA)

Closing Date: Friday 06 August 2021

Australian Skills Quality Authority
Executive Office of the CEO

Job Title	Secretariat Support Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD
Salary	\$85,150 - \$92,191
Classification	APS Level 6
Position Number	TBA
Agency Website	https://www.asqa.gov.au/

Job Description

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

Duties

The opportunity

ASQA is the national regulator for vocational education and training (VET).

We have an exciting new opportunity for a Secretariat Support Officer to join our Office of the CEO.

The Office of the Chief Executive Officer (CEO) supports the CEO and Deputy CEO's responsibilities and ensures that key areas of ASQA's governance and administration are brought together in a strategic and coordinated way.

Working with the Secretariat, the Secretariat Support Officer will provide responsive and timely support to the CEO in the management of various boards, advisory bodies and committees, provide support to stakeholders, produce and manage documents that are of a high standard, and ensure the functions of the Secretariat are managed efficiently.

About you

You will have demonstrated experience providing secretariat support for governance committees, and a proven ability to use initiative and prioritise tasks to meet deadlines in a demanding environment. You will be highly skilled in communicating with a diverse range of stakeholders, and have experience using the Microsoft Office suite of products and other contemporary technologies.

Working with us

Through our regulation and partnership with others, we ensure quality vocational education and training so that students, employers, the community and governments have confidence in the integrity of national qualifications issued by training providers. Our work is focused on provider outcomes and supported by evidence-based findings. These fundamental elements of best practice regulation go to the heart of who we are, and how we can make a difference as the national vocational education and training regulator.

You will be joining a dynamic workforce that is dedicated to diversity and inclusion, and will support you to thrive in your career.

You will have access to generous leave entitlements, flexible working arrangements that promote work-life balance, professional development opportunities, health and wellbeing events throughout the year and a competitive base salary plus 15.4% superannuation.

Find out more

Visit our [Current vacancies portal](#) or more information, including the position description that outlines the instructions on how to apply.

If you have questions about this exciting opportunity, please contact Krista Warburton – Secretariat Officer on 07 3223 1803 or email your enquiry to recruitment@asqa.gov.au.

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, to the contrary.

Notes

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

This selection process may be used to establish a merit pool. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 12 months.

Applications close at 11:30 pm AEST Friday 6 August 2021.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Skills Quality Authority (ASQA)

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

To Apply

Position Contact	Krista Warburton, 07 3223 1861
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0692240

Australian Sports Commission

Closing Date: Thursday 29 July 2021

Sport
Knowledge Sharing and Insights

Job Title	Deputy General Manager, Knowledge, Insights & Digital Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 2
Position Number	JN 1529
Agency Website	https://www.sportaus.gov.au/

Job Description

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

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

Sport Australia invests in national sporting organisations, including organisations for people with a disability, to champion the value of sport and encourage Australians of all backgrounds, ages, and abilities to get involved in sport. In addition to providing funding, Sport Australia is focused on improving the capability of sporting organisations to create an effective and sustainable national sport sector.

Duties

As a member of the Sport Australia Senior Leadership Group, the Deputy General Manager Knowledge Sharing & Insights Branch is responsible for leading the delivery of sport insights and market research to ensure evidence-based decision making informs our policies and programs, and connecting with key stakeholders to drive knowledge sharing and collaboration across the sport sector.

Key branch functions and projects include:

- Undertake participation research through the national AusPlay survey and developing a National Sport Research Agenda, to identify opportunities, priorities, and expand the evidence base for the benefits of sport.
- Connect the sporting sector through TheClearinghouse for Sport– Australian sport's dedicated information and knowledge sharing platform.
- Deliver the *Daily Sports News* update, linking thousands of subscribers to the latest Australian and international news, events, major announcements, latest research, and analysis in sport.

- Undertaking a leading role as a member of the [Australiasian Sport Information Network \(AUSPIN\)](#) and International Association for Sport Information (IASI) .
- Managing high quality web service development across the ASC's digital products and channels, enabling the enterprise to engage with all Australians in an innovative, efficient, and legislatively compliant manner.
- Manage broadcast monitoring services and ensure permissions and copyright licencing services comply with commonwealth agency statutory agreements.

We are seeking a highly qualified candidate with demonstrated experience working in a high-tempo environments, who can excel at leading a diverse branch and leverage existing relationships across sport, academia, industry, not-for-profit and government sectors to drive collaboration and support shared priorities.

Eligibility

This opportunity is a 12 month fixed-term placement. Please note that an order of merit may be used to fill other opportunities, including longer term contracts or ongoing vacancies, should the opportunity arise within 12 months from the role being advertised.

Please note the ASC operates under [The Australian Sports Commission Act 1989](#) and is separate to the Australian Public Service terms and conditions of employment. If you have any questions regarding movements from the APS to the ASC please call People & Culture.

Employment benefits include access to priority onsite childcare placements, free parking and use of on-site gymnasium and swimming pool.

Applications close 5.00pm AEDT Thursday, 29 July 2021 (no late applications will be accepted).

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

Notes

Acknowledgement of Country

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

About the Australian Sports Commission

The Australian Sports Commission (ASC) is the Australian Government agency responsible for supporting and investing in sport and physical activity at all levels. The ASC is committed to providing an inclusive and diverse workplace where all employees are

valued. We appreciate the knowledge, experience, skills and perspectives of all individuals and aim to produce a collaborative environment. Applications from people with diverse backgrounds are actively encouraged. The ASC unites two entities: Sport Australia — responsible for driving the broader sport sector including participation, physical activity and industry growth and the Australian Institute of Sport — leading our high performance sport system.

To Apply

Position Contact	Brooke De Landre, 0262143931
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0692235

Defence Housing Australia

Closing Date: Sunday 08 August 2021

Service Delivery
Service Delivery

Job Title	Property Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$74,203 - \$80,235
Classification	APS Level 4
Position Number	TBC
Agency Website	https://www.dha.gov.au/

Job Description

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

Defence Housing Australia (DHA) provides housing services to Defence members and their families. In doing this, we support Defence capability and the operational, recruitment and retention goals of the Department of Defence.

The Service Delivery Group is responsible for meeting DHA's objectives relating to the delivery of high quality housing services, including, provisioning, maintenance services, stock management, housing allocation and living-in accommodation booking services.

In this role, you will manage a portfolio of service residences with respect to tenancy, ownership and property related matters. You will manage your housing stock in regard to condition, presentation to DHA's standard, current and future maintenance and issues arising. You will also provide excellent customer service to your stakeholders including members and landlords of properties in your portfolio, the Defence Housing and Relocations Manager and DHA staff in your regional office and in the wider DHA network.

As a member of the Services function within your regional office, you will contribute to the business outcomes of your regional office including accurate data analysis, adherence to Standard Operating Procedures (SOPs), monitoring of contractor performance and attainment of key performance indicators (KPIs).

Duties

Our ideal candidate will have:

- A proven ability to problem solve, analyse and interpret information to make informed decisions, balancing the needs of the business against the application of legislation, industry best practice and applicable standards.
- The ability to present and communicate information clearly across a range of mediums (including written and verbal) and strong stakeholder engagement skills.
- Highly developed organisation skills with the ability to manage competing priorities whilst delivering a high level of customer service.
- The ability to quickly develop skills and knowledge of business and government processes, applicable legislation, and best practice to deliver quality business outcomes.
- A proven ability to adapt and work flexibly within a high pressure environment to meet organisation/team objectives.

Some of the benefits of working at DHA include:

- Generous employee benefits with a competitive salary package
 - Employer superannuation contribution of up to 15.4%
- Flexible work arrangements, including family friendly provisions
- Benefits of working for the APS, while in an outcome focused Government Business Enterprise
 - A diverse range of interesting projects in high performing and collaborative work

Eligibility

The remuneration package is negotiable and includes a base salary and funded superannuation. Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, achieving a satisfactory character clearance and obtaining and maintaining a security clearance at the required level.

Notes

Applicants are short listed based on the merit principles contained in the Public Service Act 1999.

Any Order of Merit established from this selection process will remain active for up to 12 months from the date of this gazette and may be used to fill future ongoing or non-ongoing roles.

About the Defence Housing Australia

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

To Apply

Position Contact	George Artemiou, 03 9947 8107
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0692239

Defence Housing Australia

Closing Date: Sunday 08 August 2021

Service Delivery
Service Delivery

Job Title	Property Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Puckapunyal VIC
Salary	\$74,203 - \$80,235
Classification	APS Level 4
Position Number	TBC
Agency Website	https://www.dha.gov.au/

Job Description

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

Defence Housing Australia (DHA) provides housing services to Defence members and their families. In doing this, we support Defence capability and the operational, recruitment and retention goals of the Department of Defence.

The Service Delivery Group is responsible for meeting DHA's objectives relating to the delivery of high quality housing services, including, provisioning, maintenance services, stock management, housing allocation and living-in accommodation booking services.

In this role, you will manage a portfolio of service residences with respect to tenancy, ownership and property related matters. You will manage your housing stock in regard to condition, presentation to DHA's standard, current and future maintenance and issues arising. You will also provide excellent customer service to your stakeholders including members and landlords of properties in your portfolio, the Defence Housing and Relocations Manager and DHA staff in your regional office and in the wider DHA network.

As a member of the Services function within your regional office, you will contribute to the business outcomes of your regional office including accurate data analysis, adherence to Standard Operating Procedures (SOPs), monitoring of contractor performance and attainment of key performance indicators (KPIs).

Duties

Our ideal candidate will have:

- A proven ability to problem solve, analyse and interpret information to make informed decisions, balancing the needs of the business against the application of legislation, industry best practice and applicable standards.
- The ability to present and communicate information clearly across a range of mediums (including written and verbal) and strong stakeholder engagement skills.
- Highly developed organisation skills with the ability to manage competing priorities whilst delivering a high level of customer service.
- The ability to quickly develop skills and knowledge of business and government processes, applicable legislation, and best practice to deliver quality business outcomes.
- A proven ability to adapt and work flexibly within a high pressure environment to meet organisation/team objectives.

Some of the benefits of working at DHA include:

- Generous employee benefits with a competitive salary package
 - Employer superannuation contribution of up to 15.4%
- Flexible work arrangements, including family friendly provisions
- Benefits of working for the APS, while in an outcome focused Government Business Enterprise
 - A diverse range of interesting projects in high performing and collaborative work

Eligibility

The remuneration package is negotiable and includes a base salary and funded superannuation. Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, achieving a satisfactory character clearance and obtaining and maintaining a security clearance at the required level.

Notes

Applicants are short listed based on the merit principles contained in the Public Service Act 1999.

Please note this role is a non-ongoing vacancy although may become ongoing in the future based on business requirements.

Where a non-ongoing role is offered, it will be for a specified term of up to 12 months. Any extension beyond the initial term will depend on operational requirements. Any Order of Merit established from this selection process will remain active for up to 12 months from the date of this gazette and may be used to fill future ongoing or non-ongoing roles.

Please note: Multiple vacancies available

About the Defence Housing Australia

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

To Apply

Position Contact	George Artemiou, 03 9947 8107
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0692271

Defence Housing Australia

Closing Date: Sunday 08 August 2021

Service Delivery
Service Delivery

Job Title	Service Desk Technical Consultant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$74,203 - \$80,235
Classification	APS Level 4
Position Number	TBC
Agency Website	https://www.dha.gov.au/

Job Description

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

At Defence Housing Australia (DHA), we provide quality housing and related services to Defence members and families. In doing this, we support the operational, recruitment and retention goals of the Department of Defence. Business Solutions and Technology (BS&T) is responsible for all software related business analysis, business solutions, software development, telephony, IT Services and Infrastructure. We deliver business as usual activities and innovation driven initiatives that provide efficiencies to the broader organisation.

BS&T is in its second year of an Essential Eight maturity program. The program will achieve target maturity levels by implementing Information Security Manual (ISM) controls. This role includes a Cyber Security component, working under limited supervision to assist with the cyber incident management process and the Essential Eight program by escalating vulnerabilities and threats as they arise.

The Service Desk is responsible for the day-to-day management and administration of Defence Housing Australia's Windows Systems environment including hardware, software and back office systems within an ITIL framework.

As a Service Desk Tier 2 Technical Consultant, you are required to assess and manage or escalate all client requests and issues related to DHA end user computing and application suite. You will be required to monitor outstanding cases to ensure that they are resolved within the appropriate service level agreement and identify opportunities to improve processes specifically in relation to the IT service desk. You will also be responsible for informing and progressing business and systems improvements across the team including testing, documentation and training.

Duties

Our ideal candidate will have:

- Demonstrated experience working in a Service Support and Delivery Environment with the ability to work in a team with a strong

customer service focus, along with excellent communication and organisational skills, sound judgement and attention to detail.

- Exceptional customer service, trouble shooting and time management skills, along with the ability to work as a team member interacting with both technical and non-technical staff.
- Experience working to tight deadlines with competing priorities and coordinating high volumes of work, along with experience and ability to troubleshoot, resolve, and document steps taken to resolve issues or faults with end-user computer hardware, such as laptops, telephony (i.e. VoIP phones/Jabber), mobile devices, and common desktop software and operating systems such as Microsoft Office 2016/365, Windows 7/8.1/10, Mozilla Firefox/Internet Explorer.
- Experience in supporting and maintaining technical environments using methodologies such as ITIL, and experience using technical support tools such as Active Directory, Exchange Console, SCCM, ITSM tools (i.e. Jira, ServiceNow, HP Service Manager etc.) and MDM tools (MobileIron, AirWatch etc).
- Experience working in a team environment in order to achieve individual KPI targets and team KPI targets.
- Experience in scripting languages such as Batch Files, VB Script and Powershell is desirable, but not essential, as is practical and procedural knowledge of and/or experience using Cyber Security vulnerability scanning tools, preferably Tenable Nessus.

Some of the benefits of working at DHA include:

- Generous employee benefits with a competitive salary packaging.
- Employer superannuation contribution of up to 15.4%.
- Flexible work arrangements, including family friendly provisions.
- Benefits of working for the Australian Public Service, while in an outcome focused Government Business Enterprise.
- A diverse range of interesting projects in a high performing and collaborative work environment.

Eligibility

The remuneration package is negotiable and includes a base salary and funded superannuation. Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, achieving a satisfactory character clearance and obtaining and maintaining a security clearance at the required level.

Notes

Applicants are short listed based on the merit principles contained in the Public Service Act 1999.

Any Order of Merit established from this selection process will remain active for up to 12 months from the date of this gazette and may be used to fill future ongoing or non-ongoing roles.

About the Defence Housing Australia

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

To Apply

Position Contact	Hayley Russell, 02 6270 6030
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0692101

Department of Health

Closing Date: Monday 09 August 2021

Primary Care Division
Various

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	\$104,562 - \$119,255
Classification	Executive Level 1
Position Number	21-PCDIV-9534
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

Duties

The Primary Care Division is looking for talented, team-orientated, flexible and highly motivated individuals at the EL1 level. This is a unique opportunity to play a key role in shaping policy advice and leading the implementation and delivery of a number of health programs for the Commonwealth Government.

These roles will be responsible for a variety of tasks including: leading a team to deliver a broad range of primary care programs; coordinating input to evidence based advice to the Senior Executive, and establishing and maintaining key internal and external networks.

The roles are high profile, fast paced and will suit individuals with a desire to further their policy, program, and/or data analytical skills. The roles will suit applicants with the ability to think strategically, informing the exciting and fast-paced reform agenda for the Division.

Eligibility

- To be eligible for employment with the Department of Health applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
 - o Satisfactory completion of an Australian Federal Police 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.

Notes

- Applications close 11:30PM AEST.
- Applicants should quote reference number 21-PCDIV-9534 to assist when making an enquiry.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of 12 months with the possibility of being extended.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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

The Department of Health is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Michelle Trainor, (02) 6289 7115
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0692157

Department of Home Affairs

Closing Date: Thursday 05 August 2021

ICT and Major Capability Divisions
Traveller Cargo & Trade Systems and Operational Capability Branches
Traveller Cargo & Trade Delivery Management and Operational Capability
Delivery Management Sections

Job Title	Finance Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$99,408 - \$116,582
Classification	Executive Level 1
Position Number	JR 91961
Agency Website	www.homeaffairs.gov.au

Job Description

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

Traveller, Cargo and Trade Systems Branch

The Traveller, Cargo and Trade Systems Branch within the ICT Division provides critical support and enhancements for border systems. These systems facilitate and automate operations for the Australian Border Force (ABF), Industry organisations and the public. The Branch delivers border protection and national security outcomes while facilitating the movement of people and goods across the border through technology solutions intrinsic to these functions. The Branch also leads the Enterprise Process Management (EPM) capability and services across the Department.

The Traveller, Cargo and Trade Delivery Management (TCTDM) Section is responsible for providing centralised coordination of governance, resources, procurement, finances, accommodation and reporting for the Branch and the Border Clearance Program.

Operational Capability Branch

The Operational Capability Branch within the Major Capability Division enables operational capability through the provision, support and sustainment of technology to operational areas responsible for Australian Border Force (ABF) frontline activities, in line with the ABF Service Delivery Framework and Capability Lifecycle Management Model.

The Operational Capability Branch works collaboratively with stakeholders at a strategic and operational level to enable effective border outcomes. The Branch also supports our people through Department reform and develops an integrated Branch culture through open communication and active engagement.

The Operational Capability Delivery Management Section manages the Operational Capability Branch's (OCB) Program Management and Support functions and undertakes the Compliance and Enforcement Sub-Committee (CESC) and OCB Branch Design Authority (BDA) secretariat duties.

The Section also manages engagement and communications for OCB and supports the delivery of projects within the Compliance and Enforcement Program; including but not limited to finance, procurement, contract management, on-boarding and recruitment.

About the roles:

We are seeking highly motivated and organised individuals to fill various EL1 positions within the Traveller, Cargo and Trade Delivery Management and Operational Capability Delivery Management Sections.

These roles have a strong focus on financial, communication, administration, stakeholder management, collaboration, and information sharing.

Duties

Our ideal candidate is someone who enjoys working in a rapidly evolving and forward thinking environment.

The successful candidates will be self-driven, adaptive to change and able to demonstrate the following attributes:

- Strong oral and written communication skills with demonstrated attention to detail
- Sound judgement and financial analytical skills to provide complex financial advice to the Assistant Secretary and other stakeholders
- Ability to develop and support productive working relationships to achieve results
- Strong organisational and administrative skills, including the ability to work effectively to meet tight deadlines

- Demonstrated knowledge of budgeting, forecasting, analysis, evaluation and decision making
- Experience with use of SAP and TM1
- Experience working in a Government financial environment, including experience in or an understanding of the Public Governance, Performance and Accountability Act 2013
- Intermediate to advanced level Microsoft Excel skills
- Relevant financial tertiary qualifications
- Knowledge of best practice project/ program management is desirable

Specific duties/responsibilities:

- Provide high level support and advice to the Assistant Secretary and Directors in the coordination and delivery of corporate requests, planning and branch financial reporting
- Provide high level support for finance related tasks to the Program Manager and Project Managers for program and projects managed by the branch. Provide feedback to project managers on project financials, as required
- Maintain clear visibility of the demand and supply on the Branch financials, ensuring gaps are clearly identified
- Undertake detailed analysis and provide high level financial advice
- Proactively identify risks to forecasts and operational budgets of the Branch and assist Directors and Project Managers to establish a plan for rectification in a timely manner
- Deliver continuous improvements in the design and delivery of financial reports and templates to end users
- Manage the Branch's budgeting, forecasting, and reporting functions in BRACS for departmental operating (BAU) funding stream
- Provide first level financial advice and assistance to stakeholders (Section Heads and Project Managers)
- Quality assure financial data for any briefs and submissions, as required
- Develop and maintain relationships with the Technology and Major Capability Group Finance Partner team
- Maintain complete and accurate records in accordance with the Record-keeping Practice Statement and Instruction and Guidelines

Eligibility

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

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

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

Notes

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

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

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

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure. The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force delivers critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Kylie COGHILL, (02) 6196 0151
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0692289

Department of the Treasury

Closing Date: Sunday 08 August 2021

Strategic Coordination and Communications =
Communications Digital Delivery

Job Title	Web Publisher
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$79,648 - \$84,748
Classification	APS Level 5
Position Number	55-2021
Agency Website	www.treasury.gov.au

Job Description

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

The Digital Delivery team in Treasury is responsible for the Treasury corporate website, the Federal Budget website, the intranet and other Treasury websites. The team advises on web best practice and provides recommendations on how to deliver digital content. The Digital Delivery team sits within the Communications Branch and works closely with the Information Services Branch ensuring the communication and digital aspects are a collaborative venture.

We are seeking a Web Publisher to assist the team maintain and update the Treasury's corporate website, the Federal Budget website, the intranet and other Treasury websites.

Duties

The Web Publisher:

- undertakes updates to the Treasury website, Ministerial sites, Budget website and other websites within the Treasury portfolio as required with a high technical standard and knowledge
- deciphers technical issues and then communicate them clearly and in an understandable fashion to a non-technical audience.
- complete website updates according to SLAs, government accessibility requirements and to web best practices
- self-manages workloads through the corporate ticketing system, ensuring customer engagement and management.
- has confident knowledge of and strong skills in HTML5, CSS and WCAG
- undertakes content updates in Drupal 8, Drupal 7 and HTML websites.

Desirable Qualifications / Experience

- Experience working for government websites desirable.
- A minimum of three years experience with website publishing required.

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 APS Level 5, Web Publisher role. A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 12 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	Deborah Thomas, 02 6263 2378
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0692291

Department of the Treasury

Closing Date: Sunday 08 August 2021

Chief Operating Officer
Information Services Dynamics Platform

Job Title	Senior Dynamics Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$117,195 - \$134,435
Classification	Executive Level 1
Position Number	56-2021
Agency Website	www.treasury.gov.au

Job Description

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

Treasury is looking for professional, highly organised and motivated individuals to work in the Dynamics Platform Unit, Major IT Projects Branch. The successful candidates will be responsible for the design, development and support of current and next generation applications to enable Treasury business and productivity.

The roles will be hands-on across the entire software lifecycle from requirements analysis and design through to development, testing and release. A friendly and outgoing nature will help engage with business users to get the most from their solutions, as well as build great business partnerships. Critical thinking skills and excellent documentation skills will assist the team in delivering reliable, robust and innovative digital solutions. The work will be dynamic, varied and flexible, and the successful applicants will play a strong part in steering the direction of the work and the team.

Duties

Maintaining a strong customer focus, the successful candidates will work across a number of projects and systems, providing excellent stakeholder engagement and technical leadership in:

- Dynamics 365 CRM online and on-premises
- .NET application development
- End-to-end application design including Azure integration with a number of cutting-edge technologies

This senior development role entails:

- providing technical leadership, including development and support, across a range of Dynamics business systems
- collaboration with internal support teams and vendors to deliver outcomes
- documentation of IT systems, including as-built and operational support documentation
- mentoring junior team members, and
- representing the team on technical panels and working groups.

Desirable Qualifications / Experience

The ideal candidates will have:

- significant experience delivering Dynamics and Azure solutions, including designing, building, testing and release of software in an enterprise environment
- excellent communication and stakeholder skills
- tertiary qualifications in IT, computer science or software engineering as well as 5+ years of industry practice.

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 Senior Dynamics Developer roles. A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 12 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

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To Apply

Position Contact	Jane Hill, 02 6263 2258
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0692293

Department of the Treasury

Closing Date: Sunday 08 August 2021

Chief Operating Officer Division
Information Services Dynamics Platform

Job Title	Dynamics Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$79,648 - \$108,848
Classification	APS Level 5;APS Level 6
Position Number	54-2021
Agency Website	www.treasury.gov.au

Job Description

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

Treasury is looking for professional, highly organised and motivated individuals to work in the Dynamics Platform Unit, Major IT Projects Branch. The successful candidate will be responsible for the support and development of current and next generation applications to enable Treasury business and productivity.

The role will be hands-on across the entire software lifecycle from requirements analysis and design through to development, testing and release. A friendly and outgoing nature will help engage with business users to get the most from their solutions, as well as build great business partnerships. Critical thinking skills and excellent documentation skills will assist the team in delivering reliable, robust and innovative digital solutions. The work will be dynamic, varied and flexible, and the successful applicants will get hands-on experience in a number of cutting-edge technologies.

Duties

Maintaining a strong customer focus, the successful candidate will work across a number of projects and systems, providing consistent technical input in the areas of:

- Dynamics 365 CRM (online and on-premises).
- .NET application development.

This junior developer role entails:

- providing sound technical advice, including development and support, across a range of Dynamics business systems
- collaboration with internal support teams and vendors to deliver outcomes
- documentation of IT systems, including as-built and operational support documentation, and
- performing ongoing technical checks of critical business systems.

Desirable Qualifications / Experience

The ideal candidate will have:

- excellent communication and stakeholder skills
- tertiary qualifications in IT, computer science or software engineering
- experience delivering business solutions using a combination of the following technologies: Microsoft Visual Studio, C#, SQL Server, Dynamics CRM, Azure DevOps, HTML5/CSS/XML, SOAP
- experience coding Dynamics and Azure solutions in an enterprise environment (desirable).

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 Dynamics Developer roles. A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 12 months from the date advertised.

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To Apply

Position Contact	Jane Hill, 02 6263 2258
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0692272

Parliamentary Budget Office

Closing Date: Sunday 15 August 2021

Corporate Strategy Branch
Corporate Strategy Branch

Job Title	Office Manager and Executive Assistant (Parliamentary Service Level 5)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$79,267 - \$86,957
Classification	APS Level 5
Position Number	PBO77
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Parliamentary_Budget_Office

Job Description https://www.aph.gov.au/About_Parliament/Employment/Parliamentary_Budget_Office

The PBO is seeking an individual with high level communication and organisational skills to work in the Office of the Parliamentary Budget Officer, reporting to the Senior Executive Assistant. Working across the whole agency, you will engage with staff of all levels and have a flexible and proactive approach to getting things done. As Office Manager and Executive Assistant you will:

- provide executive and administrative support services to the seven members of the PBO Executive,
- perform PBO's administration and office support activities, and
- provide back-up support to the Senior Executive Assistant to the Parliamentary Budget Officer, as required.

In the year ahead, particular focus areas for the PBO will be supporting the implementation of a significant ICT project, involving the upgrade of key systems and applications which will affect all PBO staff, and supporting the organisation to prepare for the upcoming general election surge period.

Duties

Duties of the position include:

Support the Executive including:

- Manage Senior Executive diaries, including meeting preparation tasks as required,
- Preparation and quality assurance of correspondence and documents
- Coordinating and assisting work flow management (including task tracking and assisting to ensure tasks are completed according to priority and deadlines)
- Provide back-up support to the Executive Assistant to the Parliamentary Budget Officer and the Corporate Support Officers in the branch, as required
- Coordinate Senate Estimates preparation and briefing folders, as well as responses to Questions on Notice

Support the PBO's financial function including:

- Management of simple procurement and accounts payable processes including raising purchase orders and processing invoices through an outsourced provider
- Issue cab charge vouchers and maintain the cab charge register

- Prepare credit card acquittals for the PBO's credit card holders
- Prepare travel request documentation, make bookings and prepare travel diary acquittals for PBO employees following return from official travel
- Manage stationery orders and maintain corporate registers

Other administrative support including:

- Assistance with general coordination functions across the organisation, providing strong support to critical tasks of the work areas as required
- Secretariat support as required for internal and external committees and meetings
- General office support activities as directed by the Parliamentary Budget Officer or managers.
- Identify and record relevant documents in relation to the duties above in the PBO's electronic document and records management system.

Eligibility

Successful applicants will have strong record keeping practices and client focus, high level communication and organisation skills and the ability to prioritise and manage a wide variety of tasks with limited direction

The ability to work with utmost discretion and confidentiality is essential

Demonstrated experience in standard office applications including Word, Outlook, Excel and Powerpoint is essential

Experience with an electronic document and records management system, or with SharePoint will be highly regarded

A security clearance must be obtained and maintained.

Notes

About the Parliamentary Budget Office

The role of the Parliamentary Budget Office (PBO) is to inform the Parliament by providing independent and non-partisan analysis of the budget cycle, fiscal policy and the financial implications of proposals. The PBO's functions include: preparing budget analyses and policy costings on request by Senators and Members, preparing submissions to inquiries of parliamentary committees and, at its own initiative, conducting and publishing research on the budget and fiscal policy settings. After a general election the PBO is required to prepare a report on the budgetary impacts of the election commitments of designated parliamentary parties. The PBO is one of four parliamentary departments and is located in Parliament House. The PBO actively encourages applications from people with a disability, Aboriginal and Torres Strait Islander people and people from linguistically diverse backgrounds.

To Apply

Position Contact	Amanda Bruce, 02 6277 9520
Agency Recruitment Site	https://www.aph.gov.au/About_Parliament/Employment/Parliamentary_Budget_Office

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Vacancy VN-0692147

Therapeutic Goods Administration

Closing Date: Sunday 15 August 2021

Medicines Regulation Division
Complementary and OTC Medicines Branch Listing Compliance Section

Job Title	Scientific Compliance Evaluator
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$85,088 - \$95,993
Classification	APS Level 6
Position Number	21-MRDIV-9498
Agency Website	

Job Description

<https://www.tga.gov.au/employment-job-vacancies>

Duties

Do you have a strong scientific background and excellent critical thinking skills? Do you thrive on collaborating with others to solve complex problems? An exciting opportunity is available for you to acquire new skills and experience in regulatory compliance and working with the law as part of a scientific evaluation and compliance team within COMB at the TGA.

COMB is responsible for the regulation of over-the-counter and low-risk self-selected medicines, which include sunscreens and complementary medicines— traditional and herbal medicines, and vitamin and mineral supplements that are supplied in Australia. The successful applicants will assess the compliance of low risk (listed) medicines with the legislative requirements for safety, quality and efficacy and support decision making about appropriate enforcement action. This role provides an opportunity to gain experience in regulatory compliance and showcase your aptitude for independent critical analysis.

This role provides an opportunity to have a direct impact on the safe use of these self-selected medicines in the community. It will suit individuals who thrive in a busy work environment with competing deadlines, embraces the challenge of making evidence-based decisions in an uncertain and constantly changing environment, and have exemplary communication and time management skills. The timely completion of high quality reviews that balance risk requires that our evaluators have considerable scientific capability and attention to detail supported by legislation and organisational knowledge. Our evaluators must therefore be proactive with personal and professional development, have a high degree of autonomy and a commitment to achieving results through team work. The spectrum of duties, spanning scientific evaluation, stakeholder liaison, regulatory decision making and business improvement – make the work of evaluators in COMB varied and engaging.

Eligibility

- To be eligible for employment with the Department of Health applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
 - o Satisfactory completion of an Australian Federal Police 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 Qualification:

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

Notes

Applications close 11:30PM AEDT/AEST

Applicants should quote reference number 21-MRDIV-9498 to assist when making an enquiry.

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

About the 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	Jenny Cheng, 02 6289 3125
Agency Recruitment Site	https://www.tga.gov.au/employment-job-vacancies

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Agriculture, Water and the Environment

Vacancy VN-0692269

Bureau of Meteorology

Closing Date: Friday 06 August 2021

Enterprise Services
Organisational Resilience

Job Title	Senior Lawyer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Hobart TAS, West Perth WA, Adelaide SA, Brisbane QLD, Sydney NSW
Salary	\$98,209 - \$110,623
Classification	Executive Level 1
Position Number	60013198 & 60016204
Agency Website	

Job Description

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

Duties

We have an opportunity for a Senior Lawyer with significant commercial or generalist experience to join our high performing, collaborative and committed in-house Legal Services team.

The team occupies a position of trust within the Bureau and we are respected for our advice and authority as an advisor to Group Executives, General Managers, and teams across the Bureau. We provide proactive, pragmatic and expert legal and advisory services.

The role encompasses work on a diverse range of legal matters and you will have the opportunity to contribute to innovative initiatives across the Bureau. The nature of the Bureau's work means you will be involved in unique, and often high-value, transactions and projects. You need to be comfortable working in a complex and changing environment with multiple stakeholders. You need to also have experience in, or be able to adapt to, delivering advice across a range of legal fields. Working alongside other legal professionals in the team will provide opportunities for you to develop and build capabilities in particular area/s of interest.

Ideally, you will have at least 5 years post admission experience or equivalent in a general/commercial practice. Previous in-house experience will be highly regarded but is not essential.

The role reports to the Deputy General Counsel.

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 Bureau of Meteorology

To Apply

Position Contact	Bridie Andriske, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0692284

Bureau of Meteorology

Closing Date: Friday 06 August 2021

Enterprise Services
Organisational Resilience

Job Title	Manager Risk Resilience and Audit
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Melbourne VIC, Canberra ACT
Salary	\$136,614 - \$145,847
Classification	Executive Level 2
Position Number	60014564
Agency Website	

Job Description

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

Duties

The Manager, Risk Resilience and Audit is a critical Bureau role, responsible for leading the Bureau's enterprise-wide internal audit, risk management, insurance, fraud prevention, incident management and business continuity functions.

The role works across all Bureau Groups and Programs to lead the development and enhancement of risk management, incident management and business continuity practices. The role is also responsible for managing the Bureau's internal audit function, insurance portfolio and fraud prevention activities.

The Manager, Risk Resilience and Audit is responsible for a team of 8 people, reports to the General Manager, Organisational Resilience, and is a member of the Organisational Resilience leadership team.

To be successful in this role you will need extensive experience in contemporary enterprise risk management and resilience practices relevant to an operational organisation and have strong communication and stakeholder management skills.

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 Bureau of Meteorology

To Apply

Position Contact	Astrid Heward, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0692285

Bureau of Meteorology

Closing Date: Friday 06 August 2021

Enterprise Services
Organisational Resilience

Job Title	Senior Lawyer - Property
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	West Perth WA, Adelaide SA, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS
Salary	\$92,809 - \$110,623
Classification	Executive Level 1
Position Number	60016619
Agency Website	

Job Description

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

Duties

We have an opportunity for a specialist Senior Lawyer with significant property law experience to join our high performing, collaborative and committed in-house Legal Services team.

The team occupies a position of trust within the Bureau and we are respected for our advice and authority as an advisor to Group Executives, General Managers, and teams across the Bureau. We provide proactive, pragmatic and expert legal and advisory services.

The role encompasses work on a diverse range of property-related matters and provides the opportunity to design and contribute to maturing the Bureau's property law capability, by reference to leading practice and innovative initiatives. The nature of the Bureau's work, and the scale of the Bureau's national property portfolio, means you will be involved in unique, and often high-value, property transactions and projects. You need to be comfortable working in a complex and changing environment with multiple stakeholders. While the focus of the role is on property-related matters, working alongside other legal professionals in the team will provide opportunities to build experience and capabilities in other areas of law.

Ideally, you will have at least 5 years post admission experience. Previous in-house and government experience will be highly regarded but is not essential.

The role reports to the Deputy General Counsel.

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 Bureau of Meteorology

To Apply

Position Contact	Bridie Andriske, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0692292

Department of Agriculture, Water and the Environment

Closing Date: Sunday 08 August 2021

Exports & Veterinary Services
Veterinary & Export Meat Export Meat

Job Title	Meat Inspection Operations Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - NSW NSW, Various locations - QLD QLD
Salary	\$95,750 - \$95,750
Classification	APS Meat Inspector 4
Position Number	2021/3358
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Export Meat Group delivers inspection and verification services at export registered meat establishments at various locations across Australia. These services are aimed at achieving compliance with Australian export standards and overseas importing country market requirements. The Export Meat Group works as a team to anticipate risk and acts quickly and effectively to protect our economy, environment and communities. The Export Meat Group staff are authorised export control officers responsible for administering appropriate export legislation and implementing ante mortem, post mortem and meat and meat product meat inspection services. The team is comprised of On-Plant Veterinary Officers (OPVs), Food Safety Assessors (FSA's), Food Safety Meat Assessors (FSMA's) and Staff Resource Unit personnel and provide the services required at 82 abattoirs and various other registered premises nationally.

Duties

The Jobs

Meat Inspections Operations Managers contribute to the Export Meat leadership team by providing leadership for the FSMA cohort. The positions directly manage the Export Meat Team Leaders. It requires a dynamic individual with an appropriate meat inspection and/or food safety background. In addition to appropriate technical knowledge of meat inspection and verification, successful applicants will have demonstrated leadership skills and be effective at managing staff that are dispersed across multiple locations.

The Meat Inspection Operations Manager is responsible for:

- the management and oversight of the meat inspection team, including Food Safety Meat Assessors (FSMA's), Export Meat Team Leaders and Food Safety Assessors (FSA's)
- providing high level technical advice in relation to meat inspection and other relevant on-plant activities
- providing resourcing advice to the Export Meat management team
- the preparation of FSMA and OPV staffing rosters and the verification of OPV timesheets
- conducting WH&S investigations and assisting with the management of rehabilitation cases within the meat inspection team
- undertaking technical verification of FSMA's, including training needs analysis and coordination of training
- identifying and advising on potential improvements to service delivery arrangements.

Please note this selection process will **initially be used to fill two ongoing vacancies (one in NSW and one in QLD)** however a merit pool will be established from this recruitment process which may be used to fill **future ongoing and non-ongoing (both regional and metropolitan) vacancies** in a range of locations including Queensland, New South Wales, Western Australia, South Australia and Victoria. Non-ongoing positions will be offered for an initial period of 12 months with the possibility of extension up to a maximum of three years in total. The merit pool established through this selection process is valid for a period of 12 months from the date the vacancy was advertised in the Public Service Gazette.

Work location

There is **currently one ongoing vacancy in NSW and one in QLD**. These roles may be able to be performed, subject to negotiation, from any location in the respective state.

Eligibility

What we are looking for

Knowledge and experience

- Demonstrated knowledge of meat export legislation.
- Experience in rostering would be an advantage.

Mandatory qualifications

Certificate IV in Meat Processing (Meat Safety).

Eligibility and other requirements

The successful applicants must hold and maintain a current drivers license.

Notes

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

About the Department of Agriculture, Water and the Environment

The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

To Apply

Position Contact	Tony Jedroszkowiak, 07 3246 8617
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0692294

Department of Agriculture, Water and the Environment

Closing Date: Sunday 08 August 2021

Exports & Veterinary Services
Veterinary & Export Meat Export Meat

Job Title	Meat Inspection Team Leader
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - SA SA, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - WA WA
Salary	\$90,404 - \$90,404
Classification	APS Meat Inspector 3
Position Number	2021/3363
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Export Meat Group delivers inspection and verification services at export registered meat establishments at various locations across Australia. These services are aimed at achieving compliance with Australian export standards and overseas importing country market requirements. The Export Meat Group works as a team to anticipate risk and acts quickly and effectively to protect our economy, environment and communities. The Export Meat Group staff are authorised export control officers responsible for administering appropriate export legislation and implementing ante mortem, post mortem and meat and meat product meat inspection services. The team is comprised of On-Plant Veterinary Officers (OPVs), Food Safety Assessors (FSA's), Food Safety Meat Assessors (FSMA's) and Staff Resource Unit personnel and provide the services required at 82 abattoirs and various other registered premises nationally.

Duties

The Jobs

These positions provide direct management for a number of Food Safety Meat Assessors (FSMA's) working at export registered abattoirs nationally, while supporting and assisting the Meat Inspection Operations Manager. It requires a dynamic individual with an appropriate meat inspection and/or food safety background. In addition to appropriate technical knowledge of meat inspection and verification, successful applicants will have demonstrated leadership skills and be effective at managing staff that are dispersed across multiple locations.

As a Meat Inspection Team Leader you will be responsible for:

- the direct management and oversight of MI2s (FSMA's), including performance management
- providing technical advice in relation to meat inspection and other relevant on-plant activities
- on-site technical verification of FSMA's
- managing emergency staffing and short term relief
- the management of workplace issues as they arise
- the identification and reporting of emerging issues at establishments
- trouble shooting and problem solving FSMA issues
- investigating WH&S incidents and hazards and providing advice to the export meat management team as required
- assisting with rostering.

Please note this selection process will **initially be used to fill three ongoing vacancies (one each in NSW, QLD and Victoria)** however a merit pool will be established from this recruitment process which may be used to fill **future ongoing and non-ongoing (both regional and metropolitan) vacancies** in a range of locations including Queensland, New South Wales, Western Australia, South Australia and Victoria. Non-ongoing positions will be offered for an initial period of 12 months with the possibility of extension up to a maximum of three years in total. The merit pool established through this selection process is valid for a period of 12 months from the date the vacancy was advertised in the Public Service Gazette.

Work location

The **three current ongoing vacancies in NSW, QLD and Victoria** may be able to be performed, subject to negotiation, from any location in the respective state.

Eligibility

What we are looking for

Knowledge and experience

- Demonstrated knowledge of meat export legislation.
- Experience in rostering would be an advantage.

Mandatory qualifications

Certificate IV in Meat Processing (Meat Safety).

Eligibility and other requirements

The successful applicants must hold and maintain a valid Australian motor vehicle drivers licence.

Notes

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

About the Department of Agriculture, Water and the Environment

The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

To Apply

Position Contact	Tony Jedroszkowiak, 07 3246 8617
Agency Recruitment Site	https://awejobs.nga.net.au

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Attorney-General's

Vacancy VN-0692197

Administrative Appeals Tribunal

Closing Date: Sunday 08 August 2021

National Disability Insurance Scheme Division (NDISD)
Review Support Case Allocation and Management Team (CMAT)

Job Title	APS5 NDIS Case Assessment Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$75,612 - \$80,181
Classification	APS Level 5
Position Number	7002903, 7002904, 7002948
Agency Website	http://www.aat.gov.au/

Job Description

<https://www.aat.gov.au/about-the-aat/working-at-the-aat>

Duties

The Case Assessment Officer is responsible for reviewing and determining the allocation and listing of NDIS applications in accordance with the principles set out in the NDIS Caseload Strategy.

The position reports to, and receives, day-to-day direction from the NDIS Practice Registrar.

More information about this position, the scope of the role, duties and selection criteria, is contained within the position description for this role, available from the [Working at the AAT](#) page of our website, www.aat.gov.au.

Eligibility

The AAT generally requires Australian citizenship as a condition of engagement. All employees are required to undertake an Australian Federal Police Check and to undertake a health assessment.

Your application must address the selection criteria available from the position description on the website of the Administrative Appeals Tribunal. Please note that applicants who do not provide a statement addressing the selection criteria will not progress to shortlisting. Responses to selection criteria should be limited to 2 pages maximum.

Notes

An order of merit established through this selection process may be used to fill this or future vacancies on an ongoing or non-ongoing basis.

Non-ongoing opportunities will be offered for a specified term of up to 12 months with a possibility of extension.

About the Administrative Appeals Tribunal

The Administrative Appeals Tribunal (AAT) has offices located in all states of Australia and the Australian Capital Territory and provides independent review of a wide range of administrative decisions made by the Australian Government, some non-government bodies and the Norfolk Island Government. On 1 July 2015 the Migration Review Tribunal, Refugee Review Tribunal and Social Security Appeals Tribunal were merged with the AAT. The amalgamated AAT comprises a number of Divisions: Social Services and Child Support, Migration and Refugee, and General and Other. The AAT is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. For more information about the AAT, click on 'learn more' to visit our website.

To Apply

Position Contact	Rhi-Annon Buitenhuis, 07 3052 3004
Agency Recruitment Site	https://www.aat.gov.au/about-the-aat/working-at-the-aat

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Attorney-General's

Vacancy VN-0692247

Australian Financial Security Authority

Closing Date: Thursday 05 August 2021

Client & Digital Services Division
Application Services

Job Title	Assistant Director Data Warehouse
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$102,559 - \$120,729
Classification	Executive Level 1
Position Number	16061
Agency Website	https://www.afsa.gov.au/

Job Description

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

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

- Agile team environment that embraces change
- Dynamic organisation serving the community
- Flexible working conditions

Duties

About the role

The Client and Digital Services division provides a range of services including statistics, stakeholder communication and

engagement, and frontline service delivery for insolvency and PPSR enquiries, information and transactions. It works to streamline services through process innovation, informed by the needs of our clients. The division also supports AFSA to deliver effective and efficient digital services in a timely manner, while preserving the integrity and security of AFSA's data assets.

As Assistant Director Data Warehouse you will lead AFSA's Data Warehouse team in the operation of AFSA's Enterprise Data Warehouse (EDW) in accordance with established standards. You will also take a key role in promoting the Data Warehouse's capabilities within AFSA.

About you

To be successful in this role, you will:

- lead the design, development & implementation to ensure the EDW meets business requirements and Government Data Standards
- have excellent communication and collaboration skills to support AFSA's business users
- demonstrate strong capability to manage and lead a team, ensuring effective service delivery
- have a strong background in data warehousing with an understanding of concepts such as star schemas
- be "hands on" with an attention to detail
- be highly regarded if you have experience working Microsoft SQL Server and Tableau/Power BI

Why AFSA?

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

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

We encourage applications from Indigenous Australians, peoples from culturally diverse backgrounds and people with disabilities. **Eligibility**

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

The successful applicant must have, or be willing to undergo a security clearance to the level of Negative vetting 1 level as a condition of employment.

To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

Notes

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

- A completed Position Application Form (available from AFSA website)
- A current resume
- A covering letter (two pages max) stating why you are interested in the position, how your skills and experience make you the best person for the position and what value you can add to AFSA and the Client and Digital Services Division.

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

*This recruitment process is being used to fill a current ongoing position in our Canberra office. A merit pool of suitable candidates may be established as a result of this process to assist AFSA to fill similar ongoing and non-ongoing positions that may become available over the next 12 months. Non-ongoing positions may be offered for a period of up to 18 months with the possibility of

extension (up to a total period of 3 years). Should a non-ongoing position become ongoing or should an ongoing position become available, the merit pool established by this process may be used to determine a suitable candidate(s).

About the Australian Financial Security Authority

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

To Apply

Position Contact	Richard Datson, 0437 302 726
Agency Recruitment Site	https://www.afsa.gov.au/about/careers/current-vacancies

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Attorney-General's

Vacancy VN-0692280

National Archives of Australia

Closing Date: Sunday 01 August 2021

-
Collection Management Policy & Strategy

Job Title	Project Officer - Information Policy
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$75,314 - \$80,790
Classification	APS Level 5
Position Number	30113
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

<http://careers.naa.gov.au/cw/en/job/495909?lApplicationSubSourceID=>

The National Archives is seeking an astute and diligent project officer to fill a permanent vacancy within our Collection Management Branch, Policy and Strategy Section.

The Collection Management Branch is responsible for transferring, storing, preserving and digitising the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research, and implements projects to ensure the care, management and accessibility of archival records. The Branch is also responsible for identifying information management requirements for Australian Government agencies to ensure Australian Government information assets (records, information and data) are created, collected and managed effectively.

The Policy and Strategy Section which will be part of the Collection Management Branch from August 2021 is responsible for developing and delivering policies, standards and strategic initiatives to improve the management of Australian Government information assets. It actively promotes information management maturity in Australian Government agencies by managing delivery of the [Building trust in the public record policy](#).

The successful applicant will contribute to the improvement of information management maturity of the Australian Government by providing administrative support to help the Policy and Strategy section plan, manage, achieve and report on key objectives, priorities and project delivery. You will also contribute to the development of the National Archives' information policies, standards, tools and advice through research and analysis of the national and international information management environment and liaison with Australian Government agencies and other stakeholders.

One ongoing vacancy available. This recruitment process will be used to establish a merit pool to fill future ongoing and non-ongoing vacancies as opportunities arise.

Duties

Under limited direction the main duties of the role are to:

- Provide administrative and operational support to help the section plan, manage, achieve and report on key objectives, priorities and project delivery.
- Contribute to the development of the National Archives' information policies, standards, tools and advice to improve information management maturity in the Australian Government.
- Liaise with Australian Government agencies and other stakeholders to support uptake of National Archives' policies, products and advice.
- Undertake research to analyse and monitor the national and international information management environment, including supporting the National Archives' response to external inquiries.
- Set own short-term goals and priorities in line within established section objectives.
- Interpret and adapt existing procedures and practices to achieve internal operational efficiencies.
- Prepare routine documentation and correspondence.
- Identify and put forward ideas to solve problems, and contribute to and participate in the National Archives' change agenda.
- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Promote, and apply the National Archives' Vision, Mission and Commitments as expressed in The Archives Way.

Eligibility

Eligibility: Applicants must be Australian citizens and be able to obtain and maintain a security clearance to Baseline.

Notes

How to apply: Applications must be submitted via our online e-recruitment system. Applicants must in 1000 words or less outline the skills and relevant experience you would bring to this role. Please refer to the position description for this role.

A merit pool may be established to fill similar ongoing and non-ongoing APS Level 5 vacancies should they become available within 12 months from the date advertised. Non-ongoing opportunities may be offered for an initial period of up to 18 months with the possibility of extension (maximum 3 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 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	Esther Carey, (03) 9881 6847
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/job/495909?lApplicationSubSourceID=

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Defence

Vacancy VN-0692054

Department of Defence

Closing Date: Friday 06 August 2021

ARMY
Forces Command

Job Title	Telecommunications Systems Instructor
Job Type	Full-Time, Ongoing
Location	Macleod VIC
Salary	\$75,109 - \$80,450
Classification	APS Level 5
Position Number	ARMY/03634/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=86758117-EE18-984A-5019-BFA5668FE974>

Duties

The Role

Under limited direction, you will work along-side military, Australian Public Servants and contracted personnel to deliver training in a variety of Defence telecommunication suites. In this role, you will support the planning, scheduling and delivery of training for military personnel. You will provide academic mentoring and instructional support to trainees encompassing a variety of training methods including instructor-lead, distance learning, and on-line self-paced learning packages.

About our Team

Under limited direction, you will work along-side military, Australian Public Servants and contracted personnel to deliver training in a variety of Defence telecommunication suites. In this role, you will support the planning, scheduling and delivery of training for military personnel. You will provide academic mentoring and instructional support to trainees encompassing a variety of training methods including instructor-lead, distance learning, and on-line self-paced learning packages.

Our Ideal Candidate

To be successful in this role you should have demonstrated experience in telecommunications systems with a focus on Internet Protocol Networking, routing and switching and associated technologies. Familiarity with programming and automation of network devices, wideband satellite systems or wideband terrestrial radio frequency systems would also be beneficial. This technical experience and knowledge should be supported by excellent presentation and communications skills, including experience in the delivery of technical training in an adult learning environment. If you require further information please call the contact officer on the front of this Information Pack.

Eligibility

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Mr Andrew Woolley, 03 9290 2769
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=86758117-EE18-984A-5019-BFA5668FE974

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Defence

Vacancy VN-0692080

Department of Defence

Closing Date: Sunday 08 August 2021

Defence Science and Technology Group
Research Services Division

Job Title	Administration Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Edinburgh SA, Fishermans Bend VIC
Salary	\$68,442 - \$74,721
Classification	APS Level 4
Position Number	DSTG/03369/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3EB8A651-9DC3-2467-D9B1-BFA5DD71FC98>

Duties

The Role

At Defence Science and Technology Group (DSTG) we support Australia's Defence research needs. We are seeking to fill three Administration Officer roles at our sites in Adelaide, SA and Melbourne, VIC.

The Administration Officers will perform administrative and business support work within an integrated workforce. This includes:

- The coordination of the administration needs of the workareas, providing efficient and effective running of the office in a proactive and professional manner.

- Organising your workflow and making independent decisions relating to the area of your responsibility.
- Engaging and communicating with stakeholders to identify, respond and provide advice on issues in order to achieve directed outcomes.

The Administration Officers will be required to work closely with the Director Divisional Operations team to provide administrative support, as required, and at times they will be required to assist other teams within RSD by undertaking other positions and duties as required.

About our Team

Research Services Division (RSD) delivers specialist capabilities to the Defence Innovation Science and Technology (IS&T). RSD comprises a professional workforce of highly specialised engineers, technicians, computational scientists and other professional staff who provide a wide range of highly specialised and unique research capability and innovative solutions; which provide the advanced research platforms for defence, national security and the wider defence IS&T ecosystem. RSD capabilities accelerate and protect Defence's science and technology advances and promote a collaborative, compliant, safe and healthy workplace.

RSD is made up of five branches and the work areas include:

- Emerging digital science capabilities, including computational and data intensive science, research data and information and laboratory and experimental systems
- Scientific computing including the development and acquisition of a world-class secure High Performance Computing (HPC) capability for advanced modelling and simulation
- Nationally recognised, unique and novel research engineering capabilities
- Development and implementation of the Outstanding Research Infrastructure Powering Innovation pillar, a major component of the More Together: Defence Science and Technology Strategy 2030
- Defence innovation, science and technology compliance, assurance, and sovereignty through complex research safety, research security and scientific resource management.

Our Ideal Candidate

- Experience in the use of the Microsoft suite of programs to produce spreadsheets, PowerPoint presentations, flowcharts, database management and reports etc.
- Demonstrated strong communication skills both verbal and written, with the ability to tailor messages to various audiences.
- The capacity to maintain a high degree of discretion and exercise sound judgement in dealing with sensitive and confidential matters.
- High level interpersonal and communication skills to create positive working relationships.
- The capacity to work both independently with minimal direction and collaboratively in a team environment.
- Demonstrated skills in dealing confidently and courteously with a diverse range of stakeholders.

Eligibility

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

Notes

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

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

About the Department of Defence

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To Apply

Position Contact	Helen Buzas, 08 7389 7959
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3EB8A651-9DC3-2467-D9B1-BFA5DD71FC98

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Defence

Vacancy VN-0692081

Department of Defence

Closing Date: Friday 06 August 2021

Capability Acquisition and Sustainment Group
Commercial

Job Title	Commercial Policy Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	CASG/03613/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=2835544D-711A-214B-DF1A-BFA52F3803BD>

Duties

The Role

Positions are currently available within Commercial Policy & Practice within the areas of Commercial Policy and ASDEFCON Contracting & Initiatives. As part of the team you will directly support Defence business with best-practice commercial policy tools and processes.

As an ASDEFCON Policy Officer or as a Commercial Policy Officer within Commercial Policy & Practice, you will have the exciting opportunity to contribute to the development and maintenance of best practice contracting templates and innovative commercial solutions for Defence. You will be accountable to perform and achieve complex procurement policy work within an integrated workforce, requiring a high level of commercial acumen, in-depth knowledge of legislative frameworks, government decision-making and Defence's strategic goals.

About our Team

The ASDEFCON & Contracting Initiatives team develops and maintains the commercial elements of the ASDEFCON suite of contracting templates and manages contracting initiatives to reduce the cost of tendering and improve commercial outcomes. The team supports Defence's commercial function to provide procurement, contracting and commercial expertise and support across the procurement lifecycle to enable Defence to meet its objectives, maximise value for money and meet legislative and mandatory policy requirements.

The Commercial Policy team provides high level strategic commercial policy advice to a range of stakeholders including Defence Ministers, Senior Executives and projects. The team develops and manages procurement policies, processes and guidance materials to support Defence in its mission to defend and protect Australia and advance its strategic interests. The Commercial Policy team works with central and key policy agencies to develop whole-of-government policies and ensure that Defence procurement policies and practices are compliant with Commonwealth legislation, frameworks and policies.

Our Ideal Candidate

As a Commercial Policy Officer or an ASDEFCON Policy Officer, you will be;

- Confident and professional when engaging with stakeholders from a variety of backgrounds and levels of seniority;
- Highly motivated and solutions focused, with the ability to translate policy in to practical guidance that supports procurement and contracting practitioners; and
- Able to work in collaborative team environments to achieve shared objectives.

As a Commercial Policy Officer or an ASDEFCON Policy Officer, you will ideally have;

- Demonstrated experience in a procurement and/or contracting related role, in either the public or private sector;
- Demonstrated experience in complex policy roles, with a track record in delivering products and services;
- Qualifications in procurement, contract management, law, business, commerce and/or finance (not essential, but would be considered an advantage);
- Well-developed understanding of relevant legislative frameworks, government decision-making and Defence's mission and policy requirements; and
- Strong written and communication, research and analytical skills.

Eligibility

To obtain and maintain a Negative Vetting 1 clearance as a condition of engagement.

Notes

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

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includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a supportive work environment and a diverse workforce.

To Apply

Position Contact	Ben Bradley, 02 5109 0447
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2835544D-711A-214B-DF1A-BFA52F3803BD

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Defence

Vacancy VN-0692174

Department of Defence

Closing Date: Sunday 15 August 2021

Defence Science and Technology Group
Intelligence Surveillance & Space Division

Job Title	Infrastructure and Security Team Lead
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	DSTG/03127/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=70623C7B-9AE1-4C78-A0C3-BFA5669C941C>

Duties

The Role

- Enjoy the challenges of improving facilities

- Work collaboratively with multiple stakeholders
- Enhance Defence research through innovative infrastructure & security

As part of this role, you will:

- Be responsible for ensuring effective management of divisional infrastructure and security.
- Appraise and manage delivery of facility maintenance programs and other estate works to ensure business continuity and effective accommodation management.
- Contribute to the development of future divisional infrastructure strategic requirements and implement plans to meet divisional research and project objectives.
- Work collaboratively with a broad range of stakeholders across the enabling functions to ensure a holistic approach to facilities management as well as planning and development activities.

The duties of this role include:

- Provide effective day to day management of divisional infrastructure and security support services including accommodation and maintenance activities.
- Inspire and lead a small team, mentor staff, set work area priorities, develop strategies and evaluate business outcomes.
- Manage the development and implementation of divisional security and infrastructure plans as well as programs for all minor, medium and maintenance works required in the division.
- Research, understand, interpret and comply with policy, regulations, guidelines, instructions and procedures in relation to infrastructure and security planning and development.
- Implement policies and procedures that ensure Divisional infrastructure accreditation/reaccreditation requirements are met and maintained.
- Identify issues which may pose a risk to the estate development and planning processes and provide advice to senior management and stakeholders through briefs, risk assessments and mitigation plans.
- Liaise with a broad range of stakeholders to ensure the scope, design, implementation and delivery of divisional research infrastructure projects meet operational needs, and comply with relevant certification and accreditation requirements.
- Support and contribute to ongoing continuous improvement activities in infrastructure and security within the division and DST Group.
- Provide regular reporting to divisional executive.

About our Team

The role will provide leadership for the infrastructure and security team to achieve work unit outcomes. This role also contributes to the ISSD Executive Support team, to deliver the broad range of research administration, safety, infrastructure and security support the Division's S&T program delivery.

Our Ideal Candidate

We are looking for individuals with a capacity for, and a keen interest in infrastructure and security management.

You will have excellent interpersonal skills and be passionate about providing excellent customer service. You will have a good understanding of estate project planning, an appreciation of security requirements and regulations. You will have the ability to plan and deliver future infrastructure requirements to meet the division's strategic priority objectives. You will thrive on

problem solving and inspiring others to deliver sound solutions. You will have an ability to work collaboratively with others and build strong relationships with internal and external stakeholders, understanding their needs and expectations.

You will be someone who fosters a culture of inclusion and has shown a commitment to their ongoing training and personal development. **Eligibility**

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	Jolanta Ciuk, (08) 7389 6832
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=70623C7B-9AE1-4C78-A0C3-BFA5669C941C

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Defence

Vacancy VN-0692178

Department of Defence

Closing Date: Sunday 08 August 2021

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Logistics Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Williamtown NSW
Salary	\$68,442 - \$74,721
Classification	APS Level 4
Position Number	CASG/03460/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5BD8B97A-6436-E3E4-AFAB-BFA566B7C561>

Duties

The Role

Within Air Domain, Tactical Systems Fighter Program Office is responsible for the Asset Management of the Classic Hornet (CH) capability and the Lead-In Fighter (LIF) training system as well as the Advanced Training and Test Environment (ATTE). Asset management activities cover the full capability life cycle including acquisition, sustainment and withdrawal from service.

The Logistics Support Officer will assist in the establishment and implementation of the TFSP0 Logistics Assurance Model. In this position, you will be responsible for conducting reviews, analysing information and reporting on materiel logistics performance. This role reports to the Logistics Assurance Lead and will support them in a range of logistics assurance activities.

About our Team

Working within TFSP0, you will be part of an integrated ADF/APS/Contractor environment. The position is located at RAAF Base Williamtown in the beautiful Port Stephens region. We offer a flexible, engaging and supportive work environment that focuses on development and support of its employees.

Our Ideal Candidate

TFSP0 is seeking an enthusiastic and motivated individual to join our team.

To be successful in the role you will need:

- Demonstrated experience in Logistics Management with the ability to analyse and assure compliance with relevant legislation and policy.
- An ability to achieve results by identifying and using resources effectively.
- An ability to build and maintain internal and external relationships.
- Strong communication skills.

Eligibility

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	Stacey Johnson, (02) 4077 7522
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5BD8B97A-6436-E3E4-AFAB-BFA566B7C561

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Defence

Vacancy VN-0692182

Department of Defence

Closing Date: Sunday 08 August 2021

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Multiple Positions - Assistant Directors: Data Scientist, Data Analyst and Data Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$103,994 - \$117,305
Classification	Executive Level 1
Position Number	DIG/03209/21
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=7132EF3A-428E-B5F9-A8B1-BFA61B349FB9>

Duties

The Role

As an Assistant Director, you will:

- Lead a section, allocating and prioritising tasks;
- Be responsible for accurate completion of work within timeframes; and
- As an expert in your field, you will design, exploit and implement solutions for data related issues, using new technologies and opportunities.

Position 1: Assistant Director - Data Science and Engineering – Data Scientist:

Leveraging your experience in Machine Learning/Artificial Intelligence (ML/AI), data analysis and automation, your leadership will assist AGO to derive deeper insights from larger volumes of data at a pace that enables decision advantage. You will liaise with a range of stakeholders to evaluate and implement ML/AI technologies that drive innovation and modernise AGO's analytic practices.

Position 2: Assistant Director - Data Analytics and Methodologies – Data Analyst:

Leveraging your understanding and experience in Geospatial Information Systems (GIS) and scripting languages (such as python), you will work with AGO's data scientists and capability managers to develop and implement new tools and methodologies that use AGO's data and GIS more effectively and efficiently. You will work with a range of stakeholders, and coach staff within your team and across the organisation, to increase their digital and data fluency, and enable and empower AGO to work smarter with data.

Position 3: Assistant Director – Geospatial Data Acquisition – Data Manager:

In this role, you will mentor a team of geospatial data and commonwealth procurement specialists to ensure requirements are met in an effective, timely and compliant manner. You will lead the development of data requirements with a broad range of stakeholders, and be responsible for delivering those requirements. You will engage broadly with industry to build relationships and drive the best outcomes for AGO. This role also provides the opportunity for the successful candidate to build the team, further refine its functional roles and responsibilities, implement new processes and initiatives, and develop proposals for future the strategic direction of the team.

About our Team

Position 1: Assistant Director - Data Science and Engineering – Data Scientist:

You will lead a small team of data scientists within AGO's Data Innovation and Analytics Directorate. Your team's core function is to drive the application of data science to AGO's analytic problems. This will involve investigating and advising how AGO can create algorithms and machine learning models, develop analytic tools and design data modelling processes, in order to extract and analyse large amounts of structured and unstructured data. You will mentor your team of data scientists to develop their data skills; work closely with a range of stakeholders to understand their analytic requirements; and liaise with capability managers to deliver new tools and methodologies; in order to use AGO's data more effectively and efficiently.

Position 2: Assistant Director - Data Analytics and Methodologies – Data Analyst:

You will lead a small team of data analysts within AGO's Data Innovation and Analytics Directorate. Your team's core function is to provide analytical support to AGO's analytic and production areas, enabling them to achieve outcomes in new and innovative ways. You will mentor your team of data analysts, and work closely with a range of stakeholders to develop their data

literacy skills. Your team will develop and implement data analysis tools and methodologies that drive the modernisation and improvement of analytic and production workflows. Your work will enable AGO to provide deeper insights in support of Defence and national intelligence requirements.

Position 3: Assistant Director - Geospatial Data Acquisition – Data Manager:

You will lead a team that is helping to shape the strategic direction for Defence's geospatial data. Your team is responsible for the acquisition of geospatial data from industry partners, and obtaining data from a range of sources including domestic and international partners, in order to meet the geospatial data requirements of Defence and the Intelligence community.

Our Ideal Candidate

Successful candidates will be highly motivated, have strong oral and communication skills, experience leading a team and broad knowledge of geospatial data application and production techniques.

Position 1: Assistant Director - Data Science and Engineering – Data Scientist: You will also have demonstrated data science, machine learning and coding experience and/or qualifications and highly developed analytical, statistical and programming skills with an aptitude for problem-solving. You will also have a broad knowledge of machine-learning and data analysis techniques with experience using popular data science coding languages (such as Python) and data processing frameworks.

Position 2: Assistant Director - Data Analytics and Methodologies – Data Analyst: You will also have demonstrated data science/analytics and coding experience or qualifications, highly developed analytical skills with an aptitude for problem-solving, and broad knowledge of data analysis and automation techniques with experience using GIS applications and scripting languages (such as Python).

Position 3: Assistant Director - Geospatial Data Acquisition – Data Manager: You will also have demonstrated experience engaging with industry; and an understanding of, or willingness to learn about, Commonwealth procurement processes.

As the ideal candidate, you will also have:

- An ability to engage successfully across a range of technical and non-technical stakeholders, both verbally and written;
- An ability to strategically assess your team's roles and responsibilities and guide the future direction based on the needs of the Department and broader community;
- An understanding of Commonwealth procurement processes and industry engagement policies;
- Highly developed interpersonal and networking skills including experience in negotiation and representation; and
- Ability to successfully lead and manage a team.

Eligibility

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. For more information, refer to the Information Pack.

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	Name Withheld, (02) 6127 7300
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7132EF3A-428E-B5F9-A8B1-BFA61B349FB9

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Defence

Vacancy VN-0692200

Department of Defence

Closing Date: Sunday 08 August 2021

NAVY
Navy Capability

Job Title	Navy Infrastructure - Coordination
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	NAVY/02953/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D68A8B4D-421B-069A-D7C1-BFA6570A1434>

Duties

The Role

The Directorate of Navy Infrastructure Plans has an opportunity for a APS 6 Navy Infrastructure Coordination Officer. The role is accountable under broad direction to perform and achieve complex administrative support work within an integrated workforce and provide support to the Executive Director.

You will be the Directorate's point of contact for executive and corporate coordination requests. In addition to executive support, tasks will include oversight and coordination of the following:

- Various briefing materials, including drafting Committee and Ministerial briefs
- Corporate reporting requirements
- Directorate business planning activities
- Directorate resourcing
- Navy Infrastructure Steering Group (secretariat role)

About our Team

The Navy Infrastructure Directorate analyses and develops policies covering future Navy basing plans and capability needs. The Directorate also works closely with Estate and Infrastructure Group to ensure that Navy's infrastructure supports current and future maritime capability. The Directorate also has a level of engagement with external bodies (for example through relevant consultative meetings with States/Territories).

Our Ideal Candidate

To be successful in the role you need:

- The capacity to use your initiative and solve problems.
- An eagerness to get tasks done and coordinate and workflow business priorities.
- Work collaboratively in a fast-paced dynamic team environment, with the ability to manage competing/shifting deadlines and requirements.
- The ability to write and coordinate briefing material for senior management.
- High level communication skills.
- Sound judgement.
- The capacity to foster effective relationships within the Department and with external stakeholders.

Eligibility

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	Natasha Davies, 0418 766 026
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D68A8B4D-421B-069A-D7C1-BFA6570A1434

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Defence

Vacancy VN-0692244

Department of Defence

Closing Date: Sunday 08 August 2021

Defence People Group
Head People Capability

Job Title	Contract Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn Raaf ACT
Salary	\$68,442 - \$74,721
Classification	APS Level 4
Position Number	DPG/03566/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E57C932A-6DA6-573B-392A-BFA690391D8A>

Duties

The Role

We are seeking to recruit an APS4 Contract Officer for a fantastic opportunity in a dynamic team. The APS4 Contract Officer is accountable under limited direction to perform and achieve moderately complex contract management and procurement activities in support of the Directorate of Business and Contract Management at Defence Force Recruiting. This role requires strong organisational skills to manage conflicting priorities and deadlines, along with attention to detail and the ability to build and maintain stakeholder relationships. You will work collaboratively in a team-based environment, actively participating and contributing to support the work outputs and team objectives.

Key responsibilities include:

- Provide administrative support, research and analysis on the contract services
- Provide administrative and secretariat functions for contract meetings
- Provide advice to stakeholders and Branch Executive on the obligations and requirements for each contract
- Under direction, contribute to the management of various contracts; including manage contract reporting arrangements and requests for additional services
- Maintenance of contract mechanisms (contract changes, contract notices, contract risk registers etc)
- Assist with the development and issue of contract changes notices (documenting the justification for change, risks and contract impact)
- Assist with the resolution of contract issues
- Providing contractual representation at internal meetings
- Review contractor performance against performance management framework and assist with the preparation of reports for Branch Executive
- Contribute to building DFR's strategic and business planning capabilities

About our Team

Defence Force Recruiting (DFR) is a public-private collaboration between Defence and a recruiting company and provides recruiting services to the Australian Defence Force in accordance with standards and policies set by the Navy, Army and Air Force. Recruiting services are delivered using a mix of military, APS and contractor staff operating in a high energy, multi-vendor environment which is responsible for directly delivering capability to the Australian Defence Force. The Directorate of Business and Contract Management within DFR provides financial and business support services for the Branch and contract management of those specialist engaged to support the recruitment effort.

Our Ideal Candidate

Our ideal candidate will have a basic knowledge of Defence procurement processes, policies and procedures. You will also have basic knowledge of the Commonwealth Procurement Rules and the Defence Procurement Policy Manual. Other beneficial skills and attributes are:

- Excellent interpersonal skills
- Ability to work in a team environment
- Demonstrated ability to build effective relationships with a wide range of stakeholders both internal and external
- Strong organisational and time management skills
- Ability to achieve deadlines and manage competing priorities
- Sound skills in Microsoft Office applications, in particular MS Word and MS Excel
- Strong written and oral communication skills
- High-level customer service skills to ensure customers receive prompt and reliable advice

Eligibility

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

Notes

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To Apply

Position Contact	Amy Cook, 02 5109 5371
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E57C932A-6DA6-573B-392A-BFA690391D8A

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Department of Defence

Closing Date: Sunday 08 August 2021

Joint Capabilities Group
Joint Health Command

Job Title	Health Clerk
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Williamstown NSW
Salary	\$68,442 - \$74,721
Classification	APS Level 4
Position Number	JCG/03524/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E86CAC0C-BECB-825A-0C0D-BFA52CB5E8CE>

Duties

The Role

Join a dynamic team of health professionals providing high quality health care to members of the Australian Defence Force. The APS 4 Health Clerk supports the administration function at Williamstown Health Centre - RAAF Williamstown and is accountable and responsible, under limited direction, to perform and achieve moderately complex clinical administration work within an integrated workforce. They supervise a small team of Health Clerks and are accountable to have a good understanding of, and compliance with, relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS4 Health Clerk will be accountable for organising their workflow and that of their team, making decisions within their defined parameters relating to area of responsibility and will seek guidance when required. They may exercise some discretion with respect to how legislation, procedures and guidelines are interpreted and applied to their work. They will provide administrative support that is informed and directed by their knowledge of the allied health function. They may undertake some research and analysis activities.

Note: The current position is ongoing however we will be creating a merit pool to fill similar ongoing and non-ongoing positions that become available within the next 12 months.

About our Team

Joint Health Command (JHC) is responsible for the delivery of military medicine and joint healthcare services to over 70,000 Australian Defence Force (ADF) personnel. JHC is also responsible for the health preparedness of ADF personnel for operations, and the coordination of health units for deployment in support of operations. The APS 4 Health Clerk position is part of Joint Health Unit - Northern New South Wales within JHC and is based at Williamstown Health Centre, RAAF Williamstown.

The APS 4 Health Clerk will supervise a team of Health Clerks allocating work, resources and tasks and setting work area priorities to meet set outcomes. The position reports to the Practice Manager and Health Centre Manager. Working in a truly blended workforce of military, APS and contracted staff the ideal candidate will thrive in a dynamic environment and enjoy working collaboratively and collegially to generate excellent health care results.

Our Ideal Candidate

The ideal candidate will display personal drive and integrity and be able to communicate clearly and with influence. By joining the team at Williamstown Health Centre the successful applicant will support strategic direction by showing judgment and intelligence. The position will be an important point of contact for both internal and external stakeholders.

The ideal candidate will also have a minimum of 2 years (or part time equivalent) administration experience and enjoy working in and leading a team.

Eligibility

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Sofe Stuart, (02) 8440 0185
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E86CAC0C-BECB-825A-0C0D-BFA52CB5E8CE

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Defence

Vacancy VN-0692250

Department of Defence

Closing Date: Friday 30 July 2021

Capability Acquisition and Sustainment Group
Program Performance

Job Title	Senior Strategic Engagement Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	CASG/03738/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3D914614-51B8-877A-693B-BFA690B9958F>

Duties

The Role

A dynamic and exciting opportunity exists for a Senior Strategic Engagement Officer (with extensive experience) to join a highly professional team and undertake a variety of major communication and engagement activities in a fast-paced industry focused environment.

Working within the framework of Defence's mission and business objectives, innovative thinking and a commitment to delivery are considered critical capabilities.

About our Team

The Strategic Engagement and Events Directorate is responsible for the delivery of key messaging, brand management and event management services on behalf of the Australian Industry Capability (AIC) Division. Our portfolio of work covers: web and online presence; brand management; creative design services; collateral production; stakeholder engagement; event management; procurement of services; event design, logistics and evaluation.

Our Ideal Candidate

In consultation and collaboration with the Assistant Director, Strategic Engagement:

- Contribute to the development and implementation of an external and internal change communication strategy within the Strategic Engagement and Events Directorate.
- Manage external and internal communication channels and support strategic business partners to achieve agreed communication objectives.
- Ensure engagement activities reflect and support the issues and opportunities impacting Defence and the Australian defence industry.
- Develop and manage key engagement tools and content across all online platforms, newsletters, brand and creative rollout, business narrative and key messaging.
- Support AIC Division's major event presence with the development and delivery of relevant engagement and promotional collateral across digital and print production.
- Assist in evaluating communication channels and engagement practices and apply innovation and strategic thought to improve processes, user experience and outcomes.

Experience working within the APS, and in researching, analysing, planning, reviewing and adjusting work priorities to meet business outcomes, will be highly regarded. **Eligibility**

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

Notes

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

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To Apply

Position Contact	Jamie MacDonald, 02 5131 4669
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3D914614-51B8-877A-693B-BFA690B9958F

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Defence

Vacancy VN-0692252

Department of Defence

Closing Date: Sunday 08 August 2021

Joint Capabilities Group
Joint Logistics Command

Job Title	Logistics Compliance and Assurance Standardisation Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	JCG/03552/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=87D7A21D-C8E7-FA0F-1586-BFA52F28E54F>

Duties

The Role

The Logistics Assurance Standardisation Manager is a multi-discipline role with a focus on training, logistics assurance governance and commodity assurance. The training role includes identification of training liabilities, construction of training programs, development of course materials and provision of training support for the compliance and assurance training network across Defence.

The role will also deliver training on Defence compliance and assurance applications, tools and associated methodologies in both a classroom environment and through alternative methods. The role also undertakes strategic management and complex analysis of fuels inventory assurance across Defence.

The successful applicant will prepare reports, briefs and other documentation for key stakeholders as well as providing advice, coaching and mentoring to members of the Defence Logistics compliance and assurance Network. Occasional business travel will be required to conduct compliance and assurance activities and a demonstrable ability to build and sustain effective working relationships is important.

About our Team

The Directorate of Logistics Assurance Programs (DLAP) is embedded within the Logistics Assurance Branch and provides the Commander of Joint Logistics with the capability to influence logistics performance across Defence. To do this, the Directorate monitors the health of the overall Defence logistics system at an organisational level.

DLAP is responsible for the overall management and technical control of the Defence Logistics Compliance and Assurance Framework which includes six independent assurance streams. The requirements across the streams include scheduling, coordination and the execution and reporting of Defence's annual Inventory Assurance Sampling Programs.

Our Ideal Candidate

To succeed in this role you must have personal drive and integrity with demonstrated:

- Ability to work both as part of a team or independently with minimal supervision to contribute to program outcomes;
- Strong administrative and organisational skills;
- Effective communication with stakeholders at various organisational levels and across teams;
- High levels of initiative and determination;
- Willingness to learn and ability to prioritise tasks based on organisational requirements;
- Ability to operate in a dynamic environment where multiple activities occur simultaneously with tight deadlines;
- Proficiency in the Microsoft Office Suite.
- Ability to write detailed instructions and procedures along with strategic papers; and
- Ability to achieve Directorate and Defence outcomes.

Eligibility

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	Paul Saunders, 0414 561 129
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=87D7A21D-C8E7-FA0F-1586-BFA52F28E54F

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Defence

Vacancy VN-0692253

Department of Defence

Closing Date: Friday 30 July 2021

Capability Acquisition and Sustainment Group
Program Performance

Job Title	Events Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$75,109 - \$80,450
Classification	APS Level 5
Position Number	CASG/03739/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=99155EC1-A691-C499-16FE-BFA69155DE9D>

Duties

The Role

A dynamic and exciting opportunity exists for an Events Officer (with extensive experience) to join a highly professional team and help develop and deliver a variety of national and regional events in a fast-paced industry focused environment.

Working within the framework of Defence's mission and business objectives, innovative thinking and a commitment to delivery are considered critical capabilities.

About our Team

The Strategic Engagement and Events Directorate is responsible for the delivery of key messaging, brand management and event management services on behalf of the Australian Industry Capability (AIC) Division.

Our portfolio of work covers: web and online presence; brand management; creative design services; collateral production; stakeholder engagement and development; event management; procurement of services; event design, logistics and evaluation.

Our Ideal Candidate

In consultation with the Assistant Director Events:

- Contribute to the development, management and delivery of critical national and regional based events for the Division, and broader Defence and Australian industry remit.
- Liaise with external and internal strategic business partners to help achieve agreed event participation and stakeholder outcomes.
- Help build industry engagement activities at events that reflect and support the issues and opportunities impacting Defence and the Australian defence industry.
- Coordinate event logistical and administrative requirements for AIC Division, internal and external partner participation.
- Assist in evaluating event participation, including surveys, post event research and user experience insights
- Coordinate event related invoicing and team travel arrangements
- Support ad hoc directorate projects and activities as required

Experience working within the APS, and in researching, analysing, planning, reviewing and adjusting work priorities to meet business outcomes, will be highly regarded. **Eligibility**

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

Notes

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

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To Apply

Position Contact	Jamie MacDonald, 02 5131 4669
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=99155EC1-A691-C499-16FE-BFA69155DE9D

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Defence

Vacancy VN-0692259

Department of Defence

Closing Date: Friday 30 July 2021

Capability Acquisition and Sustainment Group
Program Performance

Job Title	Assistant Director Events
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$103,994 - \$117,305
Classification	Executive Level 1
Position Number	CASG/03736/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5AB34567-150D-0983-3E52-BFA691C262FB>

Duties

The Role

A dynamic and exciting opportunity exists for an Assistant Director Events to join a highly professional team, to manage and deliver a variety of national and regional events in a fast-paced industry focused environment.

Working within the framework of Defence's mission and business objectives, innovative thinking and a commitment to delivery are critical capabilities.

About our Team

The Strategic Engagement and Events Directorate is responsible for the delivery of key messaging, brand management and event management services on behalf of the Australian Industry Capability (AIC) Division.

Our portfolio of work covers: web and online presence; brand management; creative design services; collateral production; stakeholder engagement and development; event management; procurement of services; event design, event logistics and evaluation.

Our Ideal Candidate

In consultation with the Director, Strategic Engagement & Events:

- Oversee the Division's event management and delivery remit, ensuring appropriate engagement with key internal and external stakeholders
- Develop and manage internal and external event strategies, policies, processes, workflows, logistics, quality assurance and reporting mechanisms focusing on Defence and Australian industry required outcomes
- Manage incoming workload and prioritise activities according to the strategic priorities of the AIC Division, while balancing dynamic and reactive needs
- Ensure a high quality and consistency of event management and engagement outcomes
- Collaborate with internal and external stakeholders to deliver critical national and regional based events for the Division, and broader Defence and Australian industry remit
- Lead the management and implementation of a range of event based products to deliver specific stakeholder and business outcomes
- Manage event brand and narrative devices to positively influence the public and corporate image, including key message and reputation management to help drive positive perceptions
- Contribute to overall performance expectations for the team, to the development of business plans, and provide leadership, direction and mentoring for a small team of event management professionals

Experience working within the APS, and in researching, analysing, planning, reviewing and adjusting work priorities to meet business outcomes, will be highly regarded. **Eligibility**

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

Notes

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

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To Apply

Position Contact	Jamie MacDonald, 02 5131 4669
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5AB34567-150D-0983-3E52-BFA691C262FB

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Defence

Vacancy VN-0692270

Department of Defence

Closing Date: Friday 06 August 2021

Estate and Infrastructure Group
Infrastructure Division

Job Title	Property Management Roles
Job Type	Full-Time, Ongoing
Location	Brindabella NSW
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	EIG/03168/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8B77221E-AC8E-AB7F-8396-BFA69284CD7A>

Duties

The Role

Are you interested in working in a dynamic environment on property matters for Australia's largest landholder? Would you like a challenge and enjoy working in a small team to deliver diverse projects to achieve tangible outcomes? Do you have excellent interpersonal skills, strong project or contract management and analytical skills, and a 'can do' attitude?

There are ongoing opportunities available within Defence Property Management Branch (PM Branch) for enthusiastic, highly motivated self-starters to permanently fill several project management and contract management roles at the APS6 level in Canberra. The roles are within the Strategic Contract Management Directorate (SCMD), the Directorate of Office Leasing and ACT Accommodation (DOLAA), and the Directorate of Office Evolution Program (DEOP).

We are seeking an APS6 project manager to manage the development, implementation and handover of small to medium office refurbishment works projects within the ACT region.

We are also seeking four APS6 contract administrators to manage a range of leasing contracts, including complex Public Private Partnership contracts, which provide support to the generation of warfighting capability of the ADF.

A merit pool of suitable candidates will be generated from this recruitment process which may be used to fill similar vacancies in Canberra-based property management support roles in the future.

About our Team

These ongoing opportunities are available within PM Branch who are responsible for the management and future direction of Defence's real estate transactions in alignment with the Defence Estate Strategy 2016-2036. These roles will be allocated between three directorates in PM Branch being:

Strategic Contract Management Directorate (SCMD) whose primary role is to centrally administer and manage: Public Private Partnership (PPP) contracts, such as LEAP living-in accommodation and HQJOC; Long term strategic property contracts, including Defence aspects of the whole of Australian Government domestic property leasing services contract; and

The provision of leased office and living accommodation for Defence personnel posted to overseas embassies. Directorate of Office Leasing and ACT Accommodation (DOLAA) whose primary role is the national management of a large portfolio of leased office accommodation used by Defence across Australia. In addition to its lease management functions, DOLAA is also responsible for facilitating the management of spatial requirements and office relocations within the ACT.

Directorate of Office Evolution Program (DEOP) whose primary role is to provide governance, coordination and monitoring of office accommodation projects across the ACT in accordance with Defence's National Accommodation Management Policy (NAMP) and office accommodation principles.

Our Ideal Candidate

PM Branch prides itself on having a close-knit teams and if successful in this recruitment, you will enjoy working in a dynamic workplace on a wide variety of tasks. You will be energetic, and able to create and maintain positive working relationships within the Branch and your Directorate, as well as external key Defence stakeholders.

Previous experience in property related fields (leasing, licences, contracts and office fit-out), project management and complex procurement experience within the public sector would be highly desirable. Good organisational and communication skills along with attention to detail is important, as our work is often time critical whilst being highly visible and relied upon by Senior Defence

leaders.

Most importantly, we're seeking a team-orientated person with great people skills, a positive attitude and good sense of humor. Successful candidates for all five of the roles being recruited will:

- Be flexible, outcome-focused, have strong analytical skills, and an ability to interpret and implement strategic guidance and policy;
- Have strong communication and stakeholder consultation and engagement skills, and be able to negotiate/influence to achieve outcomes;
- Be able to work autonomously, or lead a small team, to successfully manage complex contracts and projects;
- Enjoy solving complex problems, be tenacious, detail-focused; and able to produce consistent, timely and accurate results underpinned by strong organisational skills;
- Be responsive and proactive while maintaining attention to detail – deadlines are often short and are required to be met while managing across competing priorities;
- Be resilient, have personal drive, and a focus on enabling others in support of Defence capability and outcomes;
- Take an innovative approach to work that applies holistic thinking towards the continuous improvement of our services;
- Conduct reporting, tasking and administrative duties, including procurement and leading contractors undertaking property management support to Defence;
- Ensure property data, correspondence and documentation is kept up to date in the Garrison and Estate Management and Objective systems; and
- Provide input into property related Ministerial correspondence, including drafting of responses to politically sensitive property related matters.

Eligibility

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

Notes

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

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To Apply

Position Contact	Mick Stedman, 0417 402 242
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8B77221E-AC8E-AB7F-8396-BFA69284CD7A

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Education, Skills and Employment

Vacancy VN-0692198

Department of Education, Skills and Employment

Closing Date: Sunday 08 August 2021

National Skills Commission
Labour Market Research & Analysis Branch

Job Title	Senior Data Analyst/Assistant Director
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$108,350 - \$119,750
Classification	Executive Level 1
Position Number	21/0797
Agency Website	https://www.dese.gov.au/

Job Description

<https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=20DF71D2%20>

Opportunities are available in two sections:

The Employment Pathways Analysis Section undertakes a range of labour market research, analysis and survey work, focussed on two core elements:

1. Conducting the Recruitment Experiences and Outlook Survey (REOS). Working closely with another team, the section oversees the REOS, a survey of around 14,000 employers each year which is run completely in-house. The team is responsible for the fieldwork component, questionnaire design and testing, coding and quality assurance, analysing and disseminating outputs.
2. Providing labour market analysis and advice, for those transitioning into employment, e.g. young people, job seekers, disadvantaged groups, retrenched workers; and to assist regional efforts to support employment opportunities via the Local Jobs Program. The team uses a broad range of data sources to provide a picture of labour market performance, including ABS surveys, Census data, government program data, vocational and university outcomes data, as well as National Skills Commission employer surveys and data collections (e.g. the Internet Vacancy Index; Small Area Labour Markets; projections data).

The Occupation and Industry and Analysis Section analyses and advises on employment trends in industries, occupations and skill levels, including at a regional level of detail. The section is

responsible for the annual employment projections by industry, occupation, skill level and region and the National Skills Commission's Internet Vacancy Index. In addition, the Section also develops and maintains two widely used labour market information websites:

- The Job Outlook website, which provides information on employment characteristics and trends for more than 1,000 occupations. Data from official sources is combined with the research of NSC to provide detailed information on job tasks, workforce characteristics, job pathways, skills in demand and employment trends.
- The Labour Market Information Portal is a repository of data from the NSC, the Department of Education, Skills and Employment, the ABS and the Department of Social Services. It also is a host for labour market analysis of internet job vacancies, employment projections, employers' recruitment experiences, workforce shortages and other key topics.

Both sections inform a wide range of stakeholders, from the Minister's Office to executive level staff across Government, to policy makers, research organisations, employment service providers and job seekers, on how the labour market is evolving and where the job opportunities are (or may be). The outputs support policy development and program delivery. Findings are published on the Labour Market Information Portal and disseminated in reports, briefings, presentations and expert advice for internal and external stakeholders.

Duties

Reporting to the Director, the Assistant Director is responsible for:

- Preparing quality labour market analyses, briefings, reports, presentations and input that provide a picture of the labour market context
- Responding to data requests, queries and providing data analysis for key stakeholders, including under significant time pressure
- Undertaking adhoc projects of a qualitative/quantitative nature to better understand labour market issues and trends
- Overseeing and managing the workload of a small team undertaking concurrent tasks.

Eligibility

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 similar roles in the Department over the next 12 months.

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.

Candidates may be contacted for non-ongoing employment with the department. Positions may be offered for an initial period of 18 months, with possible extension of up to 3 years in total.

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 Education, Skills and Employment

The Department of Education, Skills and Employment works to ensure Australians can experience the wellbeing and economic benefits that quality education, skills and employment provides. Department of Education, Skills and Employment's primary focus is to equip Australians — at all life and career stages — with knowledge, skills and attributes to live well, thrive at work and contribute to community life. Strategic priorities include:

- Ensuring quality, affordable and accessible early education and care for families •

Improving schooling outcomes for children • Preparing our future workforce through globally competitive tertiary education, training and research sectors • Helping people find and keep a job, create their own job, change jobs, reskill and enjoy fulfilling careers
Developing a strong evidence base for effective policy that reflects and understands varied needs of the Australian population, business and industry. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity. The Department of Education, Skills and Employment prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

To Apply

Position Contact	Sylvia Dunn, (02) 6276 7146
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=21

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Education, Skills and Employment

Vacancy VN-0692274

Department of Education, Skills and Employment

Closing Date: Sunday 08 August 2021

VSL, VET Compliance and TRA Division
Skills Programs Compliance Branch

Job Title	Senior Intelligence Analyst, Skills Programs Compliance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,114 - \$96,895
Classification	APS Level 6
Position Number	21/0799
Agency Website	https://www.dese.gov.au/

Job Description

<https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=20DF71D2%2>

Reporting to the Assistant Director, Skills Compliance Delivery (Intelligence), the Senior Intelligence Analyst will be responsible for the analysis of information and data from a range of sources to inform potential compliance or other risks across the Vocational Education and Training programs administered by the Department and the compliance activities of the Skills Programs Compliance Branch. This will include monitoring, recording and assessing incoming information from a range of sources to produce high quality intelligence products, including strategic and operational intelligence reports. In addition, the Senior Intelligence Analyst will be required to effectively use and administer the Branch's compliance case management and intelligence system as required.

Duties

Responsibilities include:

- The preparation and dissemination of intelligence products, including the development of strategic intelligence reports and the provision of operational and tactical intelligence products to support compliance activities and inform decision-making
- Identifying potential issues or risks through the analysis of a diverse range of intelligence holdings, including bulk data matching and other information such as open source information and environmental scans
- Administration of the Skills Compliance case management and intelligence system, including user access and support, data and system updates, user monitoring and audits, and reporting
- Maintaining a high-level awareness of the contemporary criminal environment including new and emerging risks and nationally significant activity.

Eligibility

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 similar roles in the Department over the next 12 months.

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.

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 Education, Skills and Employment

The Department of Education, Skills and Employment works to ensure Australians can experience the wellbeing and economic benefits that quality education, skills and employment provides. Department of Education, Skills and Employment's primary focus is to equip Australians — at all life and career stages — with knowledge, skills and attributes to live well, thrive at work and contribute to community life. Strategic priorities include: • Ensuring quality, affordable and accessible early education and care for families • Improving schooling outcomes for children • Preparing our future workforce through globally competitive tertiary education, training and research sectors • Helping people find and keep a job, create their own job, change jobs, reskill and enjoy fulfilling careers Developing a strong evidence base for effective policy that reflects and understands varied needs of the Australian population, business and industry. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity. The Department of Education, Skills and Employment prides itself on being an agile organisation, promoting the Australian Public Service philosophy of one APS career, thousands of opportunities.

To Apply

Position Contact	Paul Stafford, (02) 6240 2609
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=21

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Education, Skills and Employment

Vacancy VN-0692275

Department of Education, Skills and Employment

Closing Date: Sunday 08 August 2021

VSL, VET Compliance and TRA
Skills Programs Compliance

Job Title	Senior Compliance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,114 - \$96,895
Classification	APS Level 6
Position Number	21/0800
Agency Website	https://www.dese.gov.au/

Job Description

<https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=20DF71D2%20>

Reporting to the Assistant Director, Skills Compliance Delivery, the Senior Compliance Officer will support the delivery of a range of compliance activities across the Vocational Education and Training programs administered by the Department.

The Senior Compliance Officer will lead a small team in undertaking targeted and routine compliance activities to provide assurance and deliver outcomes aligned with departmental Frameworks and Strategies. The role will be responsible for reporting outcomes and contribute to operational guidance and procedures to ensure consistent decision making.

Duties

Responsibilities may include:

- Undertake compliance activities using sound judgement to make, and effectively document, decisions on routine and complex matters
- Establish, manage, document compliance procedures, processes and internal controls
- Research, interpret and apply Legislation, Rules and Guidance
- Provide technical advice on complex or escalated issues to be used by stakeholders including the Executive
- Prepare briefings and provider/service compliance status products, minutes, reports and other documents and statistical reports to a high standard
- Contribute to individual and team reporting requirements, including compliance deliverables and outcomes
- Collaborate with internal and external stakeholders (state regulators, fraud and multiagency operations partners, etc) to identify opportunities for information sharing and joint operations

Eligibility

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 similar roles in the Department over the next 12 months.

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.

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	Nicholas Jackson, (02) 6240 9780
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=21

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Education, Skills and Employment

Vacancy VN-0692276

Department of Education, Skills and Employment

Closing Date: Sunday 08 August 2021

VSL, VET Compliance and TRA
Skills Programs Compliance

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$108,350 - \$119,750
Classification	Executive Level 1
Position Number	21/0801
Agency Website	https://www.dese.gov.au/

Job Description

<https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=20DF71D2%20>

Reporting to the Director, Skills Compliance Delivery, the Assistant Director will support the delivery of a range of compliance activities across the Vocational Education and Training programs administered by the Department.

The Assistant Director will lead a team in undertaking targeted and routine compliance activities to provide assurance and deliver outcomes aligned with departmental Frameworks and Strategies. The role will be responsible for reporting outcomes and contribute to operational guidance and procedures to ensure consistent decision making.

Duties

Responsibilities may include:

- Lead a team responsible for undertaking compliance activities, including the delivery of outcomes to a high standard and reporting within relevant timeframes
- Apply sound judgement and technical expertise on routine and complex compliance matters
- Provide sound technical advice on complex or escalated issues, to be used by stakeholders including the Executive
- Establish, manage, document compliance procedures, processes and internal controls and contribute compliance learnings to broader policy and processes
- Research, interpret and apply Legislation, Rules and Guidance
- Prepare briefings and provider/service compliance status products, minutes, reports and other documents and statistical reports to a high standard

- Contribute to individual and team reporting requirements, including compliance deliverables and outcomes
- Collaborate with internal and external stakeholders (state regulators, fraud and multiagency operations partners, etc) to identify opportunities for information sharing and joint matters

Eligibility

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 similar roles in the Department over the next 12 months.

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.

Notes

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To Apply

Position Contact	Ann-Maree Stokes, (02) 6240 0944
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=21

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Education, Skills and Employment

Vacancy VN-0692277

Department of Education, Skills and Employment

Closing Date: Sunday 08 August 2021

Technology and Services
IT Workplace, Environment and Customer Support

Job Title	Departmental Contact Centre Agent
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$65,258 - \$67,971
Classification	APS Level 3
Position Number	21/0794
Agency Website	https://www.dese.gov.au/

Job Description

<https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=20DF71D2%20>

The Departmental Contact Centre (DCC) Agent acts as a first point of contact for the [dese.gov.au](https://www.dese.gov.au) website. The DCC responds to both phone and email queries from external stakeholders regarding matters that relate to the Department for example Higher Education loans, Vocational Education Training student loans and Child Care Subsidy approvals.

We provide support services for the following:

- DESE website email enquiries
- Departmental enquiry phone line
- International Student phone line

The team delivers its services by:

- Being the first point of contact
- Managing Incidents
- Promoting stakeholder's automation and self-service where appropriate
- Ensuring services are provided in the most effective and efficient way
- Striving for excellence in customer service

The Service Desk operates from 9am to 5pm, Monday to Friday.

Duties

The DCC Agent role is focussed on the efficient and accurate information being provided to stakeholders by processing requests received. These requests can be received through multiple channels with varying levels of information. The successful candidate will have a good sense of reasoning, along with the ability to digest large amounts of information quickly and make informed, logical decisions.

The key responsibilities of the role will be to:

- provide stakeholder support for telephone calls and emails, including troubleshooting & referral to the relevant team
- monitor and maintain team mailbox
- deal with stakeholders' problems quickly and effectively
- ensure all team targets/KPI's are reached
- maintain knowledge across all queues
- contribute to meetings and general discussions
- assist other Service Desk agents when required

The successful candidate will be required to work allocated rostered shifts between 9am – 5pm weekdays.

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 similar roles in the Department over the next 12 months.

Notes

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To Apply

Position Contact	Jacinta Margaronis, 02 6240 8767
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=21

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Department of Education, Skills and Employment

Closing Date: Sunday 08 August 2021

Programs, Payments and Early Learning
Program Delivery

Job Title	APS 4 Helpdesk Operator / APS5 Helpdesk Team Leader / APS6 Helpdesk Supervisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$70,988 - \$96,895
Classification	APS Level 4; APS Level 5; APS Level 6
Position Number	21/0796
Agency Website	https://www.dese.gov.au/

Job Description

<https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=20DF71D2%20>

The Early Childhood and Child Care Group is responsible for delivering on the broad early childhood education and care agenda.

The Early Childhood and Child Care Group is responsible for delivering quality Early Childhood programs and initiatives; effective management of financial support for parents and services; and strategic, evidence-based policy and long-term policy stewardship.

The CCS Helpdesk team is the first point of contact with the Department for approved childcare services operating under the CCS.

The Helpdesk manages three external facing lines, including:

- CCS Helpdesk (for childcare services)
- Child Care Finder (for families)
- CCS Tip Off (for families)

The CCS Helpdesk team are seeking to fill the following positions:

- APS4 CCS Helpdesk Operator
- APS5 CCS Helpdesk Team Leader
- APS6 CCS Helpdesk Supervisor

Duties

APS4 Helpdesk Operator

Helpdesk operators assist childcare services with:

- Payment and policy queries,
- Submission and processing enquiries of enrolment and session reports,
- General enquiries.

The Helpdesk assists in some manual vendor related changes to services financial details, processing and technical consultation and support for the childcare cluster.

The Helpdesk also manages a Contact Once function which enables the Department of Education, Skills and Employment and Services Australia to work together to investigate and resolve childcare complaints and issues raised by families.

CCS Helpdesk Operators respond to phone calls and emails from childcare services needing help with their reporting and other legislative obligations. Well-developed communication, analytical and problem-solving skills are essential and enable Helpdesk Operators to identify and resolve problems quickly and accurately. The successful applicants will thrive in a busy team environment, be able to learn new policy, procedures and IT systems quickly, work well under pressure, handle a high volume of work and take pride in delivering a consistently high quality of work.

APS5 Helpdesk Team Leader

The CCS Helpdesk Team Leader supports their team in staff management; including break scheduling and adherence monitoring, more complex policy and processing-based queries and responding to phone calls and emails from child care services and related entities.

APS6 Helpdesk Supervisor

The CCS Helpdesk Supervisor role supports the team in solving more complex policy and system-based queries.

The successful applicant will positively lead and thrive in a busy team environment, be able to learn new policy, procedures and IT systems quickly, work well under pressure, handle a high volume of work and take pride in delivering a consistently high quality of work.

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 similar roles in the Department over the next 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>

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To Apply

Position Contact	Jacinta Margaronis / Sarah Mace, 02 6240 8767 / 02 6240 8317
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=21

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Foreign Affairs and Trade

Vacancy VN-0692246

Austrade

Closing Date: Sunday 01 August 2021

Corporate Services
Corporate Services

Job Title	Business Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Sydney NSW, Melbourne VIC
Salary	\$89,426 - \$116,312
Classification	APS Level 6; Executive Level 1
Position Number	2081_07/21
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

THE ROLE:

Corporate Services Division (CSD) has reviewed its operations and developed a set of 9 workstreams to improve the client focus, efficiency and effectiveness of Corporate Services in Austrade. We are establishing a core project team to manage the implementation of these workstreams, to be led by the Senior Project Lead, and with significant involvement from relevant teams in CSD. The project will also drive a client centric culture throughout CSD.

This role is at the APS6 or EL1 level, therefore we will consider applications from APS6 and EL1 candidates.

The position will be offered on a non-ongoing (specified term) basis for an initial period of 9 months, with the possibility of becoming ongoing.

For more detailed information please view the Information Pack.

Duties

About the role

Reporting directly to the Senior Project Lead within the core project team, you will be responsible for guiding the process and service improvement within the project workstreams by:

- Conducting research and analysis and interpreting the results to present relevant insights, recommending service improvements and solutions within workstreams.
- Driving a continuous improvement culture, supporting effective business decision-making to deliver simple, easy-to-use and client-centric services.
- Identifying pain points and gaps and capturing, understanding and documenting business and resourcing requirements, and associated processes to support the delivery of the project workstream activities.
- Recommend business process improvements and / or other options to improve business productivity and outcomes.
- Contribute to the delivery of all projects within the 9 workstreams
- Identify business benefits and contribute to program evaluation and metrics reporting.

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.

- **Security clearance** – our successful candidate must have a minimum Baseline security clearance for this role.

Notes

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

About the Austrade

The Australian Trade and Investment Commission – Austrade – is Australia's leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best 'in-country' advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia's growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia's trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Corporate Support, 02 9392 2222
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0692249

Austrade

Closing Date: Sunday 01 August 2021

Corporate Services
Corporate Services

Job Title	Project Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	\$89,426 - \$116,312
Classification	APS Level 6;Executive Level 1
Position Number	2084_07/21
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

THE ROLE:

Corporate Services Division (CSD) has reviewed its operations and developed a set of 9 workstreams to improve the client focus, efficiency and effectiveness of Corporate Services in Austrade. We are establishing a core project team to manage the implementation of these workstreams, to be led by the Senior Project Lead, and with significant involvement from relevant teams in CSD. The project will also drive a client centric culture throughout CSD.

This role is at the APS6 or EL1 level, therefore we will consider applications from APS6 and EL1 candidates.

For more detailed information please view the Information Pack.

Duties

About the role

Reporting directly to the Senior Project Lead within the core project team, you will be responsible for supporting the implementation of project outcomes across the nine workstreams. Specifically, you will:

- Develop and implement project plans and assess change readiness.
- Communicate risks and emerging issues, report on progress against established milestones and deliverables, and facilitate governance processes.
- Design change and communication plans and working closely with project leads to execute deliverables.

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate must have a minimum Baseline security clearance for this role.

Notes

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

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businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best ‘in-country’ advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia’s growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia’s trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

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Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0692261

Australian Digital Health Agency

Closing Date: Friday 13 August 2021

Digital Strategy
Policy & Privacy

Job Title	Project Coordinator
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD
Salary	\$77,301 - \$83,597
Classification	APS Level 5
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

<https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company>

The position will provide support to projects undertaken by the Digital Strategy Section on key digital health programs and will involve project coordination and support across the Strategy, Policy and Privacy Branch on major Agency projects.

Duties

Projects involved will include: development of a National Health Interoperability Plan; developing a framework and business case for assessment of mHealth applications and developing a roadmap for the National Children's Digital Health initiative.

The position will be required to:

- Provide general project support including the preparation of project management documentation, such as project plans, schedules, risks and issues registers, and regular reporting requirements.
- Support financial management of projects including the processing and reconciling of invoices.
- Provide the Secretariat function for project governance including coordinating agendas and meeting papers, attending meetings, drafting minutes, and following up on key decisions.
- Support the coordination of Request for Tenders and procurement contracts including completion of key documentation, coordinating evaluation activities and finalising contractual requirements and managing engagements with external consultancies.
- Coordinate stakeholder engagement and other meetings on behalf of the Chief Digital Officer, General Manager, Directors, Project Managers and other team members as needed.
- Perform research work and analysis including contribution to the preparation of reports on relevant program activities and/or project milestones.
- Prepare and coordinate reports, correspondence and briefing papers as required.
- Follow all Agency policies, procedures and instructions and take reasonable care for your own health, safety and wellbeing in the workplace.

Skills and Experience

- Well-developed coordination and organisational skills and ability to meet deadlines.
- Demonstrated skills in project coordination or project management, and knowledge of project management methodologies
- Administration experience within the government and/or healthcare sector.
- Experience supporting complex programs of work, to ensure delivery within short timeframes and changing priorities
- Ability to communicate and negotiate effectively with all team members
- Ability to make appropriate decisions within the boundaries of this role's delegated authority.
- Requirement to obtain and maintain relevant national policy check, and security clearance in which Australian Citizenship is a condition of eligibility.

Eligibility

Applicants must be Australian citizens to be eligible for employment at the Agency. The preferred applicant will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level.

Digital Health is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers.

To support our diverse workforce, The Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

Notes

This position may be filled in Canberra, Brisbane or Sydney. To apply, click on the link below and submit your resume, together with a one-page statement explaining how your skills and experience align with the requirements of this position.

[Brisbane](#)

[Sydney](#)

[Canberra](#)

Please contact us via email at careers@digitalhealth.gov.au if you have any questions about this position.

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Ornella Valente, (02) 8298 3439
Agency Recruitment Site	https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company

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Home Affairs

Vacancy VN-0692190

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 08 August 2021

Corporate Group
Chief Information Officer (CIO) Chief Technology Officer (CTO), ICT Service
Delivery

Job Title	Director, ICT Service Delivery
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$129,618 - \$146,040
Classification	Executive Level 2
Position Number	50004471
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, a Department of Home Affairs portfolio agency, and a member of the Five Eyes Law Enforcement Group.

Chief Information Officer (CIO) Branch

The mission for the ACIC CIO Branch is to provide nationally-focused, information and technology services for the ACIC and its partners to make a safer Australia. The CIO Branch supports the ACIC to be the supplier of choice for national criminal intelligence and policing information.

Chief Technology Officer (CTO), ICT Service Delivery Section

The CTO Section ensures the availability, continuity and security of ACIC's ICT infrastructure, supporting critical national law enforcement, intelligence, research and corporate information systems and services both domestically and overseas. It collaborates with ACIC's national, international, jurisdictional, portfolio and industry partners to design, drive, champion and deliver innovative technology capabilities. It also provides the agency's Enterprise Architecture function and administers ICT governance, policies, standards and reporting frameworks.

Duties

The Director of ICT Service Delivery is responsible for ICT cyber security, service desk, technical services, VIP support, and vendor and service management. The section champion service delivery, working collaboratively with ICT and business stakeholders to provide exemplary service to ACIC's partners. They ensure ACIC's systems are secure, and coordinate the CIO Branch's major incident response.

Some key responsibilities include:

- Managing teams responsible for ICT Cyber Security, Vendor and Contract Performance, Service Desk, Technical Services and VIP Support.
- Providing expert, frank, and informed advice to the Chief Technology Officer.
- Implementing, maturing, and maintaining:
 - Cyber vulnerability management framework
 - ICT service management framework
 - Software and hardware asset management framework
 - Configuration management database
 - Reporting frameworks
 - Major incident framework
- Overseeing the planning and management of key vendor partners and their performance in the ACIC environment.

- Overseeing the agency's ICT response to ACSC's strategies to mitigate cyber security incidents.
- Engaging regularly with peers to understand emerging priorities.
- Ensuring capital and operating budgets for the section are maintained and reported in accordance with the ACIC financial reporting requirements.
- Ensuring service contracts are managed in conjunction with the Finance and Procurement teams.
- In consultation with other business units across the ACIC, assess and develop strategic plans that align with and support business directions and objectives, taking an organisation-wide and long-term perspective.
- Preparing briefs, submissions and reports to support information technology and business change decision-making by ACIC governance committees and the Executive.
- Maintaining an up-to-date knowledge of standards, industry trends, emerging technologies and best practices and identify potential opportunities for the ACIC.

Eligibility

This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain a NV1 security clearance. In assessing suitability for employment, the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.

Notes

Tertiary ICT/business qualifications or equivalent/demonstrated experience are highly regarded.

The ACIC is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is for a safer Australia that is better connected, informed and capable of responding to crime. We work with our state and territory, national and international partners on investigations and to collect intelligence to improve the national ability to respond to crime impacting Australia. Our coercive powers give us a unique intelligence collection capability and allow us to inform and provide critical contributions to national strategies to combat serious and organised crime, cybercrime and national security threats. We are the conduit for sharing criminal information and intelligence between all state, territory and Commonwealth law enforcement agencies. We provide national criminal information and intelligence services to more than 70,000 police officers and other accredited users on a daily basis to keep them, and 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 role includes reducing serious and organised crime threats of most harm to Australians and the national interest, and providing national policing information systems and services.

To Apply

Position Contact	Sam, 02 6268 7497
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Industry, Science, Energy and Resources

Vacancy VN-0692181

Department of Industry, Science, Energy and Resources

Closing Date: Sunday 08 August 2021

National Measurement Institute
Legal Metrology Branch Policy and Regulatory Services

Job Title	Assistant Manager - Pattern Approval Unit
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$107,777 - \$114,458
Classification	Executive Level 1
Position Number	508378
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

The **National Measurement Institute** is the Australian Government's national authority on measurement. We play an important role in the Australian economy by maintaining and regulating Australia's measurement system, developing and maintaining national measurement standards, and delivering world-class measurement products and client services.

Measurement is integral to a successful economy and to the progress of innovation and science. [Our work](#) adapts to, services and enhances the productivity and growth of Australian industries, and aims to ensure a fair, safe, healthy and competitive Australia.

The **Legal Metrology Branch** plays an important role in ensuring Australian consumers and industry can rely on trusted measurements for fair trade in goods and services.

To ensure traders comply with the law and adopt correct measurement trading practices, we employ inspectors who check that measuring instruments (for example, weighing scales, fuel pumps and weighbridges) are accurate throughout Australia, pre-packaged articles contain the correct amount of produce, and that fuel sold in service stations complies with quality standards.

The **Policy and Regulatory Services Section** provides timely, accurate and appropriate support for the Secretary and Chief Metrologist, including advice and services relating to measurement policy, regulatory and technical matters.

This enables the delivery of a strong and effective national measurement system that is trusted and accepted domestically and internationally and does not impose unnecessary barriers to trade through restrictive requirements.

Our Ideal Candidate

The Assistant Manager, Pattern Approval Unit supports the effective and efficient delivery of highly specialised pattern approval testing, evaluation, conformity to type (CCT) and certification services consistent with internationally recognised technical requirements, MOU and treaty obligations.

To successfully perform this role, our ideal candidate will have the following skills, knowledge and behaviours:

- Demonstrated ability to perform laboratory and field based testing of complex measuring instruments in accordance with documented procedures.
- Demonstrated ability to evaluate information and make critical decisions based sound knowledge for approvals in accordance with legislative, financial and administrative frameworks, government decision-making processes and department guidelines and regulations.
- Demonstrated ability to manage tasks operate under general direction which contribute to the delivery of a diverse range of highly specialised technical services and regulatory activities in accordance with best practice, government policy and legislative requirements.
- Demonstrated ability initiate, establish and maintain strong relationships with a broad range of stakeholders, as well as an ability balance competing priorities, problem solving involving complex or sensitive issues.
- Demonstrated high level of responsiveness using established interpersonal and communication skills, with the ability to negotiate with clients and contractors communicating the strategic vision of the agency.

Experience in the application of environmental and electrical disturbance testing is highly desirable. **Duties**

The key focus of this role is to provide expertise across a broad range of activities under limited direction technical skills for examining measuring instrument designs, evaluating test results against national requirements and decision making whether certificates of approval for measuring instruments in use for trade or legal purposes can be issued.

Typical duties and responsibilities that are typically performed in this role include:

- Process client's applications for complex measuring instrument pattern approval by evaluating the instrument suitability for trade or legal purposes and a wide range of technical documentation including test reports, user manuals and design specifications.
- Communicate effectively with clients regarding the progress and results of pattern approval applications in relation to difficult sensitive issues.
- Undertake laboratory and field testing or analysis of a range of complex measuring instrument functions and operations against documented technical standards and processes.
- Support the section's business improvement projects, business planning and performance reporting.
- Represent the agency in cross-agency, inter-jurisdictional, international and other forums.
- Preparation and public publishing of legal technical pattern approval documents.
- Maintain suitable, accurate and auditable records of assessments and client correspondence.
- Develop and manage relationships with stakeholders, engaging and collaborating to achieve outcomes and facilitate cooperation, promoting the agency's business objectives.

- Respond to enquiries from potential clients and other stakeholders as required in a timely and professional manner.
- Participate in cultural and procedural change within the branch.
- Demonstrate behaviour according to APS code of conduct and NMI's standards and participate fully in all aspects of WH&S.

Eligibility

To be eligible for employment in the APS and the department, applicants must be Australian Citizens.

The successful applicant must have an engineering background and/or professional qualification in electrical or mechanical engineering or equivalent experience.

This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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

About the Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the work unit with the needs of the individual. Options may include part time working arrangements, working from home or other arrangements as agreed by all parties. The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people. Please contact our Inclusion and Capability team at Inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss this in more detail. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

To Apply

Position Contact	Mario Zamora, Manager Pattern Approval Unit, (02) 8467 3833
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Industry, Science, Energy and Resources

Vacancy VN-0692193

Department of Industry, Science, Energy and Resources

Closing Date: Sunday 08 August 2021

Chief Finance Officer
Business Grants Hub Queensland State Office

Job Title	Program Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$107,777 - \$114,458
Classification	Executive Level 1
Position Number	508397
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

The Department of Industry, Science, Energy and Resources is responsible for the delivery of Commonwealth Grant and Incentive Programs across Government. The delivery of these programs is undertaken as part of the Business Grants Hub - a whole-of-government shared services initiative that is streamlining Commonwealth grants administration.

The Business Grants Hub Branch is responsible for establishment and management of granting programs in partnership with other Commonwealth departments. Working closely with policy agencies to ensure;

- experience in government grant program design, delivery, and/or management
- the ability to lead, mentor and develop others to build an effective, high functioning team
- a high level of attention to detail and an ability to identify and resolve critical gaps
- the ability to resolve complex situations in accordance with standards and guidelines
- the ability to monitor emerging issues, identify their impact on priorities and respond on the basis of sound judgement and strategic insight
- highly developed analytical and problem solving skills including the ability to develop solutions in situations that require considerable interpretation and analysis
- strong organisational skills including the ability to monitor progress, manage resources effectively and deliver high quality outcomes on time in the context of multiple, competing demands

- highly developed oral and written communication skills including the ability to understand and bring clarity to the communication of complex information
- high level relationship management skills including the ability to develop effective working relationships and networks and to manage and influence the expectations of key stakeholders.

Duties

Program Managers assist in the development, delivery and management of public-facing government programs, in cooperation with multiple groups of internal and external stakeholders.

Specific duties may include:

- lead and manage the work of a small team that may be geographically dispersed, including establishing expectations, scheduling and reviewing work, managing improvement initiatives, managing resources and exercising relevant HR and financial delegations
- build and develop program delivery capability including people, processes and technology, ensuring adequate resourcing, training, knowledge and technology usage
- manage the delivery of programs according to guidelines, performance standards, funding and program governance and quality framework
- manage the preparation of systems and SOPs to guide the assessment of grant applications and other program applications
- in co-ordination with policy partners, oversee and review the quality and consistency of eligibility and merit assessments conducted by the team and external partners
- manage the provision of good quality information to program delegates and to program committees
- keep senior staff informed, escalating issues and proposing solutions on the basis of good judgment and an understanding of priorities
- manage program data in accordance with Departmental data laws, ensuring system data is current and accurate
- manage and escalate program risk including financial, reputation and legal risk
- engage regularly with internal and external stakeholders to keep them informed and manage expectations, ensuring that scope and service expectations are in accordance with the service schedule.

A relevant tertiary qualification would be desirable but not essential. **Eligibility**

To be eligible for employment in the APS and the department, applicants must be Australian Citizens.

These positions require a Baseline security clearance. Successful applicants will be required to obtain and maintain a clearance at this level.

Notes

This recruitment process is being used to create a merit pool to fill future ongoing and non-ongoing Executive Level 1 vacancies should they become available within 12 months from the date advertised.

A relevant tertiary qualification would be desirable but not essential.

A current driver's licence is preferable, but not essential.

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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

About the Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the work unit with the needs of the individual. Options may include part time working arrangements, working from home or other arrangements as agreed by all parties. The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people. Please contact our Inclusion and Capability team at Inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss this in more detail. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

To Apply

Position Contact	Peter Kidby, 07 3227 4732
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0692231

Department of Industry, Science, Energy and Resources

Closing Date: Friday 06 August 2021

Chief Finance Officer
Business Grants Hub Queensland State Office

Job Title	Grants Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC
Salary	\$87,040 - \$94,391
Classification	APS Level 6
Position Number	508398
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

The Department of Industry, Science, Energy and Resources is responsible for the delivery of Commonwealth Grant and Incentive Programs across Government. The delivery of these programs is undertaken as part of the Business Grants Hub – a whole-of-government shared services initiative that is streamlining Commonwealth grants administration.

The Business Grants Hub branch is responsible for establishment and management of grants in partnership with other Commonwealth departments. Working closely with policy agencies to ensure successful delivery of outcomes across government, as well as driving improvements in program delivery and operations.

The Department requires multiple Grants Managers to work across our programs in the Brisbane and Melbourne offices. There will be a mixture of ongoing and non-ongoing roles available, with candidates rated as suitable (but not immediately selected) placed on a merit list for potential future employment with the department.

Our ideal candidate

We are seeking suitable applicants with:

- High-level experience in grant program design, delivery, and/or contract management
- the ability to be flexible and manage competing priorities in a high volume, fast paced environment
- the demonstrated ability to manage a team
- high level internal and external stakeholder engagement and relationship management skills
- well-developed research and analysis skills and the ability to reach evidence based conclusions
- strong ability to exercise both initiative and judgement in the interpretation of policy and in the application of procedures
- excellent skills in written and verbal communication, negotiation and problem solving
- excellent IT and system skills
- demonstrated experience in creating, enforcing and following set procedures (SOPs)
- the ability to work in a collaborative team under limited supervision.

Duties

Grants Managers assist in the development, delivery and management of public-facing government programs, in cooperation with multiple groups of internal and external stakeholders.

Specific duties may include:

- undertaking program delivery, including assessing eligibility and/or merit of complex applications in accordance with relevant legislation and guidelines, and justifying recommendations with appropriate evidence
- negotiating and managing complex contracts with businesses and other organisations
- managing and processing reports and associated grant payments
- managing and supervising a team of staff and their associated workload
- communicating and managing a variety of internal and external stakeholders including business, industry groups, government departments, Minister's offices, and non-government organisations
- maintaining, developing and effectively using grants management, data management, reporting and customer relationship management tools
- undertaking Quality Assurance (QA of approvals, contract variations, reports)
- producing reports for external and internal stakeholders
- developing program management guidance, training material and continuous improvements in program delivery.

Eligibility

To be eligible for employment in the APS and the department, applicants must be Australian Citizens.

These positions require a Baseline security clearance. Successful applicants will be required to obtain and maintain a clearance at this level.

Notes

This recruitment process is being used to fill current vacancies and create a merit pool to fill future ongoing and non-ongoing APS Level 6 vacancies should they become available within 12 months from the date advertised.

A relevant tertiary qualification would be desirable but not essential.

A current driver's licence is preferable, but not essential.

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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

About the Department of Industry, Science, Energy and Resources

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managers work together to balance the operating needs of the work unit with the needs of the individual. Options may include part time working arrangements, working from home or other arrangements as agreed by all parties. The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQA+ community, including transgender, gender diverse, and intersex people. Please contact our Inclusion and Capability team at Inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss this in more detail. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

To Apply

Position Contact	Diane McCann, (07) 3227 4792
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0692234

Department of Industry, Science, Energy and Resources

Closing Date: Friday 06 August 2021

Chief Finance Officer Group
Business Grants Hub Queensland State Office

Job Title	Grants Officer (APS Level 5)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD
Salary	\$76,385 - \$80,590
Classification	APS Level 5
Position Number	508399
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

The Department of Industry, Science, Energy and Resources is responsible for the delivery of Commonwealth Grant and Incentive Programs across Government. The delivery of these programs is undertaken as part of the Business Grants Hub – a whole-of-government shared services initiative that is streamlining Commonwealth grants administration.

The Business Grants Hub branch is responsible for establishment and management of grants in partnership with other Commonwealth departments. Working closely with policy agencies to ensure successful delivery of outcomes across government, as well as driving improvements in program delivery and operations.

The Department requires multiple Grants Officers to work across our programs. There will be a mixture of ongoing and non-ongoing roles available, with candidates rated as suitable (but not immediately selected) placed on a merit list for potential future employment with the department.

Our ideal candidate

We are ideally seeking suitable applicants that:

- have experience in grant program design, program delivery and/or contract management
- can demonstrate high-level written and verbal communication skills
- have high-level negotiation and problem solving skills
- demonstrate the capacity to work in a team under limited supervision
- demonstrate the ability to deliver under pressure within tight deadlines and achieve results
- have the ability to exercise both initiative and judgement in the interpretation of policy and in the application of procedures
- can demonstrate proven stakeholder engagement and relationship management skills
- have strong IT and system skills.

Duties

Grants Officers assist in the development, delivery and management of public-facing government programs, in cooperation with multiple groups of internal and external stakeholders. Specific duties may include:

- undertaking program delivery, including assessing eligibility and/or merit of applications in accordance with relevant legislation and guidelines, and justifying recommendations with appropriate evidence
- undertaking Quality Assurance (QA of approvals, contract variations, reports)
- negotiating and managing complex and difficult contracts with organisations across multiple programs
- undertaking contract variations and terminations
- managing and processing complex reports including compliance cases and associated grant payments
- producing reports for external and internal stakeholders
- coordinating small teams performing related tasks and help identify skill gaps
- engaging with different teams across the wider department and external partners
- providing input to program briefing and whole of Government reporting.

Eligibility

To be eligible for employment in the APS and the department, applicants must be Australian Citizens.

These positions require a Baseline security clearance. Successful applicants will be required to obtain and maintain a clearance at this level.

Notes

This recruitment process is being used to fill current vacancies and create a merit pool to fill future ongoing and non-ongoing APS Level 5 vacancies should they become available within 12 months from the date advertised.

A relevant tertiary qualification would be desirable but not essential.

A current driver's licence is preferable, but not essential.

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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

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To Apply

Position Contact	Ash Synnott, (07) 3227 4727
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0692260

Department of Industry, Science, Energy and Resources

Closing Date: Friday 06 August 2021

Chief Finance Officer
Business Grants Hub Queensland State Office

Job Title	Grants Officer (APS Level 4)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD
Salary	\$69,453 - \$74,970
Classification	APS Level 4
Position Number	508401
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

The Department of Industry, Science, Energy and Resources is responsible for the delivery of Commonwealth Grant and Incentive Programs across Government. The delivery of these programs is undertaken as part of the Business Grants Hub – a whole-of-government shared services initiative that is streamlining Commonwealth grants administration.

The Business Grants Hub branch is responsible for establishment and management of grants in partnership with other Commonwealth departments. Working closely with policy agencies to ensure successful delivery of outcomes across government, as well as driving improvements in program delivery and operations.

The Department requires multiple Grants Officers to work across our programs. There will be a mixture of ongoing and non-ongoing roles available, with candidates rated as suitable (but not immediately selected) placed on a merit list for potential future employment with the department.

Our ideal candidate

The ideal candidate will be able to demonstrate:

- strong IT and system skills
- good customer service and communications skills
- the ability to follow direction, as well as the ability to self-manage work
- a team player who builds productive relationships with colleagues
- the ability to work effectively under pressure and to tight deadlines
- the ability to achieve results in a high volume environment.

Duties

Grants Officers assist in the delivery of public-facing government programs, in cooperation with multiple groups of internal and external stakeholders. Specific duties may include:

- undertaking program delivery, including assessing eligibility of applications for program support, in accordance with relevant legislation and guidelines, and justifying recommendations with appropriate evidence
- negotiating and managing contracts with organisations across multiple programs
- managing and processing reports and associated grant payments
- have the ability to quickly learn proprietary information management systems used for grants contract management
- following procedures and paying close attention to detail, exercising good judgement and making sound decisions
- demonstrating an ability to work in a high volume environment
- demonstrating strong communication skills with an ability to communicate with variety of stakeholders including businesses, community organisations, government departments and non-government organisations.

Eligibility

To be eligible for employment in the APS and the department, applicants must be Australian Citizens.

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

Notes

This recruitment process is being used to fill current vacancies and create a merit pool to fill future ongoing and non-ongoing APS Level 4 vacancies should they become available within 12 months from the date advertised.

A relevant tertiary qualification would be desirable but not essential.

A current driver's licence is preferable, but not essential.

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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

About the Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the work unit with the needs of the individual. Options may include part time working arrangements, working from home or other arrangements as agreed by all parties. The department is committed to a

workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQA+ community, including transgender, gender diverse, and intersex people. Please contact our Inclusion and Capability team at Inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss this in more detail. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

To Apply

Position Contact	Vin Naidoo, (07) 3227 4701
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0692283

Department of Industry, Science, Energy and Resources

Closing Date: Sunday 08 August 2021

Chief Finance Officer
Business Grants Hub

Job Title	Assistant Manager - Strategic Support Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,777 - \$114,458
Classification	Executive Level 1
Position Number	508365
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

The Department of Industry, Science, Energy and Resources is responsible for the delivery of Commonwealth Grant and Incentive Programs across Government.

The delivery of these programs is undertaken as part of the **Business Grants Hub** – a whole-of-government shared services initiative that is streamlining Commonwealth grants administration.

The Business Grants Hub branch is responsible for establishment and management of grants in partnership with other Commonwealth departments. Working closely with policy agencies to ensure successful delivery of outcomes across government, as well as driving improvements in program delivery and operations.

The branch is responsible for:

- Design, Selection, Establishment and Management of grants in partnership with other Commonwealth departments through the Business Grants Hub.
- Maintaining strong relationships with policy agencies to ensure successful delivery of outcomes across government, as well as driving improvements in program delivery and operations.
- Onboarding and workforce planning for programs delivered through the Business Grants Hub.
- Business Lead (Product Owner) functions and systems design and configuration for a range of grant management and enabling systems.
- Establishing and maintaining constructive relationships with a range of grantees including businesses, councils, not-for-profits, environmental groups and research organisations to ensure delivery of outcomes.
- Program reporting and governance.

The **Systems and Support** Section is responsible for leading the development of grants management and other enabling systems from a business perspective and providing support to users. We do this by:

- Developing tailored program specifications, undertaking configuration testing and providing advice on system implementation capability to ensure program applications are streamlined and easy to navigate.
- Designing and delivering against a grants management system strategy, driving improvements that enhance the business and user experience and exploring and implementing new processes and systems to drive efficiencies and realise outcomes.
- Providing accurate and timely advice to system users, managing and reporting against user enquiries and identifying priority areas for improvement.

This section:

- Underpins the Business Grants Hub and the Streamlining Government Grants Administration Agenda.
- Provides critical enabling support to deliver on excellent service delivery, as well as the establishment of a business insights function.
- Supports the Minister's priority to 'make it easier for businesses to do business with government'.

Our ideal candidate

Our ideal candidate is an effective leader with a demonstrated ability to gain the trust and respect of those in your team.

We are seeking an experienced Assistant Manager who;

- Is a strong communicator, showing an understanding of other perspectives and goals and the capacity to listen and negotiate solutions.
- Is open to learning, applying contemporary knowledge and an understanding of the situation to solve problems.
- Has effective organisational skills and have a track record of delivering on many demands.
- Can use expert judgment to make timely, balanced decisions based on evidence.
- Is able to draw on your personal resilience to guide others through changing circumstances.
- Has the ability to draw on your analytical skills to problem solve and develop solutions.
- Can show empathy in their dealings with people from diverse backgrounds.

Our ideal candidate has;

- Strong verbal and written communication skills including the ability to create diagrams, templates, minutes, reports
- High level administrative and secretariat skills such as undertaking simple procurements, information management and coordination activities
- Stakeholder engagement skills and the ability to influence and negotiate outcomes
- Strategy and planning skills, the ability to analyse and interpret complex information to apply sound judgement
- Adaptability and confidence in coordinating a multitude of different tasks and projects.

Duties

As Strategic Support Lead you will report to the Director Systems and Support to undertake complex work under broad direction.

Taking a long term view, you will identify needs of system users and key stakeholders and plan a program of work to address these. You will:

- Work with team leadership, across the Business Grants Hub branch and the department to drive continuous improvement and delivery of our strategic priorities
- Support streamlined governance arrangements including performance reporting and risk monitoring
- Engage with program areas to develop an understanding of their needs and interests, undertake consultation, research and analysis to develop compelling, evidence-based business cases for enhancement of systems
- Create artefacts and documentation to communicate key information about systems and processes
- Keep senior staff informed, escalating issues and proposing solutions on the basis of good judgment and an understanding of priorities
- Embed administrative processes that streamline and strengthen section reporting, management of contracts and information.

Eligibility

To be eligible for employment in the APS and the department, applicants must be Australian Citizens.

These positions require a Baseline security clearance. The successful applicants will be required to obtain and maintain a clearance at this level.

Notes

This job is being used to fill an immediate Executive Level 1 vacancy. A merit pool may be established and used to fill future vacancies.

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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

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To Apply

Position Contact	Brenda Graham, (02) 6276 1108
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0692255

Civil Aviation Safety Authority Australia

Closing Date: Sunday 08 August 2021

Corporate Services
Information Technology Service Delivery

Job Title	Senior Database Administrator
Job Type	Full-Time, Ongoing
Location	Woden ACT
Salary	\$102,710 - \$120,094
Classification	Executive Level 1
Position Number	2607
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

Do you have highly developed technical and communication skills with experience in designing, configuring, tuning and operating database systems and want to take a lead role in the migration of critical database services into the Microsoft Azure Cloud?

We are seeking candidates who will bring their ability to work co-operatively across teams and influence internal and external stakeholders in administering and supporting Database solutions for CASA.

The role works autonomously and in collaboration with the wider Information Technology Branch to deliver, enhance, tune and support Database services to CASA and our external customers.

You will report to the Team Leader IT Solutions Capability in our Service Delivery Section and be part of a professional and friendly team comprising highly qualified and technical specialists delivering efficient and effective Server, Storage and Database services that align with CASA's strategic requirements.

Duties

The Senior Database Administrator, under broad direction is responsible for, but not limited to:

- Provide ongoing administration and support of Database solutions. This is primarily a mix of on-premise Microsoft SQL and Oracle databases. However, CASA is currently undergoing a Cloud transformation program evolving all services (including Databases) into the Microsoft Azure Cloud. Database services are currently targeted towards the Microsoft SQL PaaS platform within Azure.
- Installing, maintaining and tuning database services in line with continual service improvement and/or major project activity. A core part of this role will be taking a lead role in the design, system architecture and migration of critical database services into the Microsoft Azure Cloud.
- Monitoring and optimising performance.
- Identifying and resolving production problems.
- Defining and documenting back-up and recovery procedures.
- Liaising with vendors in relation to incident response and service improvement to support business outcomes.

- Influencing the activities of the Information Technology Branch technical operations and work program projects to ensure the alignment with database best practice and the strategic intent of CASA.
- Providing high level support and advice to ICT management with regards to database architecture, technical issues, and services.
- Assisting with the development, documentation and improvement of ICT procedures and practices.
- Maintaining system documentation and diagrams.
- Promoting workplace safety, equity and diversity and participative management and environmental management practices in the workplace and act in accordance with the CASA Values and Behaviour.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. Before you prepare an application, you must ensure you meet all the eligibility requirements:

- prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Applicants must be an Australian citizen and be able to obtain and maintain a Baseline security clearance. More information on the security vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

The Ideal Candidate will have highly developed technical and communication skills, plus the ability to work co-operatively across teams and influence internal and external stakeholders. They will also have the following experience:

- Minimum of three years' experience as a Senior Database Administrator, preferably in a medium to large sized Commonwealth organisation, or similar, with demonstrated strong technical skills, knowledge and experiences as described below:
- Demonstrated experience in the design, configuration, tuning and operation of Database systems.
- Demonstrated experience in use of system monitoring and control systems.

In addition to the above, the Ideal Candidate will have the following technical knowledge and demonstrated experience with designing, configuring, tuning and troubleshooting:

- Microsoft SQL databases.
- SQL Server Integration Services (SSIS).
- Microsoft Server Operating Systems.

The following are desirable:

- Microsoft Azure hosted services.
- Microsoft Azure SQL (PaaS) hosted services, and/or an ability to quickly adapt to Database administration within the Cloud environment.
- Oracle Database understanding and Support to assist with ongoing administration until those services have migrated into Azure.
- Understanding of Network Load Balancing solutions.
- Awareness of the information security requirements in an Australian Government environment.
- ITIL aligned processes.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will:

- be part of something bigger by contributing to aviation safety
- be engaged in challenging and varied work
- join a workforce that values diversity and inclusion
- have time for what counts through opportunities to balance work and life
- be recognised for your contribution.

Who we are We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values;

- Excellence—to strive to excel in all we do
- Courage—to act with strength of character and conviction while being accountable for our actions
- Teamwork—to work together to promote a strong, cohesive and highly effective workforce
- Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias
- Integrity—our actions and behaviour are open, transparent and ethical
- Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times
- Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement.

Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Scott Culpitt, 02 6217 1331
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0692266

Civil Aviation Safety Authority Australia

Closing Date: Thursday 05 August 2021

Corporate Services Division
People People Policy and Performance

Job Title	Workplace Relations and Policy Advisor
Job Type	Full-Time, Ongoing
Location	Woden ACT
Salary	\$91,650 - \$100,549
Classification	APS Level 6
Position Number	TBA
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

Are you an experienced HR professional with strong communication skills and enjoy working collaboratively to support and deliver organisational people policies?

We are seeking candidates who will bring their ability to work co-operatively across teams and influence internal and external stakeholders on moderately complex operational and administrative matters and is responsible for the research, drafting and consultation of CASA people policies.

Workplace Relations & Policy Advisor reports to the Team Leader Workplace Relations & Policy Senior Advisor and works in close collaboration with the other members of the People Policy and Performance team. The Workplace Relations & Policy Advisor is required to provide advice to managers and staff in relation to CASA's employment framework and associated people policy and procedures.

The Workplace Relations & Policy Advisor liaises with internal and external stakeholders on moderately complex operational and administrative matters and is responsible for the research, drafting and consultation of CASA people policies.

Duties

The Workplace Relations & Policy Advisor is responsible for the following deliverables:

1. Undertaking and participating in the coordination and management of CASA's workplace and employment frameworks, policies and programs ensuring compliance with legislative, regulatory, and public sector requirements.
2. Providing high level written work, specifically relating to research, policy drafting, reports and advice associated with CASA's Enterprise Agreement and associated industrial framework, particularly in area of employment law, related policies and standards, conduct, performance and other terms and conditions.
3. Manage the Secretariat function for the CASA Workplace Relations Group including regular consultation and communication with Unions and employee representatives.
4. Undertaking more complex procedural, administrative and service-related tasks in line with CASA's employment and personnel management arrangements and coordinating response to high risk and sensitive matters such as conduct, performance, and workplace disputes.
5. Planning and monitoring work processes, participating in reform and redesign of work practices that support CASA's work areas in effectively resourcing the functional responsibilities.
6. Supporting the implementation of change and promoting continuous improvement activities within the team/Branch and across the organisation as appropriate.

7. Modelling and promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Eligibility

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*. Before you prepare an application, you must ensure you meet all the eligibility requirements:

- prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- be an Australian citizen or a permanent resident.

Notes

The ideal candidate for this role will have the following skills and experience:

- Demonstrated experience with Commonwealth public sector enterprise employment frameworks.
- Experience in providing high-quality advice on workplace relations and complex human resource matters to managers and staff.
- Demonstrated experience in the research, drafting and consultation of people policy and workplace procedures documentation.
- Excellent communication (written and oral) skills
- Ability to use discretion and sound judgement whilst undertaking duties and to maintain confidentiality when dealing with sensitive employment matters.
- Tertiary qualifications or accreditation in the areas of industrial relations and employment law, human resource management, or business management would be highly regarded.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will: • be part of something bigger by contributing to aviation safety • be engaged in challenging and varied work • join a workforce that values diversity and inclusion • have time for what counts through opportunities to balance work and life • be recognised for your contribution. Who we are We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values; • Excellence—to strive to excel in all we do • Courage—to act with strength of character and conviction while being accountable for our actions • Teamwork—to work together to promote a strong, cohesive and highly effective workforce • Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias • Integrity—our actions and behaviour are open, transparent and ethical • Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times • Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement. Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Michael Gates, 02 6217 1312
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0692212

National Film and Sound Archive of Australia

Closing Date: Sunday 08 August 2021

Collection
Collection Digitisation Program

Job Title	Senior Digital Production Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$73,598 - \$77,865
Classification	APS Level 5
Position Number	89389
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

The National Film and Sound Archive's (NFSA) Digitisation Section requires a Senior Digital Production Specialist with a proven track record of working in audio visual preservation and production environment. The successful candidate will have a clear understanding of the directions that the film, sound and digital post-production industries are taking, but who equally has expertise in, and respect for, the historic audiovisual technologies of the past.

Duties

Job Details

Under general direction the Video Services Team Leader will undertake the following duties:

1. Deliver services to support client access requirements, including the identification of best suited components, provide digital preservation and editing services, data management and quality control.
2. Provide training, support and quality assurance guidance for the operation of broadcast videotape and ancillary equipment and current and future digitisation networks, including research and development of potential workflow enhancements.
3. Assist with the development, implementation, operation and maintenance of the Video Services environment including systems, equipment and workflows, ensuring high quality preservation and access outcomes. Assisting the Team Lead with planning requirements for deadline 2025 mass digitisation.
4. Manage end-to-end workflows incorporating digitisation equipment, as required including digital file management and DCP production.
5. Assist the Senior Editor with video network administration tasks, as directed.

When submitting your cover letter and CV, please ensure you also address the desired selection criteria below.

Selection Criteria

In relation to the 'Job Details' listed above, concisely demonstrate your skills, experience and achievements against each of the following areas:

1. Demonstrate experience of client focused management, operational leadership & resource allocation within an audiovisual production /postproduction environment. Effective communication skills with technical and non-technical people and ability to document and report on activities, as required
2. Experience training staff and developing programs to improve operator skills and broaden knowledgebase. Providing leadership through a solutions-based approach to troubleshooting issues.
3. Demonstrate the use of legacy video formats and emerging digital platforms. Knowledge of digital workflows, editing system capabilities and ability to design, resource and support the business models required to deliver significantly increased digitisation requirements.
4. Demonstrate knowledge of digital preservation and data management methodologies and procedures. Ability to develop new workflows to incorporate emerging technologies and client based future requirements.
5. Knowledge of broadcast routing systems and their integration with digital infrastructure. Quality control skills with ability to interrogate files and systems, as required.

Eligibility

Qualifications and/or equivalent experience if required:

Tertiary qualifications in a related discipline are highly desirable.

Security Clearance Requirements:

This position requires the successful candidate to undergo an Australian Federal Police (AFP) Criminal Record Check.

Assessment Process

The assessment process for this position will include:

- A written application; and
- Referee checking.

The assessment process for this position may also include:

- An interview; and
- Technical assessment.

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and, people from culturally and linguistically diverse backgrounds.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

Notes

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Gordon McPhail - Audiovisual Production Manager, (02) 6248 2238
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0692202

Office of the eSafety Commissioner

Closing Date: Sunday 08 August 2021

Office of the eSafety Commissioner
Education, Prevention, Inclusion

Job Title	Project Lead - Families Capacity Building
Job Type	Full-Time, Non-Ongoing
Location	Belconnen ACT, Pyrmont NSW, Melbourne VIC
Salary	\$101,414 - \$114,364
Classification	Executive Level 1
Position Number	A210125
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

We are seeking an experienced program manager who is dedicated to eSafety's mission of keeping all Australians safer online.

Our ideal candidate will have experience developing and implementing programs, including effective planning and project management, building partnerships with internal and external stakeholders, leading the development of evidence-based content for diverse audiences, and program evaluation.

You will have an understanding of major online safety issues facing children and young people and their parents and carers.

You will also have a high level of personal drive and ability to work collaboratively and lead others to achieve shared goals. You will have a flexible mindset and be adept at identifying and weighing potential solutions to problems as they arise.

Duties

This position is an opportunity to lead the development and implementation of eSafety's initiative under the National Strategy to Prevent Child Sexual Abuse. The aim of this initiative is to further develop the capacity of Australian families' to promote safe online behaviours and reduce the potential for online harms, including child sexual abuse, to occur.

This will involve engaging directly with parents and young people to inform the development of online safety resources and communication materials that meet families' diverse needs. This will also involve reviewing and leveraging existing eSafety content and complementary programs delivered by other agencies.

The role will require a strong focus on new content formats and communication channels to help eSafety deliver relevant and accessible online safety information to more families, including in non-traditional settings such as foster care, extended family/kinship care, and out-of-home care.

This role will work across the Branch to ensure eSafety content and messaging for families is consistent and draws on related initiatives where appropriate.

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 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](#).

You must also have a current Working with Children check (or equivalent) or be willing to obtain one.

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	Kellie Britnell, 02 9334 7909
Agency Recruitment Site	https://www.acma.gov.au/careers

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Social Services

Vacancy VN-0692230

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Friday 06 August 2021

Registrar
Operations

Job Title	Assistant Director – Behaviour Support
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$106,077 - \$120,410
Classification	Executive Level 1
Position Number	055_07/21
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Duties

- Working constructively and collaboratively in a team that has expertise in behaviour support and restrictive practices.
- Contributing to the development and implementation of policies relating to behaviour support and the reduction and elimination of restrictive practices.
- Contributing to the development of education, advice and support material for providers.
- Under limited direction, conducting quality assurance of behaviour support plans and ensuring that plans are reviewed and revised, where required.
- Actively supporting providers to implement policies and practices that ensure compliance with the NDIS framework, including both Commonwealth and state and territory legislative and policy requirements in relation to behaviour support and the use of restrictive practices.
- Assisting providers to develop best practice behaviour support plans and where restrictive practices are used, ensure those practices are reported, monitored and reviewed.
- Assisting providers to use effectively the Commission's ICT behaviour support system to develop behaviour support plans and to report the use of restrictive practices.
- Contributing to the provision of advice on behaviour support-related issues to other functional areas of the Commission, including reportable incidents, complaints, investigations and compliance.
- Assisting with the assessment of the skills and experience of behaviour support practitioners against the competency framework.
- Working across the Commission, and with external agencies and bodies, and state and territory governments to ensure effective communication and information flows to support the behaviour support function.
- Contributing to submissions, reports, briefs and other documentation as required.
- Ensuring that record keeping is consistent with Commission and legislative requirements.

Eligibility Notes

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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	Clarissa Bourne, 08 8318 2717
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0692232

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Friday 06 August 2021

Registrar
Operations

Job Title	Compliance Support Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$70,775 - \$76,074
Classification	APS Level 4
Position Number	056_07/21
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Duties

- Under the direction of the Senior Compliance Officer, work with individual NDIS providers to assist them in understanding their obligations, and where non-compliance may have occurred, guide them to address those issues and risks.
- Under the direction of the Senior Compliance Officer, where systemic issues are identified, work locally with groups of NDIS providers to promote quality improvement strategies, and across the organisation to develop education and other materials to improve compliance.
- Contribute to research and analysis designed to inform the development of compliance responses.
- Support compliance promotion and education campaigns to inform and educate NDIS providers, participants and the public about the NDIS Commissioner's functions and the requirements of relevant legislation and rules.
- Undertake a range of general administrative duties.
- Actively participate in an environment where learning and information sharing is encouraged.
- Undertake regular travel within South Australian.

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	Amanda Nash, 08 8318 2715
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0692238

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Monday 09 August 2021

Registrar
Operations

Job Title	Senior Investigator
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$85,137 - \$95,695
Classification	APS Level 6
Position Number	057_07/21
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Duties

- Leading investigations into alleged or suspected contraventions of the National Disability Insurance Scheme Act 2013, and the Rules under it in accordance with the NDIS Commission's policy and procedures, the Regulatory Powers (Standard Provisions) Act 2014 and other relevant Commonwealth legislative requirements.
- Develop excellent working relationships with the General Counsel and the investigations team, the NDIS Commission more broadly, and with a variety of stakeholder groups;
- Provide input to support the development of operational protocols for national consistency across investigations.
- Contribute to the development, delivery and continuous improvement of the national investigations function.
- Developing investigation plans and other compliance and enforcement responses.
- Working collaboratively with other agencies and proactively offering assistance for the purpose of building and sustaining mutually beneficial relationships.
- Provide guidance to others at the NDIS Commission.

Eligibility

Certificate IV in Government (Investigations) or Certificate IV in Government (Regulatory Compliance) or Certificate IV in Government (Compliance and Risk Management) or equivalent investigations experience is essential

Notes

Regular travel may be required

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About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

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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	David Lonton, 07 3237 6516
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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