



Commonwealth of Australia
APSJobs - Vacancies Daily
PS29 Daily Gazette Monday - 15 July 2024.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS29 Weekly Gazette Thursday - 18 July 2024.pdf.

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

These Vacancies Daily will also appear in the Gazette PS29 Weekly Gazette Thursday - 18 July 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0744673

Australian Electoral Commission

Closing Date:Sunday 28 July 2024

Electoral Integrity and Operations Group
State Operations NSW State Office

Job Title	Project Officer, NSW State Officer
Job Type	Full-Time, Non-Ongoing
Location	Haymarket NSW
Salary	\$82,336 - \$90,234
Classification	APS Level 5
Position Number	2024-248 13157
Agency Website	https://www.aec.gov.au/

Job Description

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

The Project Officer will work in the NSW Haymarket Divisional Office.

The team is responsible for several key tasks critical to the delivery of a federal election including management of the CBD Voter Service. The team works together to achieve high quality outcomes in tight timeframes.

We are a cohesive and high performing team that has a significant focus on effective communication with other business areas across the AEC to achieve key objectives. This includes NSW State Office, divisional network across NSW/ACT, other state and territory offices and National Office.

Duties

The Project Officer role is responsible for the management of the CBD Voter service, assists in the day-to-day management of matters relating to the corporate governance and election readiness functions for Haymarket divisional office.

This position assists with a range of responsibilities including data analysis, communication, procurement, and logistics coordination.

The Project Officer needs to be flexible, organised, goal-oriented, able to clearly communicate results and focused on delivering high quality outcomes within strict timeframes.

To excel you'll have:

- Demonstrated ability to provide administrative support, accurately record project progression and complete tasks within strict timeframes.
- Ability to conduct research and analysis as required and reach evidence-based conclusions to assist in the management, preparation and coordination of procedures and delivery of projects.

- The ability to remain positive and respond to increased levels of pressure in a calm manner, while achieving goals within tight timeframes and responding to competing and changing priorities.
- Demonstrated ability to maintain key internal and external relationships, including liaising with stakeholders on project or operational issues, and responding to stakeholder needs and expectations.
- Experience in project management activities, including managing resources, budgets, and reporting, while ensuring project tasks are delivered on time and meet the needs of the end user.
- A proven ability to manage staff to increase capability and encourage success in a collaborative work environment.

Desirable

- Familiarity with legislative and regulatory frameworks and requirements, including the Public Governance, Performance and Accountability Act and Commonwealth Electoral Act.
- Drivers Licence.
- Intermediate Microsoft Excel skills.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Mitchell Stubbs, (02) 8201 4349
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0744784

Australian Electoral Commission

Closing Date:Monday 29 July 2024

Electoral Integrity and Operations Group
State Operations WA Operations

Job Title	Project Officers, WA State Office
Job Type	Full-Time, Non-Ongoing
Location	Perth WA
Salary	\$73,821 - \$80,896
Classification	APS Level 4
Position Number	2024-250 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Western Australia State Office is divided into two key areas; the Operations Team, who are responsible for overseeing and administering the 15 Western Australia electoral divisions, and the State Office Team, who plan and deliver several key election readiness projects as well as providing financial and administrative services for the state.

You will join a team that ensures the proper conduct and delivery of Federal election or local by-election and upholds the Electoral Integrity Framework. For the delivery of federal events or local by-election, staffing rapidly expands to help manage the greatly increased workload around risk management, fast moving project work and logistical activities.

Duties

Working in the State Office Team, the Project Officer supports Senior Project Officers and Assistant Directors contributing to organisational outcomes and working collaboratively in the day-to-day administration, planning and delivery of projects relating to the corporate, governance and election readiness functions of the State Office.

During the electoral event, under limited direction, the Project Officer engages regularly with stakeholders to keep them informed of progress in relation to projects. This position is an agile position and during the election cycle will be required to contribute to the delivery of different projects across the State Office as agency priorities necessitate and as directed by management.

This position requires agility, as during the election cycle you will be required to contribute to the delivery of a range of projects across the State Office and other AEC locations as agency priorities necessitate and as directed by management. Employees in this role will at times be expected to work evening hours, public holidays and weekends and must be flexible in order to meet critical needs and changing demands as required.

As a Project Officer in WA State Office, you may be involved in a variety of different projects depending on business needs and your individual capabilities and areas of expertise. Project streams include Procurement & Contract Management, Finance, Logistics & Materials, Community Engagement, Workforce Management & Recruitment and Remote Voter Services, among others.

To excel you'll have:

- Resilience and positivity with the ability to respond and adapt to changing operational environment. Have personal drive to achieve goals.
- Ability to develop relationships with internal and external stakeholders at all levels of seniority.
- Demonstrated ability to prioritise and complete tasks within a legislative environment, project and budget parameters within set timeframes.
- Experience and knowledge in the effective support of medium to large scale projects.
- Demonstrated ability to work under limited direction and a strong commitment to working collaboratively within a team to achieve positive results and support the AEC's strategic direction.

Eligibility

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

Notes

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About the Australian Electoral Commission

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requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Tristan Barnes, (08) 6185 3242
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0744790

Australian Electoral Commission

Closing Date:Monday 29 July 2024

Electoral Integrity and Operations Group
State Operations WA Operations

Job Title	Project Officers, WA State Office
Job Type	Full-Time, Non-Ongoing
Location	Perth WA
Salary	\$82,336 - \$90,234
Classification	APS Level 5
Position Number	2024-251
Agency Website	https://www.aec.gov.au/

Job Description

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

The Western Australia State Office is divided into two key areas; the Operations Team, who are responsible for overseeing and administering the 15 Western Australia electoral divisions, and the State Office Team, who plan and deliver several key election readiness projects as well as providing financial and administrative services for the state.

You will join a team that ensures the proper conduct and delivery of Federal election or local by-election and upholds the Electoral Integrity Framework. For the delivery of federal events or local by-election, staffing rapidly expands to help manage the greatly increased workload around risk management, fast moving project work and logistical activities.

Duties

Working in the State Office Team, the Project Officer supports Senior Project Officers and Assistant Directors contributing to organisational outcomes and working collaboratively in the day-to-day administration, planning and delivery of projects relating to the corporate, governance and election readiness functions of the State Office.

During the electoral event, under limited direction, the Project Officer engages regularly with stakeholders to keep them informed of progress in relation to projects. Utilising project management expertise to support the delivery of events and project outcomes. This position is an agile position and during the election cycle will be required to contribute to the delivery of different projects across the State Office as agency priorities necessitate and as directed by management.

This position requires agility, as during the election cycle you will be required to contribute to the delivery of a range of projects across the State Office and other AEC locations as agency priorities necessitate and as directed by management. Employees in this role will at times be expected to work evening hours, public holidays and weekends and must be flexible to meet critical needs and changing demands as required.

As a Project Officer in WA State Office, you will participate in section planning and undertake day to day management of short-term tasks and work area planning for longer term initiatives or specific projects. You may be involved in a variety of different projects depending on business needs and your individual capabilities and areas of expertise. Project streams include Procurement & Contract Management, Finance, Logistics & Materials, Community Engagement, Workforce Management & Recruitment and Remote Voter Services, among others.

To excel you'll have:

- Resilience and positivity with the ability to respond and adapt to changing operational environment. Have personal drive to achieve goals.
- Confidence and ability to effectively communicate, build relationships and lead negotiations with internal and external stakeholders.
- Demonstrated ability to work autonomously and working collaboratively within a team to achieve positive results and support the AEC's strategic direction.
- Knowledge and experience in the effective management and delivery of medium to large scale projects.
- Demonstrated ability to prioritise and complete tasks within a legislative environment, project and budget parameters within set timeframes.

Desirable

- An understanding of procurement and contract management processes and practices.
- Ability to manage a small team to meet operational objectives, while building and promoting professionalism.

Eligibility

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

Notes

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To Apply

Position Contact	Tristan Barnes, (08) 6185 3242
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0744791

Australian Electoral Commission

Closing Date:Monday 29 July 2024

Electoral Integrity and Operations Group
State Operations WA Operations

Job Title	Senior Project Officer, WA State Office
Job Type	Full-Time, Non-Ongoing
Location	Perth WA
Salary	\$91,140 - \$102,152
Classification	APS Level 6
Position Number	2024-252 10536
Agency Website	https://www.aec.gov.au/

Job Description

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

The Western Australia State Office is divided into two key areas; the Operations Team, who are responsible for overseeing and administering the 15 Western Australia electoral divisions, and the State Office Team, who plan and deliver several key election readiness projects as well as providing financial and administrative services for the state.

You will join a team that ensures the proper conduct and delivery of Federal election or local by-election and upholds the Electoral Integrity Framework. For the delivery of federal events or local by-election, staffing rapidly expands to help manage the greatly increased workload around risk management, fast moving project work and logistical activities.

Duties

Working in the State Office Team, the Senior Project Officer supports Assistant Directors and the State Director in the day-to-day management and delivery of projects relating to the corporate, governance and election readiness functions of the State Office.

In this role, you will be responsible for undertaking work that is moderately complex to complex and/or sensitive in nature. The Senior Project Officer also develops, plans and undertakes day-to-day management of specific projects. During the electoral event, the Senior Project Officer engages regularly with stakeholders to keep them informed of progress in relation to projects. In this role, you will undertake work independently, under limited direction, utilise functional expertise within the area of project management as agency priorities necessitate.

This position requires agility, as during the election cycle you will be required to contribute to the delivery of a range of projects across the State Office and other AEC locations as agency priorities necessitate and as directed by management. Employees in this role will at times be expected to work evening hours, public holidays and weekends and must be flexible in order to meet critical needs and changing demands as required.

As a Senior Project Officer in WA State Office, you may be involved in a variety of different projects depending on business needs and your individual capabilities and areas of expertise. Project streams include Procurement & Contract Management, Finance, Logistics & Materials, Community Engagement, Workforce Management & Recruitment and Remote Voter Services, among others.

To excel you'll have:

- Resilience and positivity with the ability to respond and adapt to changing operational environment. Have personal drive to achieve goals.
- Proven ability in people management experience, with exceptional delegation skills.
- Demonstrated understanding of project management methodologies and experience in delivering within a project framework.
- Confidence and ability to effectively communicate, collaborate, build relationships and lead negotiations with internal and external stakeholders.
- Demonstrated ability to work autonomously and a strong commitment to leading and driving working collaboratively within a team to achieve positive results and support the AEC's strategic direction.

Desirable

- Experience in the delivery of internal communications strategies and high-level knowledge of external stakeholder engagement processes.

Eligibility

- AEC employees must be Australian citizens.
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To Apply

Position Contact	Tristan Barnes, (08) 6185 3242
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0744681

Department of Home Affairs

Closing Date:Sunday 28 July 2024

Executive Coordination
Ministerial & Parliamentary Various

Job Title	Ministerial, Parliamentary and Cabinet Officers
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$80,748 - \$87,572
Classification	APS Level 5
Position Number	133359
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/133359/>

About our team

DS Executive | Executive Coordination | Ministerial & Parliamentary | Various

The Branch delivers many of the Executive Division's services by providing appropriate and efficient cross-portfolio support to the Ministers' Offices, the Executive and senior managers in relation to ministerial and parliamentary products and services. The Branch includes the following sections:

- Cabinet Liaison Office
- Parliamentary Section
- Ministerial Correspondence Section
- Ministerial Services Section
- Ministerial Submissions, Briefs and Parliamentary Document Management System Section.

Section Overview

The **Cabinet Liaison Office** is a central coordination point of cabinet material across the Portfolio, and between the Department, Ministers' Offices and other departments or agencies. It provides support to the Department and wider portfolio, Ministers' Offices, Department of the Prime Minister and the Cabinet and other agencies for all cabinet matters. It also assists with and coordinates the forecasting and preparation of departmental submissions and memorandums, in addition to liaising with stakeholders through the Cabinet Liaison Officer network to monitor process against milestones.

The **Parliamentary Section** leads the Home Affairs portfolio parliamentary processes, including Senate Estimates, Parliamentary Questions on Notice, Question Time Briefs, supporting the portfolio's submissions and appearances at Parliamentary inquiries, management of the portfolio's tabling of documents in Parliament, and the monitoring of Parliamentary business.

The **Ministerial Correspondence Section** is responsible for managing the end to end processing of all ministerial correspondence. This includes the triage, registration and allocation of all correspondence addressed to our portfolio Minister's and quality checking of responses prepared for the Minister's signature. The team also provide assistance, advice and support to the Department, the Executive and the Minister's office on all correspondence matters often within tight timeframes and high pressure environments.

The **Ministerial Services Section (MSS)** provides high level strategic support services to the Home Affairs Ministerial Offices and staff and the DLO network. Responsibilities include the facilitation of financial management functions, delivery of support, services and equipment. MSS coordinates input to incoming ministers and incoming government briefs, and is responsible for the decommissioning and commissioning of offices when are of our portfolio ministers change.

The **Ministerial Submissions, Briefs and Parliamentary Document Management System Section** manages the Parliamentary Document Management System (PDMS). PDMS is a Whole of Government workflow system that manages the end to end electronic workflow of ministerial, parliamentary and executive communications across the Portfolio. The team provides expert PDMS service support, systems administration and training for the Home Affairs portfolio.

The Branch manages Parliamentary functions across the Portfolio, this includes Management of requirements for Question Time Briefs, Senate Estimates, Questions on Notice, Parliamentary Committees and Cabinet related matters. Ministerial functions across the Portfolio, including ministerial correspondence and submissions, and support to the Minister's Office and Assistant Minister's Office. The Branch also supports High level coordination and administration support

services to the Secretary and Commissioner, and Portfolio Executive.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

The Department is looking for high-performing candidates who are committed to achieving results in a rapidly evolving environment. Our ideal candidates are flexible, resilient, highly motivated and are committed to providing high quality results.

To be successful in the Branch, our ideal candidates will be self-driven and demonstrate an ability to undertake the duties/responsibilities as outlined below. You must be able to positively contribute in a team environment, display integrity, high ethical standards, have good judgement, well developed written communication skills and careful attention to detail to make lawful decisions confidently and decisively, undertaking analysis and drawing accurate conclusions based on evidence. You will thrive working in a moving environment, have highly developed organisational and communication skills, and be competent in use of computers and learning new systems. Our ideal candidate will also have:

- High attention to detail and excellent written and verbal communication skills when communicating with stakeholders at all levels
- Sound organisational skills, including coordinating and prioritising work whilst adapting a proactive and flexible approach to competing priorities
- Ability to build and maintain productive working relationships with internal and external stakeholders the ability to work under broad guidance and take initiative
- Are self-driven and seek to directly influence the key outcomes of the organisation
- A strong commitment to team work and collaboration.

Duties

Under limited direction and in accordance with standard operating processes, Officers are expected to undertake the following duties:

- Proactively engage with key internal and external stakeholders
- Monitor the quality of Ministerial products provided to the Ministers' Offices.
- Manage multiple tasks and prioritise effectively
- Maintain exceptional service delivery standards to appropriately manage and meet expectations
- Facilitate, manage, review and distribute the development and lodgement of Cabinet submissions and papers, ensuring they meet Cabinet requirements.

Please note that due to the nature of the role, some out-of-hours and rostered weekend work is required. **Eligibility**

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	James Hasler, 02 6275 5729
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/133359/

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Vacancy VN-0744696

Department of Home Affairs

Closing Date: Sunday 28 July 2024

Cyber Risk Services Cyber Engagement and Delivery Section

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$110,788 - \$129,928
Classification	Executive Level 1
Position Number	133046
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/133046/>

About our team

GM Technology & Major Cap Group | NA | Cyber Risk Services | Cyber Engagement and Delivery Section

Are you an experienced Project Manager looking for dynamic and challenging content? Are you interested in working in a role that has a direct impact on the Department of Home Affairs (the Department) and Government priorities?

The Cyber Risk Services Branch is responsible for the monitoring, identification and response to cyber threats to the Department's technology environment. The Branch also sets the Department's cyber security strategy and cyber risk management framework.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

The Branch is looking for multiple experienced EL1 Project Managers to support the Department's Cyber Uplift Program.

We are looking for candidates who:

- Have demonstrated program and/or project management experience in either cyber security, Information and Communications Technology (ICT) or related fields
- Have excellent oral and written communication and negotiation skills, in particular, communicating to technical and non-technical stakeholders
- Have a track record of delivering high-quality outcomes in a complex environment
- Are able to work productively with multiple stakeholders across the Department, other government agencies and industry
- Have the ability to build high performing teams with a collaborative and integrated culture
- Are highly developed organisational skills and the ability to prioritise work to achieve deadlines.

Duties

The EL1 Project Manager is required to:

- Work under general direction to lead, manage and support the implementation of the Department's Cyber Uplift Program and associated projects in the context of Department and Government policy priorities and regulatory frameworks
- Define, document and lead projects by actively participating in all phases of project development and delivery

- Identify, assess and manage risks and issues to the successful delivery of benefits by applying sound project management methodologies
- Prepare realistic project plans that include quality, risk and communication plans, tracking and reporting project activities against schedules, and develop and maintain productive stakeholder relationships.

Eligibility

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Kylie Johnson, 02 6264 4519
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/133046/

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

Vacancy VN-0744736

Department of Home Affairs

Closing Date:Monday 29 July 2024

All Divisions
Several

Job Title	Executive Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW
Salary	\$110,788 - \$129,928
Classification	Executive Level 1
Position Number	JR 133614
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/133614/>

About our team

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.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

Our ideal candidates are effective communicators, who display consistent good judgment, flexibility and discretion while maintaining procedural efficiency in a rapidly evolving environment.

The candidates should be self-driven, able to provide a high level of administrative and strategic support as well as be able to directly influence the priorities of the Group/Division.

Duties

Duties and responsibilities

EL1 candidates will be expected to possess the following capabilities:

- Monitor and negotiate due dates for tasks and briefings and ensuring outputs are achieved
- Anticipate and establish work priorities, monitor progress with an awareness of potential risks that could occur due to delays and contribute towards delivering Strategic and operational outcomes
- Provide expert advice to resolve complex and sensitive issues to senior executive to support operations and decision-making
- Manage, coordinate and prepare complex and/or sensitive communications, including briefings, speeches, media responses, research papers and submissions
- Provide quality assurance of high risk and sensitive outgoing communications for accuracy, relevance of information and impacts on other business units within the Department and key external relationships
- Coordinate and compile briefing packs for the senior executive in preparation for meetings
- Establish an understanding of the Executive's working style, requirements, and preferences to enable their needs to be met
- Foster and support effective high level working relationships with departmental, portfolio and external stakeholders through liaison, communication and sharing of relevant information
- Provide coaching, mentoring and leadership of Executive office and work area staff to develop the highest levels of professionalism, honesty and integrity
- Provide high-level advice on work activities with an awareness of strategic, political or operational impact to ensure the Executive is well prepared and aware of any emerging situations or issues of importance
- Act as the principal point of contact on issues for stakeholders as required
- Respond to highly complex and sensitive enquiries from various business areas via email and telephone
- Promote, develop and implement efficient administrative processes to ensure that timely, high-quality work and service delivery is provided to the senior executive and key stakeholders
- Plan and monitor team work flow, set performance indicators and provide constructive feedback that supports capability building
- Assess and implement feedback from stakeholders and senior executive to facilitate improvements in service delivery.

Candidates interested in these positions who may not meet all of the specific duties / responsibilities listed but believe they have transferable skills to successfully fulfil this role are still encouraged to apply.

Additional information

Note this role does require working outside standard core hours and the location will be dependant on the location of the Senior Executive, primarily ACT.

Eligibility

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

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

Notes

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

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary

depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	SES Unit, .
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/133614/

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Vacancy VN-0744860

Job Title	Manager - Project
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	APS Level 6
Position Number	JR100074
Agency Website	www.futurefund.gov.au

Job Description

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

Join our team at the forefront of strategic initiatives, where we are committed to enhancing our capabilities and environment. This is an opportunity to contribute to a multi-year program focused on upgrading our investment data and analytics capability, driving efficiency and productivity improvements across the business, and investing in our people and culture. You'll work within our strategic project management and governance framework, ensuring successful project delivery that aligns with our organizational objectives.

Duties

Key Responsibilities:

- As a Project Manager, you will:
- Collaborate with Project Sponsors, Project Leads, and other stakeholders to plan and manage projects.
 - Oversee day-to-day project management, including documentation and validation of program details.
 - Monitor and report on project progress, addressing scope, schedule, budget, risks, and issues as needed.
 - Manage project dependencies and stakeholder communication, liaising with internal teams and external partners.
 - Work closely with the Change Management function to plan and execute change management activities for each project.
 - Establish and manage project controls, identify and mitigate risks, and resolve issues to ensure project success.
 - Facilitate project governance forums and conduct post-implementation reviews to drive continuous improvement.

Eligibility

- Tertiary qualification in Finance, Commerce, Technology, or related field.
- Extensive professional experience in project management within medium to large organizations.
- Strong understanding of project and program management methodology and techniques.
- Excellent communication and stakeholder management skills, with the ability to engage effectively across all levels.
- Proven ability to guide project teams, motivate stakeholders, and address conflicts as needed.
- Detail-oriented with a focus on quality deliverables and the ability to adapt to a fast-paced environment.
- Autonomous and proactive, with a continuous improvement mindset and a willingness to learn.
- Exceptional organizational skills, including the ability to prioritize tasks and meet deadlines consistently.
- Mature and composed under pressure, with the ability to maintain professionalism in challenging situations.

Notes

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0744825

National Library of Australia

Closing Date: Sunday 28 July 2024

Collection Collection Care

Job Title	APS 5 - Senior Conservation Officer, Collection Care
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$81,407 - \$87,572
Classification	APS Level 5
Position Number	105006
Agency Website	

Job Description

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

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

The Library is seeking to fill an ongoing **Senior Conservation Officer APS5** role in the Collection Care Section of the Collection Branch.

Duties

Under limited direction, this role will be required to implement work plans for the area including setting tasks and priorities for others and managing workflow for the delivery of the functions of the Section and Branch. In consultation with colleagues, the Senior Conservation Officer will develop and manage the preservation and conservation treatment programs of predominantly paper-based collection material across four core areas including the digitisation for preservation program, new acquisitions,

exhibitions, and collection loans.

We are looking for people who are self-motivated, innovative, pragmatic and work well within a high-performance team of conservation and library professionals. Our ideal candidate will have strong problem-solving skills and the ability to develop, maintain and support internal and external relationships and networks.

It is highly desirable that you have:

- Qualifications in cultural heritage conservation and extensive hands-on experience of the treatment of library and archival collections.
- Experience in communicating conservation principles to a range of different internal and external stakeholders.

Eligibility

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

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

Notes

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

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

About the National Library of Australia

To Apply

Position Contact	Tania Riviere, 02 6262 1349
Agency Recruitment Site	https://nla.nga.net.au/cp/

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Vacancy VN-0744828

Job Title	APS6 Program Manager, Curatorial and Collection Research
Job Type	Full-Time, Non-Ongoing
Location	Barton ACT
Salary	\$91,883 - \$101,178
Classification	APS Level 6
Position Number	106016
Agency Website	

Job Description

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

The Library is seeking fill an **APS 6 Program Manager** on a non-ongoing basis until 30 October 2025. This is an exciting opportunity for a professional to join the Curatorial and Collection Research Section. The successful candidate will contribute to the Collection Branch strategic priority 'to collect today what will be important tomorrow for Australia's increasingly diverse community'.

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

The role provides the right candidate with the opportunity to contribute to and grow their knowledge and experience in working with collections to lead a range of activities. This includes proactively identifying and acquiring material for the collection.

Duties

The role has people, program, and stakeholder management responsibilities, requiring engagement with staff across the Library and maintains positive working relationships with a network of people and organisations external to the Library.

Under limited direction this may include:

- Providing expertise, knowledge, and specialised advice to develop and drive proactive and reactive collecting activities across all Library collection formats and to oversee collection project work.
- Supporting selection of material for digitisation.
- Supporting curatorial and research programs involving public and researcher access to collections including public programs and fellowships.

Eligibility

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

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

Desirable skills and qualifications

- Qualifications or equivalent experience in Arts, Humanities or Social Sciences or related field.
- Experience in collection development, research, promotion and the provision of support to researchers and to research related programs.

- Knowledge and experience with one of the following formats: published material, pictures, manuscripts or oral histories.

Notes

We encourage and welcome applications from people with disability, First Nations Peoples, those from the LGBTIQ+ community, people from culturally and linguistically diverse backgrounds, those in the veteran community and mature age people.

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

About the National Library of Australia

To Apply

Position Contact	Belle Wilson, (02) 6262 1395
Agency Recruitment Site	https://nla.nga.net.au/cp/

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Agriculture, Water and the Environment

Vacancy VN-0744763

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 28 July 2024

Transformation Taskforce
Enterprise and Budget Strategy

Job Title	Assistant Secretary, Enterprise and Budget Strategy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	2024/2916
Agency Website	https://www.agriculture.gov.au

Job Description

<https://www.agriculture.gov.au/>

Who we are

The Strategy, Performance and Engagement Division (the division) delivers departmental services such as media and communications, engagement, governance, planning, reporting, risk management crisis and emergency preparedness and response. We provide direct support to the minister's office and manage Parliamentary and Cabinet business for the department.

We advise the executive and business areas on portfolio strategy, including developing and embedding the department's strategic purpose, objectives, priorities, vision and values. We are supporting an organisational capability uplift and driving an improved integrated approach to budget, financial planning and decision-making.

The Enterprise and Budget Strategy Branch leads our portfolio approach to budget and organisational capability uplift by driving forward planning and delivery of departmental priorities, portfolio-lead on departmental program design and evaluation leading delivery of organisational capability improvement, priorities leading the portfolio's approach to budget strategy. The branch also leads the department's approach to program evaluation and development of an Enterprise Program Management Office function, which will be integrated with existing change management functions.

Duties

The job

The Assistant Secretary, Enterprise and Budget Strategy plays a key role on policy, management and lead the implementation of the Transformation Action Plan. The Assistant Secretary, Enterprise and Budget Strategy will be responsible for:

- Delivering policy advice and government programs.
- Working across the organisation to manage the Enterprise Program Management Office effectively.
- Managing the operation of the Branch, communicating well with staff, and building an engaged culture.
- Driving performance to achieve outcomes in a fast-paced and challenging environment.
- Promoting modern management practices and providing innovative leadership.
- Building strong relationships with internal and external stakeholders to drive outcomes, including strong connections with central agencies.

Eligibility

What we are looking for

To be successful in these roles you will need to meet the Senior Executive Service capability for the SES Band 1 level, and you will have the following:

- Outstanding leadership skills, a substantial record of achievement and a reputation for innovation and delivery of results.
- A proven strategic perspective and ability to manage competing demands and work to tight deadlines.
- Excellent stakeholder relationship skills and experience in engaging with internal and external stakeholders at all levels to explore opportunities and solve complex problems.
- Ability to drive broad transformational change, both internal and external to the department.
- Ability to communicate effectively with all audiences, be articulate and persuasive and capable of guiding negotiations to a point of resolution in a facilitative way.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Lucy Vincent, lucy.vincent@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/

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Agriculture, Water and the Environment

Vacancy VN-0744757

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

Closing Date:Monday 05 August 2024

Water Policy
First Nations Water Several

Job Title	APS 5 Policy, Program and Engagement Officers
Job Type	Full-Time, Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/1693
Agency Website	https://www.dcceew.gov.au/

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

Who we are

The Water Policy Division provides leadership and strategic policy to ensure the sustainable future of our rivers, wetlands and groundwaters, and the people who depend on them. The Division supports water reform initiatives in the Murray–Darling Basin and leads national water reform – working to future-proof Australia's water resources and provide support to First Nations in our national water story.

First Nations Water Branch are working to implement the Australian Government's commitment to increase First Nation Peoples' ownership of water throughout Australia and to ensuring that First Nations Peoples are better included across all levels of decision-making. We believe that an inclusive and diverse workplace is pivotal to making our department the best place to work. We are committed to creating an environment where you have a sense of belonging and where you can bring your authentic self to work each day. We encourage applications from people of all ages, abilities, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community, people living in rural and regional communities, people with disability and caring responsibilities. The branch has four sections which include the: First Nations Strategic Water; First Nations Land and Water; First Nations Holder, Governance, Legal and Delivery; and First Nations Engagement.

Duties

The Job

As an officer within a section in the First Nations Water Branch your responsibilities will include:

- Supporting strategic policy and/or program and legislative reform.
- Engagement, research, analysis and providing policy and/or program advice.
- Applying critical thinking and to advance First Nations Water Policy reforms and/or program delivery.
- Supporting constructive and collaborative relationships across other areas of the department, Commonwealth agencies, with ministers' offices, other jurisdictions and stakeholders.
- Supporting governance and project management systems.
- Supporting the preparation of briefings, speeches, correspondence and reports for our ministers and senior executive.
- Contributing to a respectful, open, inclusive, high-performing team culture.

What we are looking for

Knowledge and experience

An understanding of First Nations policy and/or programs, water policy and/or programs, and/or management, and/or experience in other areas of government reform that water underpins First Nations outcomes.

Skills and capabilities

- Cultural competency and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander Peoples.
- An understanding of the needs of Aboriginal and Torres Strait Islander Peoples and their communities particularly in the context of environmental and water issues.
- Well-developed research, analytical, writing and presentation skills.
- The ability to manage multiple high-pressure deadlines and tasks.
- The ability to collaborate across diverse stakeholders, using exceptional interpersonal skills to engage with stakeholders and senior leaders, valuing their different perspectives, contributions and backgrounds.
- The ability to think strategically and open-mindedly, evaluating complex information from a variety of sources, to make connections and sound decisions while exercising good judgement.

Eligibility

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

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

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months

Notes

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

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

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

To Apply

Position Contact	Jodie Tennant, 0421 254 717
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=3D4EEF83-95EE-6E47-DFBB-DAECEC4ECBAB

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Agriculture, Water and the Environment

Vacancy VN-0744776

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

Closing Date:Monday 05 August 2024

Water Policy
First Nations Water Several

Job Title	APS 5 Policy, Program and Engagement Officers (Affirmative Measure - Indigenous)
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Sydney NSW
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/1581
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=9F55CD1A-BDE9-4CB6-EA95-DAECEC424037>

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

Who we are

The Water Policy Division provides leadership and strategic policy to ensure the sustainable future of our rivers, wetlands and groundwaters, and the people who depend on them. The Division supports water reform initiatives in the Murray–Darling Basin and leads national water reform – working to future-proof Australia's water resources and provide support to First Nations in our national water story.

First Nations Water Branch are working to implement the Australian Government's commitment to increase First Nation Peoples' ownership of water throughout Australia and to ensuring that First Nations Peoples are better included across all levels of decision-making. We believe that an inclusive and diverse workplace is pivotal to making our department the best place to work. We are committed to creating an environment where you have a sense of belonging and where you can bring your authentic self to work each day. We encourage applications from people of all ages, abilities, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community, people living in rural and regional communities, people with disability and caring responsibilities. The branch has four sections which include the: First Nations Strategic Water; First Nations Land and Water; First Nations Holder, Governance, Legal and Delivery; and First Nations Engagement.

Duties

The Job

As an officer within a section in the First Nations Water Branch your responsibilities will include:

- Supporting strategic policy and/or program and legislative reform.
- Engagement, research, analysis and providing policy and/or program advice.
- Applying critical thinking and to advance First Nations Water Policy reforms and/or program delivery.
- Supporting constructive and collaborative relationships across other areas of the department, Commonwealth agencies, with ministers' offices, other jurisdictions and stakeholders.
- Supporting governance and project management systems.
- Supporting the preparation of briefings, speeches, correspondence and reports for our ministers and senior executive.
- Contributing to a respectful, open, inclusive, high-performing team culture

What we are looking for Knowledge and experience

An understanding of First Nations policy and/or programs, water policy and/or programs, and/or management, and/or experience in other areas of government reform that water underpins First Nations outcomes.

Skills and capabilities

- Cultural competency and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander Peoples.
- An understanding of the needs of Aboriginal and Torres Strait Islander Peoples and their communities particularly in the context of environmental and water issues.
- Well-developed research, analytical, writing and presentation skills.
- The ability to manage multiple high-pressure deadlines and tasks.
- The ability to collaborate across diverse stakeholders, using exceptional interpersonal skills to engage with stakeholders and senior leaders, valuing their different perspectives, contributions and backgrounds.
- The ability to think strategically and open-mindedly, evaluating complex information from a variety of sources, to make connections and sound decisions while exercising good judgement.

Eligibility

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

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

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

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

To Apply

Position Contact	Jodie Tennant, 0421 254 717
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=9F55CD1A-BDE9-4CB6-EA95-DAECEC424037

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Agriculture, Water and the Environment

Vacancy VN-0744780

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

Closing Date:Monday 05 August 2024

Water Policy
First Nations Water Several

Job Title	APS 6 Senior Policy, Program and Engagement Officers
Job Type	Full-Time, Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/1694
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=05EBAD55-0A25-491E-8855-DAECE04EECE>

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

Who we are

The Water Policy Division provides leadership and strategic policy to ensure the sustainable future of our rivers, wetlands and groundwaters, and the people who depend on them. The Division supports water reform initiatives in the Murray–Darling Basin and leads national water reform – working to future-proof Australia’s water resources and provide support to First Nations in our national water story.

First Nations Water Branch are working to implement the Australian Government's commitment to increase First Nation Peoples' ownership of water throughout Australia and to ensuring that First Nations Peoples are better included across all levels of decision-making. We believe that an inclusive and diverse workplace is pivotal to making our department the best place to work. We are committed to creating an environment where you have a sense of belonging and where you can bring your authentic self to work each day. We encourage applications from people of all ages, abilities, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community, people living in rural and regional communities, people with disability and caring responsibilities. The branch has four sections which include the: First Nations Strategic Water; First Nations Land and Water; First Nations Holder, Governance, Legal and Delivery; and First Nations Engagement.

Duties

The Job

As a senior officer within a section in the First Nations Water Branch your responsibilities will include:

- Supporting strategic policy and/or program and legislative reform.
- Engagement, research, analysis and providing policy and/or program advice.
- Applying critical thinking and to advance First Nations Water Policy reforms and/or program delivery.
- Supporting constructive and collaborative relationships across other areas of the department, Commonwealth agencies, with ministers' offices, other jurisdictions and stakeholders.
- Supporting governance and project management systems. exercising influence through preparation of briefings, speeches, correspondence and reports for our ministers and senior executive.
- Contributing to a respectful, open, inclusive, high-performing team culture.

What we are looking for

Knowledge and experience

An understanding of First Nations policy and/or programs, water policy and/or programs, and/or management, and/or experience in other areas of government reform that water underpins First Nations outcomes.

Skills and capabilities

- Cultural competency and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander Peoples.
- An understanding of the needs of Aboriginal and Torres Strait Islander Peoples and their communities particularly in the context of environmental and water issues.
- Well-developed research, analytical, writing and presentation skills.
- The ability to manage multiple high-pressure deadlines and tasks.
- The ability to collaborate across diverse stakeholders, using exceptional interpersonal skills to engage with stakeholders and senior leaders, valuing their different perspectives, contributions and backgrounds.
- The ability to think strategically and open-mindedly, evaluating complex information from a variety of sources, to make connections and sound decisions while exercising good judgement

Eligibility

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

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

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months

Notes

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

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

To Apply

Position Contact	Pablo Shopen, 0415 804 133
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=05EBAD55-0A25-491E-8855-DAECEE04EECE

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Agriculture, Water and the Environment

Vacancy VN-0744781

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

Closing Date:Monday 05 August 2024

Water Policy
First Nations Water Several

Job Title	APS 6 Senior Policy, Program and Engagement Officers (Affirmative Measure – Indigenous)
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/1593
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=0B7B2EED-D1EC-3725-CA06-DAECEE12BA50>

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

Who we are
The Water Policy Division provides leadership and strategic policy to ensure the sustainable future of our rivers, wetlands and groundwaters, and the people who depend on them. The Division supports water reform initiatives in the Murray–Darling Basin and

leads national water reform – working to future-proof Australia's water resources and provide support to First Nations in our national water story.

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Duties

The Job

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- Supporting strategic policy and/or program and legislative reform.
- Engagement, research, analysis and providing policy and/or program advice.
- Applying critical thinking and to advance First Nations Water Policy reforms and/or program delivery.
- Supporting constructive and collaborative relationships across other areas of the department, Commonwealth agencies, with ministers' offices, other jurisdictions and stakeholders.
- Supporting governance and project management systems. exercising influence through preparation of briefings, speeches, correspondence and reports for our ministers and senior executive.
- Contributing to a respectful, open, inclusive, high-performing team culture.

What we are looking for

Knowledge and experience

An understanding of First Nations policy and/or programs, water policy and/or programs, and/or management, and/or experience in other areas of government reform that water underpins First Nations outcomes.

Skills and capabilities

- Cultural competency and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander Peoples.
- An understanding of the needs of Aboriginal and Torres Strait Islander Peoples and their communities particularly in the context of environmental and water issues.
- Well-developed research, analytical, writing and presentation skills.
- The ability to manage multiple high-pressure deadlines and tasks.
- The ability to collaborate across diverse stakeholders, using exceptional interpersonal skills to engage with stakeholders and senior leaders, valuing their different perspectives, contributions and backgrounds.
- The ability to think strategically and open-mindedly, evaluating complex information from a variety of sources, to make connections and sound decisions while exercising good judgement.

Eligibility

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

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

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months

Notes

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

To Apply

Position Contact	Pablo Shopen, 0415 804 133
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=0B7B2EED-D1EC-3725-CA06-DAECEE12BA50

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Agriculture, Water and the Environment

Vacancy VN-0744798

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

Closing Date:Monday 05 August 2024

Environmental Water & Aquatic Ecosystems
Engagement, Policy & Wetlands Wetlands Section

Job Title	Senior Policy and Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/1713
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=58510DDD-4A87-4BC4-694D-DAECE4AF081>

Who we are

The Environmental Water and Aquatic Ecosystem Division protects and restores Australia's rivers, wetlands and groundwater ecosystems, ensuring they are understood and valued. The division is made up of a dedicated team of people working collaboratively to safeguard the health of Australia's water resources and aquatic ecosystems.

The Division Head is the Commonwealth Environmental Water Holder (CEWH) which is a statutory position established under the Water Act 2007 to manage Commonwealth environmental water holdings to protect and restore the health of rivers, floodplains and wetlands within the Murray-Darling Basin. With over 2,000 gigalitres of water available each year and worth almost \$4 billion, this water is delivered where and when plants and animals need it most, including to our internationally recognised wetlands. The CEWH's watering decisions are underpinned by its flagship monitoring and research program known as Flow-MER which is also managed by the Division.

The Division Head is also the Ramsar Administrative Authority – Australia's representative for an international treaty focused on wetland protection known as the Ramsar Convention. The division incorporates the Office of Water Science (OWS) which acts as a research and analysis arm. The OWS investigates the potential water-related impacts of large projects like coal seam gas developments. The OWS provides secretariat and technical support to an independent committee as well as expert advice to the department on other water related matters.

Divisional staff come from a variety of fields including environmental and biological science, research, engineering, natural resource management, communications, policy, engagement, research, project management and business services. This includes local engagement officers who live and work in rural and regional centres across the Basin and support the CEWH's work.

The Engagement, Policy and Wetlands branch works to:

- Support the Commonwealth Environmental Water Holder to engage with stakeholders and communicate its work.
- Support the Commonwealth Environmental Water Holder to interface with water policy and reform processes of significance for the Murray-Darling Basin.
- Engage internationally on efforts to support Australia's wetlands of international significance and meet its commitments under relevant international agreements.

The Wetlands Section is responsible for coordinating national implementation of the Convention on Wetlands (Ramsar Convention) in Australia, in partnership with state and territory governments, non-government wetland managers, researchers and local communities. The team works at the interface of domestic and international environmental policy which requires engagement in a wide range of international and domestic wetland activities. The Wetlands Section provides high quality wetlands policy and project advice and provides a conduit between the Convention on Wetlands Secretariat and wetland managers on the ground. **Duties**

The Job

We are looking for an experienced policy and program officer that can apply their skills to our diverse portfolio of work.

Our work spans:

- Environmental impact assessment.
- Project management and stakeholder engagement.
- International negotiations.
- Development and implementation of domestic policy.
- Providing input to wetlands research and management programs (such as NESP and NLP).
- Community education and awareness activities.
- Maintaining networks and partnerships with government and non-government wetland conservation organisations.

The Section is responsible for delivering an exciting new Climate Vulnerability and Adaptation project for Murray-Darling Basin Ramsar sites, with pilots to be conducted at 3 sites. A small team will coordinate project management with delivery partners CSIRO. Tasks will involve collaboration, and co-design with Ramsar site managers, science, and community stakeholders. The successful applicant will also work alongside EPBC team leaders to provide statutory advice under the EPBC Act.

The day-to-day duties of the role will require the successful applicant to:

- Assist in project management activities for a climate vulnerability and adaptation project being run in Murray-Darling Basin Ramsar sites.
- Work with stakeholders to co-ordinate collaborative and co-designed processes for delivering the project.
- Work alongside team leaders to assess possible impacts of development on wetlands and provide statutory advice on matters of national environmental significance under the EPBC Act.
- Provide guidance to other areas of the department on the importance of wetlands and Australia's commitments under the Convention on Wetlands (also known as the Ramsar Convention).

What we are looking for

Knowledge and experience

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

- Knowledge of relevant APS policy and legislative frameworks.
- Substantial experience in policy, project, program, or advisory/ coordination positions.
- Experience providing advice on issues and working with internal and external stakeholders to facilitate the resolution of complex policy, project, or coordination matters.
- Understanding of technical and/or policy aspects of wetlands conservation and management.
- Relevant knowledge or experience with respect to wetland management, protected area management, species or ecosystems management, environmental impact assessment, and/or climate change vulnerability assessment and adaptation planning.

Skills and capabilities

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

- Ability to drive and lead work to meet targets and deadlines and to produce consistently high-quality outputs.
- Demonstrated ability to research and analyse issues and prepare advice for stakeholders including the Departmental executive.
- Demonstrated ability to solve problems and exercise sound judgement.
- Well-developed oral and written skills including an ability to effectively communicate complex ideas to a range of audiences in a range of styles (e.g. reports, correspondence, and presentations).
- Well-developed interpersonal skills, including the ability to work in a team and to develop and maintain productive working relationships with a range of stakeholders internally and externally.

Desirable Qualifications

- Relevant tertiary qualifications and/or experience in ecosystems-based or natural resource management, and/ or environmental impact assessment is advantageous but is not essential.

Eligibility

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

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

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

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

To Apply

Position Contact	Ryan Davis, 0403 734 159
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=58510DDD-4A87-4BC4-694D-DAECE4AF081

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Agriculture, Water and the Environment

Vacancy VN-0744806

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

Closing Date:Monday 05 August 2024

Water Policy
First Nations Water Several

Job Title	EL 1 Assistant Directors (Affirmative Measure - Indigenous)
Job Type	Full-Time, Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/1595
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=7FA2A153-5DCB-BB6C-FE6D-DAED26AA6A2E>

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

Who we are
The Water Policy Division provides leadership and strategic policy to ensure the sustainable future of our rivers, wetlands and groundwaters, and the people who depend on them. The Division supports water reform initiatives in the Murray–Darling Basin and leads national water reform – working to future-proof Australia's water resources and provide support to First Nations in our national water story.

First Nations Water Branch We are working to implement the Australian Government's commitment to increase First Nation Peoples' ownership of water throughout Australia and to ensuring that First Nations Peoples are better included across all levels of decision-making. We believe that an inclusive and diverse workplace is pivotal to making our department the best place to work. We are committed to creating an environment where you have a sense of belonging and where you can bring your authentic self to work each day. We encourage applications from people of all ages, abilities, mature age, culturally and linguistically diverse people, people of the LGBTIQA+ community, people living in rural and regional communities, people with disability and caring responsibilities. The branch has four sections which include the: First Nations Strategic Water; First Nations Land and Water; First Nations Holder, Governance, Legal and Delivery; and First Nations Engagement.

Duties

The Job
As an Assistant Director within a section in the First Nations Water Branch your responsibilities will include:

- Engaging across the department and Commonwealth government to develop and deliver policies, programs and engagement that increase First Nation Peoples' ownership of water throughout Australia and to ensure that First Nations Peoples are better included across all levels of decision-making.
- Identifying policy, program and engagement gaps and opportunities to increase First Nation Peoples' ownership of water throughout Australia and to ensure that First Nations Peoples are better included across all levels of decision-making.
- Supporting integration of First Nations water narratives into policy, program and engagement development across the department, other Commonwealth agencies and jurisdictions.
- Developing key products associated such as placemats, reports, briefs, ministerial correspondence and talking points.
- Interpreting and drafting policy and providing high quality advice to the Senior Executive and the Minister.
- Leading a small team.
- Contributing to a respectful, open, inclusive, high-performing team culture

What we are looking for

Knowledge and experience

An understanding of First Nations policy and/or programs, water policy and/or programs, and/or management and/or experience in other areas of government reform that water underpins First Nations outcomes.

Skills and capabilities

- Cultural competency and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander Peoples.
- An understanding of the needs of Aboriginal and Torres Strait Islander Peoples and their communities particularly in the context of water and environmental issues.
- Proven ability to manage and mentor a small team.
- An ability to interpret and communicate complex government strategy and policy and/or develop and deliver policy, programs and/or engagement activities.
- Analytical and research skills, including the ability to be strategic, innovative, and form sound judgements on complex issues.
- Strong writing and verbal communication skills with the ability to convey complex issues succinctly through various communication products including briefs, reports, etc.
- Confidence in liaising with both internal and external stakeholders and representing the team and broader Water Portfolio in various forums.
- Ability to identify emerging opportunities or issues and effectively prioritise tasks.

Eligibility

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

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

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months

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

To Apply

Position Contact	Josie Wilson, 0406 009 042
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=7FA2A153-5DCB-BB6C-FE6D-DAED26AA6A2E

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Agriculture, Water and the Environment

Vacancy VN-0744807

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

Closing Date:Monday 05 August 2024

Water Policy
First Nations Water Several

Job Title	EL 1 Assistant Directors
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/1695
Agency Website	https://www.dcceew.gov.au/

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

Who we are

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Duties

The Job

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- Engaging across the department and Commonwealth government to develop and deliver policies, programs and engagement that increase First Nation Peoples' ownership of water throughout Australia and to ensure that First Nations Peoples are better included across all levels of decision-making.
- Identifying policy, program and engagement gaps and opportunities to increase First Nation Peoples' ownership of water throughout Australia and to ensure that First Nations Peoples are better included across all levels of decision-making.
- Supporting integration of First Nations water narratives into policy, program and engagement development across the department, other Commonwealth agencies and jurisdictions.
- Developing key products associated such as placemats, reports, briefs, ministerial correspondence and talking points.
- Interpreting and drafting policy and providing high quality advice to the Senior Executive and the Minister.
- Leading a small team.
- Contributing to a respectful, open, inclusive, high-performing team culture

What we are looking for

Knowledge and experience

An understanding of First Nations policy and/or programs, water policy and/or programs, and/or management and/or experience in other areas of government reform that water underpins First Nations outcomes.

Skills and capabilities

- Cultural competency and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander Peoples.
- An understanding of the needs of Aboriginal and Torres Strait Islander Peoples and their communities particularly in the context of water and environmental issues.
- Proven ability to manage and mentor a small team.
- An ability to interpret and communicate complex government strategy and policy and/or develop and deliver policy, programs and/or engagement activities.

- Analytical and research skills, including the ability to be strategic, innovative, and form sound judgements on complex issues.
- Strong writing and verbal communication skills with the ability to convey complex issues succinctly through various communication products including briefs, reports, etc.
- Confidence in liaising with both internal and external stakeholders and representing the team and broader Water Portfolio in various forums.
- Ability to identify emerging opportunities or issues and effectively prioritise tasks

Eligibility

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

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

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

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

To Apply

Position Contact	Josie Wilson, 0406 009 042
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=14F4C616-8295-E846-2C0D-DAED26C96746

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Australian Criminal Intelligence Commission (ACIC)

Closing Date: Monday 29 July 2024

Corporate
Chief Operating Officer People Branch, HR Service Delivery

Job Title	Payroll Administrator, Pay and Conditions
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$90,199 - \$101,745
Classification	APS Level 6
Position Number	5479_07/24_COO
Agency Website	https://www.acic.gov.au/

Job Description

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

The Payroll Administrator, Pay and Conditions is responsible for a range of activities in particular the processing of the pay run each fortnight, preparation of the pay run and SAP Establishments. The Payroll Administrator, Pay and Conditions takes a lead role in prioritising pay run, and undertaking quality and assurance activities. With experience in SAP, the Payroll Administrator, Pay and Conditions produces regular employee-related reporting, compliance and governance, and is responsible for all pay run processes.

Duties

- Deliver the fortnightly pay run process including offline payments within SAP system
- Maintain post pay run processing
- Contribute to the ongoing continuous improvement of payroll administration
- Maintain compliance and governance of the payroll function within ACIC
- Single Touch Payroll, Super Stream, EOM and EOFY reconciliation and processing
- SAP Establishments/SAP Administration
- Remittance for superannuation and taxation

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Experience in the key responsibilities outlined above
- Demonstrated SAP payroll and/or administration experience
- Demonstrated ability to contribute to a positive workplace culture and practices
- High level of organisational and administration skills including time management, problem solving and the ability to prioritise work and achieve set targets

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.

- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our [website](#).

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia’s national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Amanda, 02 6268 7427
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General’s

Vacancy VN-0744618

Job Title	Freedom of Information Officer - AFP Legal
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$80,821 - \$95,010
Classification	APS Level 5
Position Number	13184
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13184/>

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and development to support ambitions

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Freedom of Information Officer (Band 4) in the Freedom of Information (FOI) Team within AFP Legal.

The FOI Team (as part of the Commercial, Governance and Information Law Branch) is responsible for managing all FOI requests received by the AFP and providing assistance in relation to merits review processes and other matters relating to freedom of information, privacy and archives requests to support the operational activities of the AFP.

As a valued member of the Team, this includes:

- Assessing and processing requests made in accordance with the provisions of the Freedom of Information (FOI) Act, Privacy Act and Archives Act
- Being a decision maker for less complex FOI requests
- Providing assistance to decision-makers in relation to internal review applications
- Representing the AFP in relation to external merits review by the Office of the Australian Information Commissioner
- Ensuring the AFP's compliance with the Information Publication Scheme (IPS)
- Internal and external reporting, including responsibility for the AFP's compliance with statutory reporting requirements to the Office of the Australian Information Commissioner
- Developing and delivering training to the AFP on the provisions of and obligations under the FOI Act.

You will also be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

What will you do?

FOI Officers in the FOI Team provide timely and accurate processing of requests (and other matters) made in accordance with the FOI Act, Privacy Act and Archives Act. This includes:

- With the appropriate support and guidance of the Team Leader, FOI Officers, processing routine and significant requests made under the FOI, Privacy and Archives Acts, including:
 - Being a decision maker for less complex requests
 - Liaising with applicants to clarify and/or revise the scope of their request(s)
 - Identifying the relevant AFP command or business area, and work with the assigned case officer to identify documents subject to the request
 - Collating and assessing the documents, applying relevant exemptions
 - Undertaking internal and external consultation as required
 - Drafting routine decisions and
 - Consulting with, and seeking guidance from, senior colleagues as required
 - Compliance with reporting obligations.
- Assisting senior colleagues with administrative tasks related to external agency oversight and/or review processes e.g. filing and collation of information for Information Commissioner reviews, AAT matter etc.
- Undertaking general FOI administrative tasks, including electronic file management.

Required Capabilities

The FOI Officer is expected to demonstrate:

- Knowledge and experience in the application of the FOI and Privacy Act provisions (including exemptions) in processing of requests
- Excellent time management skills and the ability to prioritise tasks and meet statutory deadlines
- The ability to focus and work in a busy team environment
- Attention to detail and a high level of accuracy
- Strong communication skills
- A professional approach and the ability to work collaboratively as part of a high performing team

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Experience processing requests under the FOI Act and Privacy Act or comparable State or territory legislation.

Desirable Requirements

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

- Recent and relevant technical knowledge in the application of the Commonwealth freedom of information and privacy legislation, and experience in processing requests made under those schemes; or otherwise relevant experience operating within a legislative framework relating to information access, consultation with third parties or working within specified timeframes.
- Experience working in an enforcement or national security environment

Notes

Additional Information

- This role is located in Canberra and applicants are expected to be based in Canberra and is an AFP band 4 level
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQI community and people with a disability.

About the Australian Federal Police

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

To Apply

Position Contact	Casey Auld, 02 5126 7664
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13184/

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Attorney-General’s

Vacancy VN-0744837

Australian Federal Police

Closing Date:Sunday 28 July 2024

Job Title	AFP International Command Careers (Band 6 Multiple Opportunities)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Adelaide SA, Perth WA, Brisbane QLD, Hobart TAS, Darwin NT
Salary	\$102,927 - \$113,563
Classification	APS Level 6;Executive Level 1
Position Number	13263
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13263/>

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

- Are you looking for an interesting and meaningful internationally-focused career?
- Do you possess excellent organisational and communication skills?
- Are you a team player who has drive and integrity?
- Do you have great stakeholder engagement skills?

If this sounds like you, a career in the Australian Federal Police's International Command could be waiting for you.

This process will be used to fill current and anticipated roles in the AFP's International Strategy and International Engagement Branches within International Command, including in Strategy, Design and Evaluation and the Executive Support Team.

Strategy, Design and Evaluation (SDE) delivers a range of strategic products and program design and evaluation services for the AFP's international network and police development programs. SDE includes an **International Gender Team** who deliver training and support to promote gender and inclusion in policing and improve prevention and response to gender-based crime wherever the AFP operates internationally. Some roles within SDE may require short periods of international travel.

The **Executive Support Team** provides support to AFP Senior Executives and supports the AFP's engagement with international stakeholders. Successful candidates will gain a high level of visibility of the breadth of the AFP's mission and objectives - particularly on national security and international matters and will liaise with stakeholders across the organisation as well as other government departments.

You will also be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

What will you do?

As a member of **Strategy, Design and Evaluation**, you may (depending on the role):

- Contribute to the delivery of strategic products and program design and evaluation processes by undertaking research and analysis and preparing briefings and reports relating to the AFP's international presence.
- Coordinate reviews and evaluations of the AFP's Pacific Policing Partnership Programs.
- Coordinate implementation of the AFP's International Gender Strategy, including via mainstreaming of gender and inclusion considerations.
- Build and maintain relationships with AFP and external stakeholders, including at inter and intra-agency fora and meetings.
- Build and maintain subject matter expertise through ongoing professional development and learning opportunities.
- Provide ad hoc administrative assistance to support the team's tasks.

As a member of the **Executive Support Team**, you will:

- Coordinate input into briefing material for AFP and International Command Executives relating to high-level national and international forums.
- Coordinate input into ministerial, parliamentary, policy and media responses on matters relating to the AFP's international presence, including, cabinet submissions, and national security committees.
- Develop and maintain awareness of the AFP's role and any linkage to policy and operational papers and requests from other government departments.
- Identify opportunities to improve processes on a continuous basis and enhance the knowledge of the team.
- Provide ad hoc administrative assistance to support team tasks.

Eligibility

Essential Requirements

- Demonstrated coordination skills, with experience managing competing priorities and achieving results in a fast-paced environment.
- Strong writing skills, with the ability to write quickly and succinctly using plain language.
- Demonstrated stakeholder engagement skills, with experience communicating effectively with a range of audiences.
- The ability to effectively collaborate across teams and build productive professional networks.
- Competency in Word, Excel and PowerPoint software.
- A willingness for short-term international travel (for some roles only).
- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.

Desirable Requirements

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

- Prior experience in policing, national security and/or program management, particularly in the international context.
- Contemporary knowledge and experience relevant to the role and/or relevant studies (for example, international relations, national security, strategic studies, development...etc.).

There are a broad range of roles across AFP's International Command and different skill sets are required for different roles. If you do not currently possess all of the skill sets required, but are keen to learn and contribute to the AFP's goals, we would welcome your application.

Notes

- These positions are AFP Band 6
- These positions have been advertised in multiple locations however, the roles are located in Canberra. Successful applicants must be willing to relocate to Canberra.
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To Apply

Position Contact	Simon Penny, 02 5126 5062
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13263/

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Attorney-General's

Vacancy VN-0744839

Australian Federal Police

Closing Date:Sunday 28 July 2024

Job Title	AFP International Command Careers (Band 5 Multiple Opportunities)
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Hobart TAS
Salary	\$95,010 - \$102,927
Classification	APS Level 4;APS Level 5
Position Number	13252
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13252/>

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- The ability to effectively collaborate across teams and build productive professional networks.
- Competency in Word, Excel and PowerPoint software.
- A willingness for short-term international travel (for some roles only).
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Desirable Requirements

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

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To Apply

Position Contact	Simon Penny, 02 5126 5062
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13252/

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Attorney-General's

Vacancy VN-0744580

Australian Financial Security Authority

Closing Date: Sunday 28 July 2024

Strategy, Policy & Reporting
Strategy & Government Division

Job Title	Assistant Director Corporate & Performance Reporting
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Adelaide SA, Brisbane QLD, Perth WA, Hobart TAS
Salary	\$111,949 - \$131,782
Classification	Executive Level 1
Position Number	31044
Agency Website	

Job Description

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

The **Assistant Director Corporate & Performance Reporting** is responsible for planning and implementing AFSA's performance reporting function, in addition to the delivering the agency's key corporate documents; the Portfolio Budget Statement, the Corporate Plan and the Annual Performance Statements (contained within the Annual Report). The role is responsible for articulating alignment between the agency's strategic direction and business as usual operations, ensuring that performance reporting is effective and compliant, and communicating the agency's performance achievement to external stakeholders.

Supported by the Director, the role maintains an awareness of best practice, emerging issues and opportunities and supports the agency to mature an integrated approach to corporate and performance reporting.

Duties

- Lead the development of all non-financial information for the agency's Portfolio Budget Statement, Corporate Plan and Annual Performance Statement, in line with the governance and accountability requirements set out in the Public Governance, Performance and Accountability Act 2013 and associated Rule
- Plan and coordinate end-to-end performance reporting cycles, including data collection and quality assurance, for external reporting obligations under the Commonwealth Performance Management Framework and other relevant guidance
- Analyse and interpret performance data in order to track performance against targets, identify risks and opportunities for improved performance against targets, and develop performance narrative (results, analysis, trends, and factors influencing performance)
- Work with operational teams and data owners across the agency to ensure an appropriate level of data collection processes and performance reporting quality, including provision of advice, instruction and support and help to ensure a mature and integrated approach to corporate and performance reporting
- Produce timely, high-quality and meaningful reports for governance committees, particularly Audit and Risk Committee, as required

- Maintain awareness of the agency's strategic direction, operating environment and operations to ensure that corporate documents are strategic, consistent and aligned to the agency's objectives
- Coordinate and undertake research, analysis, and review of complex matters; identify emerging issues and develop evidence-based options and strategies to ensure problems are resolved and risks are mitigated in a timely manner
- Manage one or more direct reports, ensuring that work and deadlines are planned appropriately and that employees are coached, guided and developed to achieve results

Tertiary qualifications or equivalent knowledge, skills and experience in one or more of the following areas are highly desirable:

- Corporate reporting and communications
- Performance reporting and analysis
- Program evaluation
- Planning and project management

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of baseline security clearance 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.

Applications for this vacancy are submitted online through the [AFSA Careers Portal](#).

If accessing the AFSA careers portal for the first time you will need to register. You will receive a confirmation email with a link to confirm your registration. Make sure to check your Junk folder if you don't see this email in your Inbox. Please note that the registration process only needs to be completed once.

Once you have confirmed your registration, to complete your application, you need to:

- Click the 'Apply' button below which will open the AFSA careers portal
- Provide evidence in the education/qualifications section of your application, if applicable
- Complete a short questionnaire (mandatory)
- Attach your resume (max. 5 pages) and statement of claims (1 page cover letter) addressing the skills and capabilities and required qualifications, accreditations, and experience outlined in the position description (mandatory)
- Ensure that all mandatory fields (marked with a red banner) are completed

Notes

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

About the Australian Financial Security Authority

To Apply

Position Contact	Alice Cameron, N/A
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0744813

Fair Work Commission

Closing Date:Sunday 28 July 2024

Client Services Team / Dispute Resolution Support Team
Dispute Resolution & Support Services Branch

Job Title	Client Services Representative / Case Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	\$77,468 - \$84,067
Classification	APS Level 4
Position Number	4811
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

This position description covers two roles within the Dispute Resolution & Support Services Branch (Branch), which is the Fair Work Commission's (the Commission) face of frontline service delivery.

Client Services Representatives work in the Client Services Team. The primary role of this team is to provide frontline services to clients of the Commission. Client Service Representatives are on the phones every day providing information on all services the Commission offers to the Australian public through the Commission's Helpline. The role also involves processing Commission applications and coordinating the Workplace Advice Service (WAS).

Case Managers work in the Dispute Resolution Support team. Case Managers are responsible for the early triage and management of individual rights-based disputes, including unfair dismissal, general protections involving dismissal, anti-bullying, and sexual harassment applications. They perform effective and efficient case management services, including early intervention, to assist clients to prepare for dispute resolution processes before a Commission Member or staff Conciliator. Case Managers leverage their technical expertise to support clients to self-resolve their disputes where appropriate, including by identifying other applicable dispute resolution pathways.

Both Client Services Representatives and Case Managers may assist with issues relating to building and facilities management, facilities, finance, human resources, Work Health & Safety (WHS) and our Information Technology (IT) teams.

Duties

Duties performed by Client Services Representatives

- Interacting with clients to provide high-quality service via phone, in writing and in person.
- Identifying client needs in the pre-lodgment phase and tailoring information to confidently guide each client to the appropriate pathway, including referring to relevant online resources.
- Using the Commission's case management systems with a high level of attention to detail to maintain accurate and compliant records.
- Working individually and with team members to staff call queues and process high volume applications, to achieve performance expectations and deliver KPIs.

Duties performed by Case Managers

- Managing applications in accordance with established procedures to ensure that clients receive complete, timely and accurate information regarding their case.
- Communicating complex legislative requirements and procedural information with confidence and empathy, managing client expectations and connecting them with relevant support services and resources that can assist them to resolve disputes.
- Using the Commission's case management systems to file and respond to client correspondence, schedule proceedings, and complete data entry with a high level of attention to detail to maintain accurate and compliant records.
- Working individually and with team members to staff call queues and manage high volume caseloads, to achieve performance expectations and deliver KPIs.

Duties performed by both Client Services Representatives and Case Managers

- Contributing to strategic solutions, problem solving and issues management for internal and external stakeholders in relation to client service delivery.
- Maintaining a good working knowledge of the Fair Work Act 2009.
- Work collaboratively and flexibly in support of Branch objectives, including by performing other duties as directed.

Eligibility

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

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

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

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions.

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

Non-ongoing vacancies may be filled for maximum period of 2 years.

The Fair Work Commission has a broad range of functions relating to the workplace and seeks to discharge these functions in a way that best meets the needs of our community with a focus on access to justice. As an employer, the Commission values diverse views and backgrounds, including First Nations Australians, mature age workers, people from culturally and linguistically diverse backgrounds, carers, LGBTQIA+, people with disability and people who are neurodiverse. Our aim is to create a workforce that reflects the community in which we live. We also welcome conversations about working flexibly.

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

About the Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute resolution • Anti-bullying • Termination of employment • Registered Organisations. The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2024-2027.

To Apply

Position Contact	Katrina Matheos, (03) 8656 4834
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0744833

Federal Court of Australia

Closing Date: Sunday 28 July 2024

National Native Title Tribunal (NNTT)
Dispute Resolution & Assistance Team

Job Title	Manager (Mediation)
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Cairns QLD, Perth WA
Salary	\$110,115 - \$120,025
Classification	Executive Level 1
Position Number	0520-07-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

This vacancy is advertised as an 'identified position' which means candidates are required to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communication skills. Additional selection criteria are added to cover this and successful applicants will be expected to provide a reference from an Indigenous referee, where possible, to confirm they can meet these requirements.

For further information about Identified Positions, please see: [Aboriginal and Torres Strait Islander recruitment information | Australian Public Service Commission \(apsc.gov.au\)](#)

Position Overview

As the Manager (Mediation) you will support the Director, Dispute Resolution & Assistance managing a team of case management staff involved in a range of dispute resolution activities relevant to the right to negotiation provisions of the Native Title Act 1993 (Cth). The role requires coordinating and leading the NNTT's future act mediation functions and activities. This means providing legal and policy support to the Director, Dispute Resolution & Assistance in relation to the NNTT's mediation function, practice and procedure, as well as on individual matters, other facilitative dispute resolution assistance and stakeholder capability and engagement.

The position requires strong people management and leadership skills, with an emphasis on capacity-building and policy development. Alongside the coordination of activities in support of the NNTT's mediation functions, the role leads the NNTT's mediation practice and provides expert advice to inform the strategic direction of the Dispute Resolution & Assistance Team. Consultation and collaboration with the NNTT's leadership group and Tribunal Members is a key requirement of the role's internal engagement activities, as well as liaison with the President and Registrar on relevant issues.

Duties

- 1. Coordination and Work Allocation:** Coordinate and manage the allocation of future act mediation assistance, including in relation to future act inquiries, within the Dispute Resolution & Assistance team, ensuring the effective delivery of a dispute resolution service and case management support to achieve organisational objectives.
- 2. People Management and Development:** Define and supervise performance and development objectives for staff, delegate responsibilities, set priorities and conduct annual performance evaluations within the Dispute Resolution & Assistance team; develop team capability through advice, coaching and formal performance appraisals and work with the Director, Dispute Resolution & Assistance to foster a multi-disciplinary 'community of practice.'
- 3. Planning and Excellence:** Collaborate with Director, Dispute Resolution & Assistance to develop and coordinate the strategic direction of the work area in the context of long-term and organisational planning objectives; identify and implement change and business improvement strategies, including by leading the consolidation and maintenance of policies, procedures and guidelines; and demonstrate leadership in fostering a culture of excellence.

4. **Internal and external relationships:** Build productive working relationships with the Tribunal President and Members NNTT Registrar in support of the NNTT's mediation functions and collaborate with senior management to build and sustain constructive working relationships with external stakeholders in the context of broader dispute resolution activities.
5. **Business Innovation:** Foster an organisational community of knowledge and practice about mediation, particularly in the context of future act negotiations and post-determination disputes; in collaboration with the Director, Dispute Resolution & Assistance, and the Manager (Arbitration), review, develop and maintain case management, workflow tools and systems to improve performance, enhance capabilities and meet statutory obligations.
6. **Legislative Compliance:** Monitor compliance with internal policies relating to the NNTT's mediation functions; identify gaps in practice and procedures; and ensure policies are up-to-date and consistent with the Native Title Act 1993 (Cth) and regulations and principles of administrative law and public administration; exercise general oversight of performance standards and consistency of practice within the Dispute Resolution & Assistance team.
7. **Legal Support:** Provide expert legal support to the Director, Dispute Resolution in relation to the NNTT's mediation functions, practice and procedures and on individual matters, as required; participate in complex and/or sensitive dispute resolution activities in support of the NNTT's statutory functions.
8. **Public Administration:** Adhere to the Australian Public Service Values and Code of Conduct, including the ability to operate as an effective and impartial representative of the Tribunal.

Note: Tasks and duties of the role may change from time to time, subject to operational needs. Some travel will be required, possibly to remote locations. Eligibility

1. Possessing and demonstrating an understanding of the issues affecting, and the ability to communicate sensitively and effectively with, Aboriginal and Torres Strait Islander people.
2. Knowledge of the Native Title Act 1993 (Cth) and the operating context of the NNTT, or the ability to quickly acquire it, and principles of administrative law, dispute resolution and case management practice.
3. Well-developed project management and legal research skills, with the requisite written communication skills and ability to develop, maintain, interpret, and apply policies and procedures within a legislative framework.
4. High-level communication and interpersonal skills, including the ability to lead and motivate team members and constructively engage with and influence peers.
5. Demonstrated ability to operate under broad direction while exercising a considerable degree of independence and initiative; respond constructively to a changing environment; generate new ideas, approaches, and strategies; assess risks and solutions to achieve positive improvements and outcomes.
6. Adherence to the Australian Public Service Values and Code of Conduct, including the ability to operate as an effective and impartial representative of the NNTT.

Other Qualifications/demonstrated experience in one of the following:

- Legal qualifications, admission as a legal practitioner, or the eligibility to be admitted; and/or
- Mediation training and/or accreditation.

Notes

Eligibility

To be eligible for employment with the Federal Court of Australia, you must be an Australian Citizen and will be required to provide proof of citizenship if you are the successful applicant.

Applicants offered employment will be required to successfully undergo a police record check and must be willing to disclose all relevant and required information.

Successful applicants engaged into the APS will be subject to a probation period.

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

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

About the Federal Court of Australia

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

To Apply

Position Contact	Lisa Jowett, (03) 8638 6663
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0744445

Department of Defence

Closing Date:Monday 29 July 2024

Joint Capabilities Group
Joint Logistics Command Joint Logistics Unit South Queensland

Job Title	Technical Integrity Manager
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	JCG/05793/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BA4F3F3F-1890-7319-1245-DAEB86A0376B>

Duties

The Role

As the APS 5 Technical Integrity Supervisor you will be providing assurance that Defence assets and inventory at all Joint Logistics Unit, South Queensland (JLU) (SQ) sites are compliant with all Defence technical and logistic legislation, policies and procedures.

Under limited direction you will undertake:

- Complex technical logistics compliance and assurance work within an integrated workforce;
- Technical research and analysis, conduct reviews, assessments and perform procedural, clerical, administrative support work to achieve results;
- Liaise with both internal and external stakeholders therefore excellent communication skills are essential;
- Understanding of, and the ability to interpret, Defence technical and logistic policy, processes and procedures and provide advice and guidance to internal and external stakeholders on the required outcomes.

About our Team

JLU (SQ) is seeking highly motivated, proactive self-starters who want to learn and grow in the organisation, as well as building a sustaining strong working partnerships with internal and external contractors.

The JLU (SQ) primary site is within RAAF Base Amberley with satellite sites at Oakey, Enoggera, Meeandah and Wallangarra.

Our Ideal Candidate

Successful candidates will be highly motivated, adaptable and resilient in their approach. They will have a passion for, and experience in technical compliance and logistic assurance of complex inventory.

The successful candidate will have:

- Experience working in a similar role ensuring the technical alignment of governance, risk, and compliance frameworks;

- Experience in performing complex technical compliance verification activities and corrective action requirements on organisational holdings;
- Well-developed organisational skills with the ability to set priorities and meet deadlines;
- Demonstrated high level verbal and written communication skills, especially in preparing responses to correspondence, briefs and reports for management;
- Demonstrated ability to build and sustain effective relationships with team members and key stakeholders to achieve desired results.

We are looking for someone with a strong commitment to the provision of innovative and workable solutions in the promotion of technical logistics best practice. You will have the ability to work autonomously and as part of a bigger team.

Eligibility

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained a recognized Australian qualifications Framework (AQF) Level 5 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognized AQF qualification if required by the position.

Notes

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

About the Department of Defence

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To Apply

Position Contact	Stephen Ling, 07 5362 2051
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BA4F3F3F-1890-7319-1245-DAEB86A0376B

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Defence

Vacancy VN-0744458

Department of Defence

Closing Date:Monday 29 July 2024

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Integrated Logistics Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/05747/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=65D04145-8B8B-0972-2EF2-DAEB87DB09FB>

Duties

The Role

- Do you have experience and skills in Integrated Logistic Support (Sustainment)?
- Are you looking for an employment opportunity in a challenging and highly complex enterprise?

Space Systems Branch has a number of exciting opportunities for Integrated Logistics Support (ILS) Practitioners to join the team and work in support of Australian Defence Force (ADF) Satellite Communications (SATCOM) and Global Positioning Systems (GPS) capabilities.

Satellite Communications SPO sustains leading edge communications technology in support of ADF operations, both here and overseas. These capabilities range from strategic and tactical satellite communication systems, to global positioning systems and communications networks.

The positions require stakeholder (including industry) engagement and therefore you will need to possess excellent communication and interpersonal skills. We are seeking candidates with a diverse range of experience and backgrounds including people who have gained their experience outside Defence and Government.

This position is Canberra based only.

About our Team

Space Systems Branch has been established to acquire and sustains SATCOM and GPS systems, and be a trusted advisor of SATCOM systems for the Australian Defence Organisation.

The team comprises professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel.

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

Our Ideal Candidate

The ideal candidates will have experience in similar roles, with knowledge of logistics, finance, asset and contract management, be able to demonstrate the ability to work independently and as a contributing member of a team.

They must have a good understanding of ICT applications and ability to interpret different systems for information. The successful candidates will work within a team to provide ILS planning and management, asset management, contract management, coordination, governance and assurance for complex ADF capability. As part of this role you will be responsible for the following activities:

Key attributes:

- Knowledge of methodology, systems and procedures within the logistics management functions including experience with managing ITAR, codification and Disposal of assets;
- A well-developed understanding of Defence's logistics disciplines;
- Demonstrated experience in working within a team in a complex environment; managing several capabilities;
- Excellent communication and customer engagement skills with ability to negotiate and build relationships with stakeholders; and
- Excellent organisational skills, self-drive and initiative with the ability to influence others to achieve results and business objectives.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Stephen Moore, 02 5109 9369
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=65D04145-8B8B-0972-2EF2-DAEB87DB09FB

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Defence

Vacancy VN-0744503

Department of Defence

Closing Date:Monday 29 July 2024

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Executive Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	CASG/03980/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=291D3C96-48C3-2845-8D1C-DAEC37D1E5B4>

Duties

The Role
You will be accountable under broad direction to deliver:

- Governance and assurance: apply in-depth knowledge of Defence and CASG corporate performance and governance functions to implement the NATC Governance Framework.
- Strategic workforce management: apply in-depth knowledge of Defence HR practices to lead and manage implementation of the NATC Workforce and People Plan.
- Capability program management: support to Product and Performance Reviews, including quality checking and oversight of secretariat duties.
- Quality management and information management, including objective management, online content management, and ongoing branch communications.

- Branch coordination tasks, including senate estimates brief and response preparation, office management and event management.

You will have exposure to the operations of CASG at the Senior Executive Level, and across Defence. You can expect to engage with, and provide advice to, stakeholders at all levels, and refine your organisational, negotiation and representational skills. The EO is also accountable for leading and managing a small team.

About our Team

The NATC Branch Executive Team supports the Director General of NATC Branch to oversee the acquisition and sustainment of key aviation capabilities. NATC Branch is dispersed across Canberra, Nowra, East Sale and Melbourne, comprising the Branch Executive Team, Aviation Commons and Air Training SPO (ATACSPO), Navy Aviation SPO (NASPO), and Romeo Enterprise Office (REO). The NATC Branch Executive Team is located in Brindabella Park, ACT. The team plays an integral role in managing and coordinating Branch activities and works closely with Office of Joint Aviation Systems Division (OJASD). The Executive Team is a small, highly motivated team and operates in a high tempo environment.

Our Ideal Candidate

We are looking for a reliable leader who has proven ability to work under pressure and apply strategic thinking. Governance, assurance and workforce management skills and experience are desired. Candidates who can demonstrate an ability to rapidly acquire the requisite skills will also be considered. You will:

- Have proven ability to lead and develop others.
- Have knowledge of, and experience in, leading and implementing workforce initiatives and strategies.
- Have knowledge of Defence and CASG governance and assurance practices, and ability to apply required frameworks.
- Possess the ability to build a network, engage and manage many stakeholders and resources.
- Apply judgement to ensure that all tasks are appropriately addressed.
- Have highly developed verbal and written communications skills.
- Have highly developed task management and organisational skills.
- Demonstrated experience providing high level support to Senior Executives.
- Always act in a manner that advances the reputation of NATC Branch as professional and outcomes oriented.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Alaina Garcia, 02 5108 4551
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=291D3C96-48C3-2845-8D1C-DAEC37D1E5B4

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Defence

Vacancy VN-0744541

Department of Defence

Closing Date:Monday 29 July 2024

Defence Science and Technology Group
Land and Integrated Force

Job Title	Project Leader - Science & Technology
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$193,736 - \$211,957
Classification	
Position Number	DSTG/05428/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=670292E3-6EA2-CD8E-6C2F-DAEC3BFF0997>

Duties

The Role
We are seeking highly motivated and successful leader with proven ability to deliver Innovation, Science and Technology (IS&T) Projects. You will lead some of the most complex and rewarding projects in Australia, and liaise with stakeholders both nationally

and internationally. Project Leader Long Range Fires (PL LRF) will report to Chief of Land & Integrated Force Division, and under broad guidance is responsible for leading an inter-disciplinary, multi-divisional and stakeholder-focused IS&T project leveraging national and international partnerships in support of a Defence Capability Program. The Project Leader will have well-developed skills in relevant aspects of Portfolio, Program and Project Management (P3M) and have extensive experience, awareness and knowledge across a broad range of science applied to Defence.

The National Defence Strategy (NDS) identifies a capability priority for targeting and long-range strike to provide a greater capacity, at longer ranges, to deter any attempts to project power against Australia. The Australian Government will invest in the accelerated and expanded acquisition of land based long-range fires, providing the ADF with a deployable strike capability with the range to protect Australia's northern approaches to meet this priority. As the Project Leader for Long Range Fires, you will be accountable for the delivery of innovation, science and technology outcomes that underpin the delivery of the long-range fires capability.

In this role, you will be responsible for the following:

- Develop and maintain effective relationships with Defence Capability Program Sponsors, senior stakeholders and build a sound understanding of the stakeholder priorities and requirements that DST Group can support.
- Ensure timely development and approval of IS&T Project Plans in collaboration with stakeholders and appropriate Chiefs of Division, Research Leaders and line managers in relevant technology areas.
- Develop systems and processes to ensure that all knowledge generated by DST Group of relevance to the Program is captured and retained.
- Exercise strong project and financial management skills to ensure agreed IS&T projects and programs are delivered to stakeholder expectations of cost, timeliness and outcomes.
- Undertake other significant duties as required by the relevant Chief of Division.

About our Team

Land and Integrated Force Program delivers the innovation, science and technology programs in support of the Land and Joint domains. The team is responsible for understanding the highest priority S&T problems and challenges across the relevant Defence stakeholders and developing an integrated, balanced S&T program to address these challenges.

Land and Integrated Force Program focuses on the following areas:

- Littoral Manoeuvre & Enabled Soldier
- Land Combat Vehicles & Littoral Mobility
- Long Range Fires – Land & Maritime Strike
- Joint Operations Science & Technology
- Guided Weapons Explosive Ordnance
- Force Design & Integration
- Integrated C4
- Logistics & Health
- Asymmetry

The division also supports the following STaR Shots:

- Operating in CBRN Environments

Our Ideal Candidate

We are looking for someone who has a proven track record in delivering impactful and who understand the unique scientific, technical and engineering challenges associated with long range fires. The right person for this role will show the flexibility to respond to the changing context and shifting priorities of the stakeholders and the agility to realign resourcing to meet that new demand.

Our ideal candidate will be able to demonstrate the following:

- Excellent communication skills.
- Ability to deliver Science & Technology outcomes for complex projects, delivering high quality benefits to time and budget.
- Sound understanding and experience in applying Program Management or Project Management methodologies.
- Resilience and adaptability; and is passionate about ongoing self-improvement.

We acknowledge the importance of developing and retaining an inclusive culture that produces opportunities for all. We encourage people from varied backgrounds with the right skills sets and experience to apply for this position. We understand that a diverse demographic bring unique and creative perspectives and solutions benefiting every aspect of what we do at DSTG.

Eligibility

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

Notes

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

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To Apply

Position Contact	Dr Shane Canney, 08 7375 0685 or 0422 860 285
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=670292E3-6EA2-CD8E-6C2F-DAEC3BFF0997

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Department of Defence

Closing Date:Monday 29 July 2024

Defence People Group
Military Personnel Division

Job Title	Defence Social Worker
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DPG/05812/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D2CBCD3D-5A42-0DDD-181C-DAEC3BF2E77B>

Duties

The Role

Are you a Social Worker looking for a great work life balance in a supportive and inclusive team environment? Exciting opportunities exist within the Department of Defence for Qualified & Experienced Social Workers! The Defence Member & Family Support Branch (DMFS) are seeking Social Workers in Darwin to assist Defence families and capability. Defence Social Workers:

- Provide social work services in a generalist practice framework, including comprehensive assessments, bereavement support, brief intervention and referrals to enhance the social functioning of Australian Defence Force personnel and their families;
- Provide support to Defence families to manage the military lifestyle and engage with their local services and communities;
- Provide training, psychosocial programs and detailed presentations to Defence members, their families and a variety of ADF Command teams;
- Develop strong relationships with the local community, Defence families and the Defence Organisation;
- Be available to travel to Tindal as required and stay overnight.

Defence offers remote locality benefits, including additional allowances and leave, to acknowledge the additional challenges that can come with working in a remote location.

About our Team

Bring your skills and ambition to our team! Defence Member and Family Support (DMFS) Branch is a diverse and inclusive workplace which offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage the military lifestyle. DMFS supports Defence families' self-reliance and capacity to engage with community agencies. Defence Social Workers provide support to all three services – Navy, Army and Air Force.

The role requires working both autonomously and collaboratively within a dynamic multi-disciplinary environment with Military Support Officers, Defence Social Workers, Family

Liaison Officers, an Educational Liaison Officer and a Business Support Officer. We offer a competitive remuneration package as well options for a flexible/hybrid work environment. You will enjoy job security, access to flex time as well as personal and annual leave entitlements. Join our knowledgeable, high-achieving, experienced and fun team!

Our Ideal Candidate

You will have strong written and verbal communication skills and proven ability to build and sustain positive relationships with team members and stakeholders. Critical thinking skills are a must. You will write detailed reports that utilise your well-developed human service skills to objectively assess individual circumstances. Information for reports is collated through individual interviews, specialist reports and observations. You will work with clients from diverse backgrounds and be respectful of cultural beliefs and practices.
You will

- Apply professional expertise in social work including case management, individual assessments and crisis intervention
- Operate within the boundaries of organisational processes and policies to provide brief interventions, psychosocial assessments and social work reports, and critical incident management support
- Utilise professional judgement in support of individuals needs and work from a customer centred framework
- Possess strong stakeholder engagement, group work and presentation skills
- Possess an ability to work independently, manage competing priorities and meet deadlines

Eligibility

Security Clearance:
Applicants must be able to obtain and maintain a security clearance at “Baseline Vetting” level.

Notes

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To Apply

Position Contact	Dianne Elson, 08 7971 9316
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D2CBCD3D-5A42-0DDD-181C-DAEC3BF2E77B

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Defence

Vacancy VN-0744561

Department of Defence

Closing Date:Monday 29 July 2024

Defence Finance Group
Financial Support and Management

Job Title	Finance Advisor
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DFG/05876/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=8A39D59C-5EBA-E036-6589-DAEC3D07894A>

Duties

The Role

Defence Finance Group (DFG) is seeking experienced and enthusiastic finance professionals to join the Fleet & Maritime finance team for a current vacancy in Darwin, NT. The APS 6 Finance Advisor is a customer-facing role who will guide a small and dynamic team in the provision of strategic financial advice to key clients, both uniformed and civilian. The Finance Advisor will also assist clients in the identification of financial risks and opportunities, understanding of cost drivers and impacts on capability, and forecasting of End of Financial Year achievement.

Some of the key duties of this role include

- Use business knowledge and financial skills to provide expert advice on Defence and Government financial matters.
- Build and sustain effective working relationships with key clients across the Fleet and Maritime domain.
- Coordinate financial governance requirements and promote compliance with the financial management frameworks.
- Contribute to budget preparations, evaluation of financial performance and general financial management across a variety of budgets and capabilities.
- Identify financial issues and apply financial management knowledge to deliver objective and systematic analysis and conclusions.

About our Team

We are a small and dynamic team working collaboratively with our clients within Navy, the Naval Shipbuilding and Sustainment Group (NSSG), and the Capability Acquisition and Sustainment Group (CASG).

The Navy Finance teams are geographically dispersed around Australia, supporting internal and external clients across the organisation, and dedicated to the provision of high quality financial services.

Our Ideal Candidate

We are seeking enthusiastic individuals with a passion for finance/accounting work, who can operate independently under broad direction to perform and achieve complex financial management work within an integrated workforce.

Our ideal candidate will have the following skills and attributes:

- Strong interpersonal skills that can service a variety of customers of varying financial literacy.
- Enthusiastic and determined to achieve meaningful results within a team-based environment.
- Ability to operate and produce high quality outcomes in a fast paced environment with competing priorities.
- Demonstrated financial skills and experience to achieve outcomes and deliverables.
- Understanding of core financial principles.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Mandy Taylor, 02 4449 2945
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8A39D59C-5EBA-E036-6589-DAEC3D07894A

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Defence

Vacancy VN-0744569

Department of Defence

Closing Date:Monday 29 July 2024

Defence People Group
Joint Support Services

Job Title	SeMPRO Client Response Team Practitioner
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DPG/05792/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=2348C711-5BEB-DE9E-3D89-DAEC3BD38F37>

Duties

The Role
Client Response Team Practitioners provide short-term holistic case management to individuals who have been directly impacted by sexual misconduct in a Defence context. This involves assessment of the client's needs, identifying and responding to risk on an ongoing basis, case planning in conjunction with the client, care coordination, monitoring, and transitioning the client out of the service.

The role requires the provision of psychological support to clients who may be presenting in crisis as well as the identification of appropriate care pathways and linking to internal and external services. Additionally, working with Commanders (ADF) and Managers (APS) who are managing incidents of sexual misconduct, the Client Response Team provides advice about the relevant Defence policies and procedures, together with psychological support and debriefing. Engagement with external and internal stakeholders is a key part of the role in order to facilitate holistic and informed support of our clients.

At the successful completion of the six-month probation period, applicants deemed to have exceptional skills, experience or expertise may be eligible to be considered for an Individual Flexibility Arrangement (IFA).

About our Team

The day-team of the SeMPRO Client Response Team is a small group of mental health professionals who are based in Canberra and who support Defence personnel anywhere in Australia and overseas. The role is primarily office based and support is provided via a confidential telephone line and email address. The day team is supported by the after-hours team, which is staffed by reserve ADF members.

The 1800SeMPRO service is available for current or ex-serving Australian Defence Force (ADF) members, APS employees, Defence contractors, ADF Cadets, Instructors or Officers of ADF Cadets, commanders, managers, colleagues, friends, or family members who have been impacted by sexual misconduct.

The Client Response Team is a continuous learning environment and offers opportunities for ongoing professional development and involvement in Defence-wide initiatives to support our collaborative efforts to reduce sexual misconduct. SeMPRO also funds professional registration fees and monthly professional supervision for mental health professionals.

Our SeMPRO colleagues are research, education, communications, and business intelligence specialists who work collaboratively to achieve results for Defence.

Our Ideal Candidate

We are looking for an experienced mental health professional who is able to work autonomously but who is also a proactive team player. The ideal candidate will possess strong case management experience, ideally in working with individuals who have experienced trauma. They will be able to evidence their experience in working from a person-centred and trauma-informed perspective and will have a high degree of motivation and professionalism. Our ideal candidate will be solution-focused and will use their initiative to identify and develop new approaches to practice.

Flexibility and adaptability is required to respond to the changing needs of our clients and the needs of the 1800SeMPRO programme.

They will demonstrate attention to detail, strong documentation and administrative skills and a commitment to evidence based practice and professional standards. Strong skills in the use of technology for service delivery are required, over a number of platforms including the Microsoft suite of programs. Knowledge of the Defence context, and Defence policies and procedures, will be highly regarded.

Eligibility

Security Clearance:

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

Mandatory Qualifications

- A Bachelor/Masters Degree in Social Work, with eligibility for membership of the Australian Association of Social Workers OR;
- Fully registered Psychologist, with no restrictions with the Australian Health Practitioner Regulation Agency (AHPRA) OR;
- A Bachelor/Masters degree in health sciences, such as Psychological Science OR;
- A Bachelor/Masters degree in Nursing, with no restrictions with the Australian Health Practitioner Regulation Agency (AHPRA) OR;
- A Bachelor/Masters degree in Counselling with eligibility for accreditation by a professional body (eg ACA or PACFA).

Notes

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To Apply

Position Contact	Sue Houghton, 0499 584 646
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2348C711-5BEB-DE9E-3D89-DAEC3BD38F37

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Defence

Vacancy VN-0744577

Department of Defence

Closing Date:Monday 29 July 2024

Air Force
Air Command Australia

Job Title	Information and Records Management Officer
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	AF/05147/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A096D6B7-4DE4-6E1B-87E4-DAEC742846DE>

Duties

The Role

An APS 6 Information and Records Management Officer is accountable under broad direction to perform and achieve complex information and records management work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS 6 Information and Records Management Officer will work independently with reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed information and records management technical, professional

and policy advice in relation to complex work. They will oversee the management of development and maintenance of the Headquarters Surveillance and Response Group website and Orders, Instructions and Publications development and review cycles across the Force Element Group business units.

About our Team

Surveillance and Response Group is responsible for the capability management of the surveillance and response capabilities for air, maritime, and ground-based surveillance and control systems. Surveillance and Response Group is dedicated to providing our staff with a favourable work-life balance including support of flexible working arrangements. We invest in training and development to ensure your time with us is rewarding both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse.

Our Ideal Candidate

To be successful in this role you will:

- The ability to successfully lead, manage and mentor a team.
- Exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures;
- Provide specialist advice to stakeholder in relation to the life cycle of information, records management activities and relevant legislative and administrative guidance.
- Monitor and ensure ease of access to information repositories to encourage knowledge transfer throughout Defence in accordance with relevant legislation, policy and procedures.
- Subject matter expert on records management activities.
- Have a high standard of written communication skills;
- Be able to work in a fluid environment by remaining flexible, agile and adaptable; and
- Be committed to ongoing self-improvement and professional development.

The APS 6 Information and Records Management Officer will have a considerable level of experience with stakeholder engagement and be able to identify, anticipate and respond to stakeholders' needs and expectations in order to achieve the Force Element Group and wider Defence business outcomes. **Eligibility**

Security Clearance:

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

Notes

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To Apply

Position Contact	WGCDR Tracey Moran, 07 4430 0433
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A096D6B7-4DE4-6E1B-87E4-DAEC742846DE

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Defence

Vacancy VN-0744581

Department of Defence

Closing Date:Monday 29 July 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Product Support Officer
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$76,277 - \$83,274
Classification	APS Level 4
Position Number	JCG/05794/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=876137A8-2D30-DB6E-C815-DAEC74898BA3>

Duties

The Role

The APS 4 Product Support Officer (PSO) contributes to the delivery of preventative and corrective maintenance to allocated materiel logistic platforms and systems by monitoring the compliance of the in-house and trade repair processes.

This is achieved by:

- Undertaking random site visits;
- Verification of work order timings and costs against baselines;
- Maintenance quality control including monitoring customer feedback; and
- Undertaking customer relationship management.

This request is in line with Joint Logistics Unit (JLU) (SQ) efforts to mature its Plan, Govern, and Assure model.

About our Team

JLU (SQ) has a reputation of being a leading organisation in warehousing, distribution and maintenance in the JLU network. Our mission is a one-team approach to provide the ADF the right item in the right place at the right time and in the right condition.

The PSO is part of a dynamic and diverse Maintenance Delivery Management team within JLU (SQ), responsible for forecasting and planning maintenance activities to support our regional customers. Our people are capable, innovative, committed and diverse.

We support an inclusive culture, that emphasises respect and collaboration. At JLU (SQ), you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

- A clear career pathway with comprehensive professional skill programs to support your development and career;
- An ability to work with visionary and experienced professionals;
- Generous conditions of service, flexible working arrangements and leave entitlements; and
- Free onsite parking, on-base dining precinct and close to two major highways.

Our Ideal Candidate

To succeed in this position, the successful candidate will have:

- Experience working in a similar role with a sound knowledge of maintenance and workflow processes;
- An analytical mindset -The use of data in this role is critical;
- A motivated, confident and self-managed approach;
- Demonstrated problem solving capabilities, with the ability to apply logic and sound decision making;
- Demonstrated knowledge of interpreting legislation, regulations, codes of practice, principles and standards of compliance;
- Sound interpersonal skills with the ability to work with stakeholders of all levels;
- An ability to recognise opportunities to improve operations and assist with implementing them;
- Well-developed organisational and time management skills with the ability to set priorities and meet deadlines; and
- A high level of verbal and written communication skills, especially in preparing briefs, reports and presenting to a group.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Stephen Ling, 07 5362 2051
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=876137A8-2D30-DB6E-C815-DAEC74898BA3

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Defence

Vacancy VN-0744589

Department of Defence

Closing Date:Monday 29 July 2024

Guided Weapons and Explosive Ordnance
GWEO Systems

Job Title	Project Risk Officer, Project Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	GWEO/05806/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=16CDB218-3564-BD76-FC83-DAEC7488AC5E>

Duties

The Role

Are you looking for a challenge? Are you adaptive and innovative?

Guided Weapons and Explosive Ordnance Group is on a mission requiring members with qualities. We will support you whilst you support us.

We are seeking dynamic APS 6 Project Support Officers and an APS 6 Project Risk Officer. Within the Program Management Functions team, you will have the unique opportunity to support all projects and products within GWEO Group.

Our team provides oversight and development of governance policy and procedures to guide all projects and products within GWEO Group. We then provide assurance and reporting to GWEO Group Senior Leadership Team.

These positions are highly valued and engage regularly with the senior leadership team. Every day will be different as you embrace opportunities to:

APS 6 Project Support Officer

- Actively plan, schedule, engage and conduct project and product delivery assurance activities at Divisional level provide expertise across the GWEO Group;
- Exercise sound initiative and judgment in applying appropriate policies, practices and procedures;
- Identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes;
- Engage with Defence and industry stakeholders in the delivery of GWEO capability; and
- Perform other project and product control activities as required.

APS 6 Project Risk Officer

- Coordinate the governance of risk management documentation including risk management plans, risk registers and the risk database;
- Exercise sound initiative and judgment in applying appropriate policies, practices and procedures;
- Recommend approaches for risk identification, analysis, treatment and control, using expertise to improve risk management practices and to identify common and strategic risks and issues;
- Engage with Defence Risk Stewards, Practitioners, and other relevant stakeholders to inform GWEO Group knowledge and compliance; and
- Perform other project and product control activities as required.

About our Team

At Guided Weapons & Explosive Ordnance (GWEO) Group, we collaborate with domestic and international industry to deliver materiel capability to Defence, managing a multi-billion-dollar portfolio of complex, high-profile acquisitions and sustainment activities to support the ADF.

GWEO team has various disciplines including program, project and product management, engineering, commercial, logistics, and corporate enabling services. GWEO Group is located in various locations in the ACT, NSW, VIC, WA and QLD.

GWEO Group is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one, which directly reflects the needs, and scope of Defence's varied operational requirements.

The Divisional Program Management Function team is seeking to fill three vacancies.

The Program Controls sub-function team focus on risk management, schedules, and project costings whilst the Performance Reporting and Improvement sub-function team focus on program, project and product performance reporting, analysis and improvements, our people are capable, innovative, committed and diverse. We support a nurturing and inclusive culture that emphasises respect and collaboration.

In GWEO Group, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study;
- Additional leave days between Christmas and New Year;
- Work/life balance; and
- Salary sacrifice opportunities.

Our Ideal Candidate

The successful applicants will possess the following skills and capacities:

- Ability to manage a diverse range of stakeholders;
- Flexibility to adapt to a highly dynamic work environment;
- Exhibits initiative and willingness to learn;
- Strong verbal and written communication skills;
- Time management skills to appropriately meet deadlines; and
- Ability to be organised and multi-task in a high-pressure environment.

If you are someone who:

- Enjoys supporting challenging and highly complex activities;
- Is creative, pragmatic and solutions focused; and
- Is not afraid to challenge the traditional ways of doing business.

Then this is the role for you! **Eligibility**

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Robyn Phillips, 02 5108 3501
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=16CDB218-3564-BD76-FC83-DAEC7488AC5E

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Defence

Vacancy VN-0744597

Department of Defence

Closing Date:Monday 12 August 2024

Joint Capabilities Group
Joint Logistics Command Explosive Ordnance Branch

Job Title	Senior Operations Officer
Job Type	Full-Time, Ongoing
Location	Port Wakefield SA
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/05796/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=2BD83339-DA7A-81E9-658E-DAEC752D9158>

Duties

The Role
The Joint Proof and Experimental Unit (JPEU) is seeking an agile and enthusiastic Senior Operations Officer to join our team at P&EE Port Wakefield. This position involves collaboration with the Operations Manager and Range Trials Officers to enhance test

capabilities, design test equipment, and interpret test standards.

Role responsibilities:

- Assist in developing and implementing operational practices and procedures;
- Oversee the management of all resources essential for proof and environmental testing;
- Provide technical operational advice to internal and external stakeholders;
- Aid in the development of techniques, procedures and methodologies for proof and environmental testing, including trial procedures and plans for complex tests;
- Contribute to the reporting and sustainability of projects;
- Prepare and deliver operational briefs, technical reports, submissions, and presentations as required;
- Conduct audits and oversee employee training to ensure compliance with procedures and practices;
- Lead staff meetings to address operational issues and explain procedural changes.

About our Team

Joint Proof and Experimental Unit Test Technical Officers work within the Joint Proof and Experimental Headquarters in support of guided weapon and explosive ordnance (GWEO) test. They support the Operations, Engineering and Capability Teams covering a wide array of activities.

Each team directly supports GWEO test including test equipment and specification design, investigating explosives ordnance failure modes and creating test system delivery. The Teams play a crucial role in supporting all operational activities within the three Test Units.

Employment at Port Wakefield includes a Special Defence Locality Assistance allowance of \$309.85 per fortnight.

Our Ideal Candidate

This role is ideal for someone with strong technical, communication, and interpersonal skills, who is committed to achieving organisational goals and objectives.

The ideal candidate will have knowledge and experience in operations and project management, technical design and delivery, covering a wide range of explosive test systems. This includes weapons, targets, and support systems. A knowledge of test design, explosive ordnance systems and measurement practices would be beneficial.

The ideal candidate can adapt their current skill sets to the explosive ordnance test domain. They take the initiative to achieve quality operational and test outcomes; focusing on supporting management of the operations and engineering system. They will be dynamic and keen to continuously improve systems and processes.

The successful candidate will be proficient in the use a wide range of tools to aid in carrying out their work such as Microsoft Office tools, modelling applications and other IT systems. **Eligibility**

Security Clearance:

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

Mandatory Qualification:

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

Notes

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To Apply

Position Contact	Ashleigh McRae, 08 8860 9090
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2BD83339-DA7A-81E9-658E-DAEC752D9158

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Defence

Vacancy VN-0744604

Department of Defence

Closing Date:Monday 29 July 2024

Defence Intelligence Group
Intelligence Capability Division

Job Title	Intelligence Capabilities Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,889 - \$130,733
Classification	Executive Level 1
Position Number	DIG/05813/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9BC78E89-6131-B59A-331C-DAEC7652588B>

Duties

The Role

This role is within Intelligence Capability Division (ICD) in Defence Intelligence Group. Duties will include engaging with a wide range of stakeholders across the Defence Intelligence Enterprise (DIE) to identify gaps across all elements of capability (inclusive of workforce, intelligence systems and technologies, policy, standards, and organisational structures). Employees will develop well researched, compelling and concise written staff briefs that clearly identify the gaps, risks, and resource requirements, advocating a suitable and resourced way forward to resolve these gaps.

Key attributes to thrive in this role include an ability to lead teams autonomously, work on multiple tasks concurrently while meeting deadlines, and develop highly considered solutions that align with broader strategic Defence direction. Please note this role is not an all source intelligence analyst - it is focused on future intelligence capabilities to ensure the Defence Intelligence Enterprise (DIE) is fit-for-purpose to meet Defence preparedness requirements.

About our Team

The Directorate is responsible for interpreting strategic guidance and direction to identify Defence Intelligence Enterprise (DIE) intelligence capability gaps and requirements, and develop ways to resolve them. This includes working closely with all elements of the DIE (Army intelligence, Navy intelligence, Air Force intelligence, DIO, AGO and IPP) to ensure they have fit-for-purpose intelligence capabilities that meet Defence's needs. The Directorate;

- Advocates for DIE intelligence capability
- Articulates pathways to meet identified intelligence future requirements
- Identifies DIE preparedness deficiencies and capability gaps

Our Ideal Candidate

You have significant experience working in intelligence roles (Federal government or industry), with some wider Defence or government experience. You possess exceptional strategic foresight and have excellent formal written communication skills; some capability experience would be advantageous. You are flexible, and enjoy new challenges and developing solutions.

You are comfortable in dealing with new concepts and ideas, can engage widely with others, and rapidly synthesise information. You meet all APS Integrated Leadership System requirements and have experience managing teams. You have an understanding of strategic Defence direction as identified in the National Defence Strategy and Defence Strategic Review and can translate this into current and future intelligence requirements. **Eligibility**

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	DIG recruitment, dig.recruitmentgroup@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9BC78E89-6131-B59A-331C-DAEC7652588B

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Defence

Vacancy VN-0744611

Department of Defence

Closing Date:Monday 22 July 2024

Joint Capabilities Group
Joint Capabilities

Job Title	Joint PNT Project Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	JCG/05925/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D7751FB1-81DE-C82A-EB84-DAEC76674F5B>

Duties

The Role

General duties of an APS 5 Project Support Officer include, but are not limited to:

- Accountable to contribute to the development and maintenance of project planning and performance processes in accordance with agreed procedures and performance standards.
- Assist with preparations for project test, evaluation and acceptance programs.
- Apply project management methodologies to administrative and technical activities.
- Research, draft and prepare briefs, correspondence and reports including submissions for committee consideration.
- Work collaboratively, operate as an effective team member and provide constructive feedback.
- Engage with relevant stakeholders and understand their expectations and concerns.
- Adjust project management methodologies to comply with legislative, policy and regulatory frameworks.
- Resolve problems using expertise, taking the initiative to identify alternative courses of action.

About our Team

The establishment of the Joint PNT Directorate (JPD) delivers an integrated approach towards the unique and complex ADF PNT capability. The JPD integrated campaigning approach involves partnerships across all domains, whole of Australian government, international partners, science and technology, academia and industry. Through Joint Project 9380 Assured PNT, the Directorate is providing the ADF PNT focal point to prepare, collaborate, and transition PNT information and capabilities for the ADF.

JPD roles include;

- PNT standards,
- PNT resilience and technology readiness analysis,
- PNT operations and situational awareness support,
- Navigation Warfare support,
- PNT engagement, and
- Defence time.

Our Ideal Candidate

The Joint PNT Directorate (JPD) APS 5 Project Support Officer (PSO) is accountable under limited direction to perform and achieve complex project work within an integrated workforce. They are accountable to have and maintain a well-developed understanding of and compliance to relevant legislative frameworks, government decision-making and Defence’s mission and policy requirements.

The JPD PSO is accountable for organising their workflow and making independent decisions relating to their area of responsibility. They interpret and provide advice within the Project Control function based on legislation, policy and procedures. They undertake specialist research and analysis, conduct reviews and perform procedural and administrative support work to achieve results.

The JPD PSO coordinates and contributes to the work of a team consistent to a work plan and provides advice and assistance on methods of task completion to team members. They may be a team coach or supervise a team and be accountable to set work priorities, allocate work, and manage workflows and performance.

The PSO is expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

The JPD PSO is required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They are accountable to contribute towards ongoing self-improvement and professional development. **Eligibility**

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

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	Kasy Chatterjee, 02 5131 7659
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D7751FB1-81DE-C82A-EB84-DAEC76674F5B

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Defence

Vacancy VN-0744624

Department of Defence Closing Date:Monday 29 July 2024

NAVY
Deputy Chief of Navy Commodore Training (Training Force)

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	NAVY/05615/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=56BB7E67-1A87-D66E-BAC5-DAEC76EDBEF2>

Duties

The Role
As the APS 5 Executive Assistant you will undertake a range of duties that include:

- Perform front of office support functions, including greeting visitors and receiving and responding to phone calls, emails and general correspondence;
- Manage complex travel arrangements for Navy SES Band1;
- Develop and manage the Training Force Awards Framework;
- Under limited direction, display initiative and apply sound judgment in providing executive and administrative assistance to senior executives including: managing the appointment diary and meeting arrangements of the Senior Executive Service Officer;
- Utilise the information available to prepare briefing packs, reports and papers for senior Defence committees;
- Build and sustain relationships in order to work collaboratively within the work area and other areas of Defence;
- Interpret and provide advice within the administration function area based on legislation, policy and procedures;
- Assist with providing finance support in line with Defence Chief Executive Instructions;
- Maintain records management systems in line with Defence policies and procedures;

- Perform follow up for credit card compliance across the Branch.

About our Team

The office of Commodore Training is a small team lead by the Chief of Staff. The team manages a high tempo of office functions for Training Force. Commodore Training is responsible for the delivery of all Navy Training activities and plays a key role in promoting and influencing a shared civilian/military commitment to the strategic direction of Defence.

Our Ideal Candidate

The role is a position of trust and discretion. In working directly for Commodore Training, it is crucial that individuals are suitably skilled, professional, work well under pressure and have strong communication skills.

Our ideal candidate will have proven ability to work within a team, be well organised and have the ability to manage competing priorities.

You will be able to work independently, while collaborating as necessary with a variety of stakeholders and operating effectively within a fast-paced environment. You will be able to demonstrate the ability to proactively anticipate the needs of your senior executive officer, and exhibit flexibility and resilience.

You will have excellent time management skills, strong attention to detail and excel at building and maintaining stakeholder relationships. You will be self-aware, with a cooperative and positive attitude, and be experienced in working within diverse teams, demonstrating consideration and respect for a diversity of ideas and perspectives of others.

Eligibility
Security Clearance:
Applicants must be able to obtain and maintain a security clearance at “Baseline Vetting” level.

Notes

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

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To Apply

Position Contact	CMDR Ian Walker, 03 5931 7791
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=56BB7E67-1A87-D66E-BAC5-DAEC76EDBEF2

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Defence

Vacancy VN-0744637

Department of Defence

Closing Date:Monday 29 July 2024

ARMY
ADFHQ-Office of Chief of Army

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	ARMY/05827/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6965D79B-6C49-7374-2C06-DAEC77715EC3>

Duties

The Role

The Land Intelligence Surveillance and Reconnaissance and Electronic Warfare (LISREW) Program is seeking Project Manager to support the capability management across the LISREW program.

In this role, the project manager will work closely with the Director and their staff to develop and manage the strategic direction of the Program and monitor its progress. In addition they are accountable under broad direction to perform and achieve complex project management work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements.

The Project Manager will work closely with the Delivery Agency to ensure the capability manager’s intent is realised in the planning, specification, and acquisition of the capability. The project manager needs to have sound communication skills to effectively engage with stakeholders and solicit operational needs and considerations.

About our Team

The LISREW team are responsible for the capability management of the LISREW capability. The LISREW team manages multiple projects at various stages of the lifecycle, which offers wide exposure to various topics and organisations. The LISREW team is primarily focused on the “Risk Mitigation and Requirement Setting” phase of the capability lifecycle. This phase takes the initial strategy and concepts and develops the capability definition through the Government investment approval process.

As a Project manager, there is close collaboration with other professional disciplines, including project management and integrated logistics support in order to optimise the capability across the lifecycle. The LISREW program is within the Systems and Integration Branch of the Land Capability Division within Army Headquarters. The LISREW team have extensive engagement with other programs and organisations in order to align functions, products, and activities.

Our Ideal Candidate

The Ideal Candidate will have a sound understanding of the processes and products involved in Project management. The Ideal Candidate will have some skills or experience in one or more of the following topics:

- Project management
- Data management
- Security accreditation
- Marketing
- Psychology
- Communications

The Ideal Candidate will be able to:

- Analyse existing products to identify content that applies to the LISREW capability.
- Manage a range of project activities and coordinate project inputs in accordance with organisational practices, methods and standards appropriate to the complexity of the project.
- Provide advice and recommendations to topics based on professional knowledge, reference material, policy.
- Contribute to the team in accordance with direction and schedule.
- Engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve required outcomes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Walter Scharner, 02 5133 3659
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6965D79B-6C49-7374-2C06-DAEC77715EC3

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Defence

Vacancy VN-0744646

Department of Defence

Closing Date:Monday 29 July 2024

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Chief of Staff
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	NSSG/05848/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=68BC4453-1AEA-8D64-79D8-DAECEE52C0CF>

Duties

The Role
The Naval Shipbuilding and Sustainment Group are seeking an experienced and high performing EL2 to fill the role of Chief of Staff. We have two opportunities available (Chief of Staff to First Assistant Secretary, Waterfront and Continuous Naval Shipbuilding and Sustainment and the Chief of Staff to First Assistant Secretary, Submarines Division).

- You will demonstrate a strong awareness of Defence and broader government priorities, using your expertise to solve complex and time sensitive problems.
- You will be comfortable working and coordinating with the Department’s senior leadership; and be able to provide strategic advice to the First Assistant Secretary on a broad range of issues.
- You will require exceptional organisational skills, have an ability to thrive in a very busy and demanding environment, and be able to consistently apply sound judgement.
- You must demonstrate exceptional communication skills, both written and verbal.
- You must exemplify Defence Values and Behaviours.

About our Team

- You will lead a small and dynamic team to provide high quality executive support and advice to the First Assistant Secretary.
- You will require exceptional organisational skills, have an ability to thrive in a very busy and demanding environment, and be able to consistently apply sound judgement.
- You must demonstrate exceptional communication skills, both written and verbal.
- You must exemplify Defence Values and Behaviours.

Our Ideal Candidate

- Our ideal candidate will be a strong strategic thinker, capable of managing competing priorities, in a high tempo environment with sound judgement.
- The candidates will have a demonstrated ability to engage a range of stakeholders across the department, and with other agencies.
- Candidates will be resilient, prepared to engage with risk and demonstrate the highest levels of professionalism.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Build The Future, Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=68BC4453-1AEA-8D64-79D8-DAECEE52C0CF

Defence

Vacancy VN-0744660

Department of Defence

Closing Date:Monday 29 July 2024

Army
Forces Command

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Duntroon ACT
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	ARMY/05929/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E277951B-3F73-63B4-35E3-DAEC78468570>

Duties

The Role

The Business Manager will be a part of a high-performing team in linking finances to capability outcomes that are strategically aligned to Government priorities. In addition, the Business Manager will play a key role in RMC-D effectively and efficiently using resources to deliver required outcomes.

The role includes a range of finance, procurement, stakeholder engagement and data analysis tasks.

Situated within the Royal Military College - Duntroon, Duntroon Garrison, Canberra, the Business Intelligence Officer will operate within a close-knit team, directly supporting Royal Military College -Duntroon's training functions.

They will interpret and provide advice within the business analysis function based on legislation, policy and procedures.

They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

About our Team

The role of Land Combat College is to be the conduit between our higher headquarters (Headquarters Forces Command) and our seven subordinate Training Establishments. Land Combat College and its subordinate units are the Army's foundational institutions responsible for enabling, supporting and orientating the ab-initio soldier enlistment, officer commissioning program, individual initial employment and specialist training and career development courses.

The RMC-D team is a small but motivated and experienced cohort, comprising APS and uniformed members. The climate within the team espouses an adult workplace environment and a respectful open discourse between its members. Beyond the broader Defence Values, the team places large emphasis on trust, effective communications, teamwork, innovation, flexibility, initiative and ownership. As the Business Intelligence Officer you will be working within the Operations Cell of Headquarters Land Combat College. The Operations Cell consists of primarily ADF members of various ranks.

The Business Intelligence Officer will coordinate and contribute to the work of the team consistent to a work plan.

They will also provide advice and assistance on tasks and methods of completion to team members across the Training Establishments who report to Land Combat College.

Our Ideal Candidate

The ideal candidate will be a highly motivated, self-starter with the ability to work with autonomy and limited supervision and able to work effectively in a small, collaborative team environment.

To be successful in this position, the ideal candidate must have:

- Experience in Resource Management, finance and procurement as they will be required to organise their workflow and make independent decisions relating to their area of responsibility.
- They will be required to have and maintain a well-developed understanding of and compliance to relevant legislative frameworks, government decision-making and mission and policy requirements
- Previous experience in Australian Government resource management or financing will be highly regarded.
- Knowledge or the ability to quickly acquire knowledge of Army financial and resource management processes.
- Contribute to resource and financial planning and policy development for RMC-D.
- Experience in preparing financial reports and managing capability resources.
- Build and sustain effective relationships with team members and actively participate in team work and group activities.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	WO2 Nicole Konstatzky, 07 3903 8001
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E277951B-3F73-63B4-35E3-DAEC78468570

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Health

Vacancy VN-0744846

National Health and Medical Research Council

Closing Date:Sunday 28 July 2024

Technology and Data Grant Systems

Job Title	Developer/Regression Tester
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,980 - \$103,765
Classification	APS Level 6
Position Number	18-2024
Agency Website	https://www.nhmrc.gov.au/

Job Description

<https://www.nhmrc.gov.au/>

The National Health and Medical Research Council (NHMRC) is seeking an experienced and high performing candidate to fill the role of Developer/Regression Tester for its Grant Systems Section. Our ideal candidate will develop and maintain a range of scripts for its regression testing suite while collaborating with cross-functional teams to ensure the successful delivery of regression tests relating to its grants management system, Sapphire, and Sapphire's supporting suite of Microsoft365 tools.

As a secondary activity, you will be involved in Sapphire's form configuration, administration and support.

Duties

As the Developer/Regression Tester, under moderate direction, you will be responsible for:

- Script Development:**
- Design, develop, and maintain robust scripts for regression testing suites to ensure the stability and reliability of grants management system, Sapphire, and Sapphire's supporting suite of Microsoft365 tools.
 - Collaborate with cross-functional teams to understand software requirements and identify test scenarios for effective regression script creation.
 - Implement automation scripts that cover various aspects of regression testing, including functional, performance, and integration testing.
- Regression Testing Suite Maintenance:**
- Monitor and analyse test results to identify issues and collaborate with suppliers and teams members to address and resolve software defects.
 - Regularly update and optimize existing test scripts to adapt to changes in software architecture and functionality.
 - Work closely with test analysts to understand testing requirements and integrate them into the regression testing suite.
- Forms Management Tool Support:**
- Provide technical support and troubleshooting for the forms management tool, addressing user issues and ensuring smooth

- functionality.
- Collaborate with end-users and key internal stakeholders to gather requirements and build or modify the forms management tool based on user feedback.
 - Conduct regular audits and assessments of the forms management tool to identify areas for improvement.

Documentation:

- Create comprehensive documentation for regression testing scripts, ensuring clear and detailed instructions for execution and maintenance.
- Document support processes, known issues, and resolutions for the forms management tool to assist end-users and support teams.

Collaboration:

- Work closely with suppliers, test team, and other stakeholders to integrate automated testing into the overall development and release process.
- Collaborate with the suppliers to ensure seamless integration of the forms management tool with other systems and applications.

For more information about the role and the duties go to our Careers page: [Careers | NHMRC](#)

Eligibility

To be eligible for a position at NHMRC, you must submit a completed online application form with your Resume prior to the closing date and time, be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to undertake a National Police Check.

Notes

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia’s leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC’s responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC’s grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than \$1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Rob Palmer, 0459 058 061
Agency Recruitment Site	https://www.nhmrc.gov.au/

Health

Vacancy VN-0744636

National Health Funding Body

Closing Date: Sunday 11 August 2024

NHFB
NHFB Data Modelling & Analysis

Job Title	Data Analyst Level 5
Job Type	Full-Time;Part-Time, Ongoing
Location	Acton ACT
Salary	-
Classification	APS Level 5
Position Number	20023148
Agency Website	https://www.publichospitalfunding.gov.au/about-us/our-people

Job Description

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

The National Health Funding Body (NHFB) has APS5 employment opportunities available for appropriately qualified Data Analysts. These roles undertake a range of functions to develop and operate models that determine the Commonwealth funding contribution for public hospital services in Australia.

Duties

Under the guidance of the Assistant Director, Data, Modelling and Analysis Section, the role of the Data Analyst is to:

- Support the accurate calculation of National Health Reform (NHR) funding, including supporting the development of the Administrator’s Three Year Data Plan obligations
- Perform a range of statistical and mathematical techniques
- Build, test, implement and manage financial and analytical models, using SAS EG, SQL, Teradata, Visual Analytics and Excel
- Support the delivery of projects, including designing, researching, analysing and presenting information in various formats
- Interrogate large and complex data sets and synthesise data into non-complex language, and apply analytical capacity to strategic and operational problem solving.

Eligibility

The National Health Funding Body is seeking people with diverse experience who are willing to explore innovative ways of working. People who work at the NHFB will display leadership at all levels and work collaboratively to achieve outcomes.

Essential Requirements/Job Specific Capabilities:

- Well-developed and demonstrated modelling and programming experience. Programming experience with SAS, Python, SQL and EXCEL is highly desirable
- You must be an Australian citizen to allow you to obtain a baseline security clearance
- Relevant tertiary qualifications or relevant industry experience
- Knowledge of the policy and strategic planning framework related to health funding is desirable.

Notes

Why NHFB?

The National Health Funding Body is a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. The NHFB values the health and wellbeing of employees and offers a range of benefits to support staff including:

- Flexible work arrangements
- Fostering a positive workplace culture and encouraging work-life balance
- Providing a supportive and inclusive work environment.

In the 2023 Australian Public Service Employee Census, the NHFB was ranked first from 100 agencies when it came to ‘SES Leadership’ and second for ‘Innovation’ and ‘Wellbeing’. Furthermore, 100% of staff expressed confidence that should they request flexible work arrangements, they would be given reasonable consideration.

About the National Health Funding Body

The Administrator of the National Health Funding Pool (the Administrator) and the National Health Funding Body (NHFB) were established through the Council of Australian Governments National Health Reform Agreement (NHR Agreement) of August 2011. The primary functions of the NHFB are to assist the Administrator in: Calculating and advising the Commonwealth Treasurer of the Commonwealth’s contribution to public hospital funding in each State and Territory (\$26 billion in 2022-23) Reconciling estimated and actual public hospital services, and adjusting Commonwealth payments (over 38 million records each year) Undertaking funding integrity analysis to identify public hospital services that potentially received funding through other Commonwealth programs (over 595 million records) Monitoring payments of Commonwealth, State and Territory public hospital funding into the National Health Funding Pool (over \$64 billion in 2022-23) Making payments from the Pool to each Local Hospital Network (LHN) Reporting publicly on funding, payments and services Developing and providing three-year data plans to the Commonwealth, States and Territories.

To Apply

Position Contact	Beci Imbriano, (02) 6289 1470
Agency Recruitment Site	https://www.publichospitalfunding.gov.au/about-us/careers

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Industry, Science, Energy and
Resources

Vacancy VN-0744827

Australian Institute Of Marine Science

Closing Date:Monday 12 August 2024

Job Title	Machine Learning (ML) / AI Engineers x 2
Job Type	Full-Time, Ongoing
Location	Townsville QLD, Darwin NT, Perth WA
Salary	\$117,806 - \$129,148
Classification	APS Level 6;Executive Level 1
Position Number	21825 & 21826
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description

<https://www.aims.gov.au/about/careers-aims/machine-learning-ml/ai-engineers-x-2>

About AIMS

The Australian Institute of Marine Science is Australia’s tropical marine research agency. We are a trusted advisor, a partner and employer of choice, and we value integrity, innovation, collaboration and respect. AIMS’ research of Australia’s tropical marine ecosystems guides their effective environmental management and contributes to our understanding of similar ecosystems around the world. Our research seeks to deliver practical benefit to all Australians and supports the sustainable use of our tropical marine estate. Governments, reef managers, industry and the wider community look to our high-quality, long-term research for informed decisions about our iconic Great Barrier Reef, North-West Shelf, and Arafura and Timor Seas. AIMS expert teams at our locations in Townsville, Darwin and Perth have access to world-class infrastructure, unique datasets, cutting-edge laboratories, and a fleet of modern research vessels.

Duties

Joining our Data Analytics and AI group as a Machine Learning / AI Engineer, you will have a key role in advancing data analytics and AI applications across AIMS and enabling the delivery of insights, solutions and support to end-users and stakeholders. These roles are responsible for providing consultancy and implementing advanced analytics solutions to implement AI, machine learning, statistics and other data science solutions to enable innovation across a diverse set of research applications. Driving innovation and enhancement in AIMS AI and ML solutions you will support innovating new methodologies as well as adopting existing methodologies to enable us to stay at the forefront in marine science research. Drawing on your experience, you will work collaboratively with research teams across AIMS to contribute to the development of multiple platforms and innovative products being developed at AIMS, including ReefCloud and ReefScan. Your involvement in these initiatives will include supporting internal consultancies and capability development initiatives with researchers and on projects, prioritising scalability and robustness of modelling techniques to ensure long-term sustainability, and establishing best practices for AI, data science and data management through the development of frameworks.

Eligibility

We are looking for someone passionate about optimising and implementing machine learning models, who is excited to focus on advancing these capabilities to ensure we are leaders in marine science research. Having an advanced degree or post graduate qualifications in Data Science, Computer Science, Mathematics, Statistics or related field, you will be confident in developing and productionising AI and Machine Learning models (including deep learning models, LLMs, vision transformers and other generative AI models) to solve industrial problems.

Your highly developed analytical and problem-solving skills and previous experience demonstrate your deep understanding of modern ML/AI architectures and their placement in the wider enterprise analytics platforms. You will be confident programming using languages such as Python, R, Java and experienced working with different data science platforms and services (including on-prem, HPC and cloud-based services). You will be a team player, effective communicator and have proven experience partnering with a broad range of stakeholders, clients and teams.

Please note:

Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS from commencement and for the term of the appointment, depending on the relevant [Department of Home Affairs](#) current policies. AIMS may be able to consider sponsorship for international applicants for this role, however, please note that visa processing times can impact the ability for AIMS to consider sponsorship for vacancies. AIMS must meet the requirements of the Department of Home Affairs immigration policies and processes, including the necessity to test the local labour market for suitable applicants. This includes international talent pool members who are Australian visa holders who have relevant working rights.

Notes

Apply now and join a world leading organisation with attractive working conditions. In line with our [Enterprise Agreement](#), the successful candidate will be rewarded with:

- AIMS AOF Level 5 salary (\$117,806 to \$129,148 per annum) plus 15.4% superannuation
- Full-time, Permanent opportunity
- Located in Townsville (Qld), Perth (WA) or Darwin (NT).
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions
- Commuter car arrangements to site (in Townsville only)
- Optional Fitness passport
- Relocation assistance available

Next step:

Further information about this exciting and challenging opportunity is outlined in the Candidate Information Pack which is available to download from our website, www.aims.gov.au. If, after reviewing the position description and selection criteria included in the Candidate Information Pack, you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we encourage you to make an application via our website.

Submitting your Application: Please ensure that you have your completed documents (selection criteria responses, resume and cover letter) ready to attach to your online application form via our e-recruitment system which can be accessed via our website www.aims.gov.au.

Position enquiries are to be directed to can be directed to Kamran Shafi, Manager, Data Analytics and AI at k.shafi@aims.gov.au. Applications must be made through our website per above.

Applications close: MONDAY, 12 AUGUST 2024 (midnight, AEST).

AIMS acknowledges Aboriginal and Torres Strait Islander peoples as Australia's first scientists. We pay our deepest respects to Elders past, present and future, and the custodians of the land and sea Country on which we work.

About the Australian Institute Of Marine Science

AIMS is a world leader in tropical marine science and conducts research supporting environmental sustainability and economic growth in Australia's tropical oceans. Through our highly skilled and innovative staff, state-of-the-art infrastructure, strong national and international collaborative relationships and valued technical support, we are helping to build Australia's national marine science capability so that together we can meet the challenges facing our marine estate. The Institute operates from facilities in Townsville Queensland, Darwin Northern Territory and Perth Western Australia.

To Apply

Position Contact	Kamran Shafi, 0747534444
Agency Recruitment Site	https://www.aims.gov.au/about/careers-aims/machine-learning-ml/ai-engineers-x-2

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Industry, Science, Energy and
Resources

Vacancy VN-0744836

Job Title	Data Scientist (Machine Learning & AI)
Job Type	Full-Time, Ongoing
Location	Townsville QLD, Darwin NT, Perth WA
Salary	\$136,089 - \$153,351
Classification	APS Level 6;Executive Level 1
Position Number	21817
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description

<https://www.aims.gov.au/about/careers-aims/data-scientist-machine-learning-ai>

About AIMS

The Australian Institute of Marine Science is Australia’s tropical marine research agency. We are a trusted advisor, a partner and employer of choice, and we value integrity, innovation, collaboration and respect. AIMS’ research of Australia’s tropical marine ecosystems guides their effective environmental management and contributes to our understanding of similar ecosystems around the world. Our research seeks to deliver practical benefit to all Australians and supports the sustainable use of our tropical marine estate. Governments, reef managers, industry and the wider community look to our high-quality, long-term research for informed decisions about our iconic Great Barrier Reef, North-West Shelf, and Arafura and Timor Seas. AIMS expert teams at our locations in Townsville, Darwin and Perth have access to world-class infrastructure, unique datasets, cutting-edge laboratories, and a fleet of modern research vessels.

Duties

As an experienced Data Scientist in our Data Analytics and AI group, you will apply your advanced expertise in AI, machine learning, and statistics to enhance data analytics and AI applications across AIMS. You will work collaboratively with researchers from different disciplines across AIMS and with industry partners, providing consultancies and support. You will also contribute to the development of multiple platforms and products, such as ReefCloud and ReefScan, and lead internal capability development and innovation in data analytics and AI. You will also lead internal consultancies and capability development initiatives, and ensure the scalability, robustness, and security of data science implementations.

Eligibility

Experienced in AI and Machine Learning in your previous roles, you will bring with you a wealth of expertise in developing and deploying AI and Machine Learning techniques (CNNs, Transformers, Reinforcement Learning) and statistical models (including Bayesian-based and other empirical models), coupled with an advanced degree/post grad qualifications in Engineering, Computer Science, Mathematics, Statistics, or related field. You’ll be fluent in programming using languages such as Python, R, Java, and have a strong publication track-record.

You will be experienced leading advancements in AI and data science solutions, innovating new methodologies, and experienced establishing best practices for AI. This will be reflected in your proven publication track-record. With highly developed communication skills you will be able to support a range of stakeholders and clients, familiar partnering to drive research impact. Experience applying and developing data science/AI techniques for marine or environmental research application or products would be highly desirable, as would experience applying data science/AI operations research, robotics and autonomous

systems.

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Notes

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- Located in Townsville (Qld), Perth (WA) or Darwin (NT)
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions
- Commuter car arrangements to site (in Townsville only)
- Optional Fitness passport
- Relocation assistance available

Next step:

Further information about this exciting and challenging opportunity is outlined in the Candidate Information Pack which is available to download from our website, www.aims.gov.au. If, after reviewing the position description and selection criteria included in the Candidate Information Pack, you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we encourage you to make an application via our website.

Submitting your Application: Please ensure that you have your completed documents (selection criteria responses, resume and cover letter) ready to attach to your online application form via our e-recruitment system which can be accessed via our website www.aims.gov.au.

Position enquiries can be directed to Kamran Shafi, Manager, Data Analytics and AI at k.shafi@aims.gov.au. *Applications must be made through our website per above.*

Closing date: MONDAY, 12 AUGUST 2024 (midnight, AEST).

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AIMS is a world leader in tropical marine science and conducts research supporting environmental sustainability and economic growth in Australia's tropical oceans. Through our highly skilled and innovative staff, state-of-the-art infrastructure, strong national and international collaborative relationships and valued technical support, we are helping to build Australia's national marine science capability so that together we can meet the challenges facing our marine estate. The Institute operates from facilities in Townsville Queensland, Darwin Northern Territory and Perth Western Australia.

To Apply

Position Contact	Kamran Shafi, 0747534444
Agency Recruitment Site	https://www.aims.gov.au/about/careers-aims/data-scientist-machine-learning-ai

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Industry, Science, Energy and
Resources

Vacancy VN-0744805

Commonwealth Scientific and Industrial Research
Organisation (CSIRO)

Closing Date:Thursday 25 July 2024

Job Title	HSE Advisor
Job Type	Full-Time, Ongoing
Location	Black Mountain ACT
Salary	-
Classification	
Position Number	96641
Agency Website	http://www.csiro.au

Job Description <https://jobs.csiro.au/job/Canberra%2C-ACT-Executive-Officer-Research-Operations/940258110/>

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. [View our vision towards reconciliation](#)

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](#).

The opportunity

- **Enable world class science to occur safely**
- **Provide HSE services to drive a safety-first culture**
- **Contribute to meaningful work at Australia's National Science Agency**

Join the Health, Safety and Environment (HSE) team at CSIRO, where we partner with all levels of the organisation to make HSE personal. We are a future-focussed team that provides leading-edge development and delivery of HSE programs to improve CSIRO's HSE culture.

We are seeking a HSE Advisor to support our Black Mountain site and deliver HSE services regionally. As our new HSE Advisor, you'll provide technical, administrative, and practical support to research staff, affiliates, leadership teams and a range of other stakeholders, while collaborating with the broader, nation-wide HSE team.

If you're passionate about enhancing HSE and well-being culture, excel at building relationships and possess strong communication skills, we want to hear from you.

Expand your HSE career and join us in solving Australia's greatest challenges through science and technology - apply now.

Duties

- Supporting the implementation of CSIRO's HSE strategy through the planning and delivery of priority HSE activities and initiatives, with a focus on organisational consistency across the CSIRO sites.
- Contributing to HSE projects and positively challenging the status quo in an effort to influence continual HSE improvement.
- Developing and maintaining strong relationships with site work groups, understanding their unique HSE needs and making recommendations to guide management decisions.
- With limited guidance, developing and reviewing policies, procedures and systems and offering solutions to challenging HSE issues in partnership with relevant work groups.
- Contributing to a cohesive, collaborative and innovative HSE team and providing hands-on HSE practical support to operational staff.
- Coaching and educating staff through knowledge sharing across relevant organisational teams, utilising best practice and communities of practice to enhance the overall HSE performance.
- Other duties as directed.

Location: Black Mountain, ACT. Flexible working arrangements available

Salary: AU\$93k - AU\$105k pa plus up to 15.4% superannuation

Tenure: Indefinite, Full-time

Reference: 96641

To be considered you will need:

- Relevant trade certificate/diploma/bachelor's degree or equivalent relevant work experience in Health, Safety & Environment, Risk Management or related field.
- Demonstrated ability to collaborate with other teams across HSE and specific stakeholders to build the desired culture and strong relationships, with the ability to adapt to changing environments and challenges in the interests of achieving team objectives.
- Proven experience understanding stakeholder priorities as well as leveraging and contributing to HSE teams in the design, delivery and implementation of communication strategies (written and verbal – e.g. training) to deliver consistent messaging across the organisation.
- Extensive experience in leading and participating in ongoing knowledge transfer across HSE teams and stakeholders and providing support and direction for others in the team by coaching and supporting staff and fostering open communication and strong collaboration.
- Proven ability in interpreting legislation and regulatory standards, as well as other information, to proactively identify problems and appropriately respond to issues.

For full details about this role please review the [Position Description](#)

Eligibility

Applications for this position are open to Australian/New Zealand Citizens and Australian Permanent Residents. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Notes

Flexible working arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work.

Diversity and inclusion

We are working hard to recruit people representing the diversity across our society, and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

About CSIRO

At CSIRO Australia's national science agency, we solve the greatest challenges through innovative science and technology. We put the safety and wellbeing of our people above all else and earn trust everywhere because we only deal in facts. We collaborate widely and generously and deliver solutions with real impact.

CSIRO is committed to values-based leadership to inspire performance and unlock the potential of our people.

Join us and start creating tomorrow today!

How to apply

Please apply on-line and provide a cover letter and CV that best demonstrate your motivation and ability to meet the requirements of this role.

Applications close

25th July 2024, 11:00pm AEST

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Sheridan Gerrard, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/job/Canberra%2C-ACT-Executive-Officer-Research-Operations/940258110/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0744821

**Department of Infrastructure, Transport, Regional
Development, Communications and the Arts**

Closing Date: Monday 22 July 2024

Land Transport Infrastructure
RPM Taskforce End User Support

Job Title	APS6, RPM Support Desk Officer, Land Transport Infrastructure, RPM Taskforce
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$92,005 - \$110,020
Classification	APS Level 6
Position Number	45483
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

A little bit about us

The Land Transport Infrastructure Division plays a key role in the planning, management and delivery of major road and rail infrastructure projects funded through the Australian Government's Infrastructure Investment Program (IIP). The Division develops policy advice to Government on infrastructure investment, and works closely with agencies in the Australian, state and territory governments on issues such as infrastructure planning, funding, delivery and financing.

The RPM (Reporting and Program Management System) Taskforce works closely with key stakeholders including the broader workforce and senior executive within the Department, as well as, external State and Local Government Stakeholders. This is in order to support the implementation, sustainment and enhancement of the future application solution used to support the Federal Governments administration of the \$123 billion infrastructure investment pipeline.

The opportunity we have available

This opportunity focuses on the business and systems support of the Divisions primary IT Application used for the management of the Infrastructure Investment Program (IIP), which includes more than 1000 projects all over Australia, as well as reporting on the \$123 billion Infrastructure Investment Pipeline. In the immediate period preceding commencement in this role the business will be actively transitioning from their legacy business application to their future state solution.

Duties

In this role, you will:

- Assist users in operating the department's the Infrastructure Management System and the Reporting and Program Management Portal and System to fulfil their reporting obligations
- Log, respond to and resolve service requests, information requests, incidents, problems and requests for access and change from users via approved channels
- Perform problem analysis, issue logging and issue management activities in relation to service outages
- Maintain user guides and other support materials
- Undertake ongoing business-as-usual support and maintenance activities
- Provide support for website publishing and reporting

- Undertake change management activities in relation to the ongoing improvement of services and products.

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at the Required Clearance Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Qualifications:** Certificates or tertiary qualifications related to Information Technology or Business Management would be of advantage but not mandatory.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Emily Neal, 02 6136 7663
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0744851

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date:Sunday 28 July 2024

Legal, FOI and Privacy
Executive

Job Title	Practice Manager (Assistant Director)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$118,176 - \$134,426
Classification	Executive Level 1
Position Number	45514
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Department) is responsible for the design and delivery of the Australian Government's infrastructure, transport, regional development, communications and arts policies and programs.

Our work touches every Australian community and underpins our economy and society. Our focus is on connecting Australians, enriching communities, and empowering our regions. We do this by providing policy advice to government, and delivering programs, services and research for the benefit of all Australians.

The legal services function in the Department provides high quality, technically excellent, and practical legal advice, support and services for the Department and Ministers' offices, on the diverse areas covered by the portfolio.

Duties

You will be responsible for leading the Practice Management function that supports the Legal, FOI and Privacy Division (LFPD), ensuring you and the team you lead support the Division administratively, including: -

- Leading and managing the Practice Management team and coordinating executive assistant support within the Division
- Engaging with SES and director level personnel to ensure appropriate processes, procedures, guidance, systems, support is provided to personnel within the Division
- Attending relevant SES meetings within the Division to support the Division's strategic and operational objectives
- Leading and co-ordinating the Division's compliance and finance activities, including for reporting internally and externally
- Co-ordinating with Corporate Group functions, including for the purposes of internal and external reporting, recruitment, staff movements and other human resources management activities
- Managing stakeholder relationships with a diverse network of internal and external stakeholders
- Oversighting procurement activities, including preparation and briefings to delegate and seeing through to finalisation
- Engaging across the Department with other Divisional support teams, as required
- Arranging and oversighting Divisional learning, development and training activities; and
- Support the Department being a safe and supportive working environment, including by complying with the APS Code of Conduct and relevant policies.

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen at the time of submitting your application
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting Level 1 Clearance Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in

research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Nicole Backhouse, 02 6136 6322
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0744859

National Film and Sound Archive of Australia

Closing Date:Wednesday 31 July 2024

Curatorial and Accessioning Operations and Accessioning

Job Title	APS4 Accessioning Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$72,525 - \$78,001
Classification	APS Level 4
Position Number	88766
Agency Website	https://www.nfsa.gov.au/

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial and accessioning workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

About the Team

The Curatorial Operations and Accessioning team is part of Curatorial and Accessioning branch. The team is responsible for all of the NFSA's accessioning functions, Collection data quality and data management, collaboration with curators. The team also has responsibility for the Curatorial and Accessioning team's infrastructure requirements and National Collection preservation queues and backlogs which represent Australia's audiovisual experience through the creativity and history represented in film, television, radio, recorded sound, augmented reality, social media, video games and associated contextual documentation and ephemera.

The Opportunity

The Curatorial Operations and Accessioning team is looking for an Accessioning Officer to work with the national audiovisual collection in all tasks relating to accessioning both analogue and digital formats, including documentation and artefacts.

The role requires someone who will embrace and celebrate the ambitious and rewarding challenges of digital archiving in the 21st century. It requires an understanding of the application of accessioning practices, standards and guidelines within a curatorial framework.

Under close supervision and working as part of a team, the tasks include improving the control and accessibility of the collection by examining, assessing and packaging collection materials; undertaking accessioning and research activities across all audiovisual formats consistent with curatorial values and archival practices.

This role requires a high attention to detail to create descriptive database records for collection materials.

Duties

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

- Undertaking the full range of accessioning and packaging of moving image, recorded sound, paper, photographic, digital materials and artefacts according to the NFSA's standards and guidelines.
- Preparing and labelling collection materials for storage, including identifying material that may need conservation treatment.
- Undertaking research to assist in the identification of items being added to the National Collection.
- Creating detailed records for collection material with particular attention to accuracy, spelling and grammar.
- Working together in a small team accessioning large collections.
- Contributing to discussions about NFSA's Accessioning Guidelines and Procedures and strategies for accessioning specific collections.
- Providing administrative assistance and contributing to the development and testing of the Collection Management System.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Experience in the principles of collection description, handling and control of collection materials in the archive, museum or library environment, with particular reference to audiovisual materials, documents and artefacts and born digital material.
2. Experience in research and accurate record keeping combined with demonstrated administrative problem-solving skills.
3. Ability to work as a member of a team and undertake tasks requiring patience.
4. Interest in and/or knowledge of Australian history, particularly in relation to audiovisual production, culture and industry.

Desired Skills and Experience

Desirable:

- Relevant experience a collecting institution and/or audio-visual industry.
- Library, Archive or Museum qualifications and/or other relevant tertiary studies are desirable.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.

How to Apply

When applying via our online e-recruitment system, please address the details in the 'Key Responsibilities' and 'Selection Criteria ' by outlining in 500 words or less, how your skills and relevant experience demonstrate that you would be our ideal candidate. Your current resume is also to be included in your application.

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

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

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Notes

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

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

About the 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	Bronwyn Barnett, 02 6248 2277
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0744866

National Film and Sound Archive of Australia

Closing Date:Sunday 28 July 2024

Collection Preservation Collection Management

Job Title	APS6 Team Leader, Collection Projects
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	89779
Agency Website	https://www.nfsa.gov.au/

Job Description

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

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About the Team

The Collection Management team is part of the Conservation & Collection Management section of the Collection Preservation Branch. The team undertakes a broad range of operational activities ensuring the National Collection is accessible, audited and stored in accordance with established standards to ensure its preservation for perpetuity.

The Collection Management Team comprises three sub-teams: Collection Security, Collection Services and Collection Projects. The Projects team's purpose is to achieve storage efficiencies through accessioning activities and relocation moves. The work supports future collection management growth and digitisation outcomes for the NFSA.

The Opportunity

The Collection Projects Team Leader plays a key role in coordinating the functions of the Collection Projects team, reports to the Collections Registrar and works closely with the Assistant Registrar and the Curatorial and Accessioning Section.

The NFSA is looking for a highly motivated and experienced Collection Projects team leader with a significant depth of audiovisual format knowledge and associated storage requirements, partnered with supervision and administrative skills to strategically contribute to the Collection Management Team and the NFSA's management structure.

Vital to the role is a firm understanding and knowledge of collection storage and archiving practices, collection handling and auditing principles. Proven experience in working with collection management systems and advanced computer skills is also important. Effective time and staff management partnered with excellent communication skills, attention to detail, drive, and a flexible approach to working in a challenging environment are key attributes to achieving the expected outcomes of this role.

Duties

Key Responsibilities

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

- Provide practical leadership and direction to the Collection Management program, working collaboratively with the Collections Registrar and Senior Manager, Conservation and Collection Management.
- In collaboration with NFSA Curators, manage and undertake accessioning projects, ensuring their timely processing, data quality and completion.
- In collaboration with the Collection Security team, identify and undertake collection storage projects including relocations and associated procurement tasks.
- Implement and deliver the activities of the Collection Projects Team in accordance with Collection Management business plans and procedures.
- Provide performance management, training, mentoring and collection management advice to NFSA staff and external clients.
- Develop, review and implement relevant procedures required for the Collection Management team and undertake required duties as outlined in the Collection Emergency Response and Recovery Plan.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Proven ability to lead, motivate and support a team to achieve performance targets and deliver on expected outcomes.
2. Proven experience in applying curatorial principles and collection management practices in relation to providing audiovisual collection services.
3. In-depth technical skills, particularly relating to collection management systems, workflows, and processes – including the ability to analyse data, identify problems or issues and propose possible solutions.
4. Highly developed time management and organisational skills with a proven ability to manage high demands on limited resources.
5. Proven ability to maintain productive working relationships, liaise effectively and negotiate with staff at all levels through highly developed verbal, written and interpersonal communication skills.

Qualifications and/or relevant experience required

Desirable:

- Experience working with collections in the gallery, museum, library, or archive sector
- Relevant qualifications in cultural heritage management and/or collection management.

Note:

- A current forklift licence and a “C” class driver’s license is required for this role given the nature of its activities.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.

How to Apply

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

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

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To Apply

Position Contact	Belinda Hunt , 02 6248 2025
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0740261

Workplace Gender Equality Agency

Closing Date:Monday 22 July 2024

Workplace Gender Equality Agency
Workplace Gender Equality Agency

Job Title	Education & Insights Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$118,087 - \$127,427
Classification	Executive Level 1
Position Number	51259
Agency Website	https://www.wgea.gov.au

Job Description

<https://www.wgea.gov.au/current-vacancies>

The Role

The Education and Insights Manager role reports to the Education and Research Executive Manager and is responsible for leading the Agency's strategy for and development of evidence-informed, employer-centric reports and resources, research and education tools to enable employers to understand and take action on gender equality in their workplaces. This requires understanding and using the Agency's dataset to develop reports for employers that help them understand the drivers of gender equality in their workplace and help them take action. Liaising with key internal and external stakeholders is essential to identify appropriate research and evidence, employer needs and priorities, technical advice, and other inputs to develop and deploy resources to support of the Agency's strategic goals.

In addition to having excellent gender equality subject matter expertise and research and project management skills, this role will require insight into employers' context and a capability to develop insights and resources that drive meaningful change in organisations.

Duties

- Leading the production and communication of clear, considered and insightful analytical reports and education materials (regular and ad hoc) using the Agency's longitudinal data set, for example, the annual private and public sector scorecard releases.
- Providing expertise to maintain, update and deliver on reporting data collection tools, including the questionnaire for reporting programs, plus content and definitions related to the WPP and WMS (eg. Gender, manager categories, definition of Remuneration etc)
- Extracting, analysing and communicating insights based on research to define requirements of reports for employers, including Executive Summary and Industry Benchmark Report.
- Leading sexual harassment data reporting (Respect@Work initiative), including maintaining relationships with other government stakeholders and employers.
- Providing leadership to the Agency-wide evaluation to assess effectiveness and impact of Agency reform work.
- Contributing to other Agency projects as required.

Eligibility

Notes

Recruitment Process

The selection may be undertaken based on applications and referee reports where a clear result can be determined from this documentation / process.

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

About the Workplace Gender Equality Agency

Created by the Workplace Gender Equality Act 2012, the Workplace Gender Equality Agency (WGEA) is charged with promoting and improving gender equality in Australian workplaces through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. As a driver of change our Agency seeks to motivate, educate, and influence improved gender equality in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships and support between the Agency and employers, and using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues. We work collaboratively with employers providing advice, practical tools and education to help them improve their gender equality performance. Our staff are workplace gender equality specialists and provide industry-specific advice. We also work with employers to help them comply with the reporting requirements under the Workplace Gender Equality Act 2012. This reporting framework aims to encourage measures that improve gender equality outcomes and has been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. At WGEA, we understand what working flexibly means and pride ourselves on being a respectful, diverse, and inclusive community. We encourage equal representation and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people. Further information about our Agency is available at www.wgea.gov.au

To Apply

Position Contact	Penelope Cottrill, 02 9432 7017
Agency Recruitment Site	https://www.wgea.gov.au/current-vacancies

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0744088

Services Australia

Closing Date:Monday 29 July 2024

Communications
Marketing Communications Video Production

Job Title	Producer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$82,427 - \$88,944
Classification	APS Level 5
Position Number	EXT-PAOAPS-2024-922
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencetypecode=ext>

Services Australia is at the frontline of government service delivery, supporting millions of Australians to access health and social security payments and services.

The Communications Division provides innovative, best practice strategic communication advice and support, enabling effective reach to the right people, using the right channel, at the right time.

Producers support the delivery of marketing and communication solutions. Working as part of a team, you'll help design, develop, implement and evaluate marketing and communications content.

You'll give general advice to stakeholders and may help with research, event management and project management. While you'll work under the support and general direction of senior staff, you'll need to use your judgement, skills and knowledge to make decisions and recommend solutions. You'll need to plan your work by managing competing priorities. You'll also contribute to changes in workplace practices and business improvement strategies.

Duties

- Developing and producing creative short-form and long-form video content for internal and external audiences.
- Developing creative and engaging content for use in multiple channels.
- Writing and producing live action and graphic-based content in studio and on location.
- Working with clients and stakeholders to understand and deliver on their communication requirements.
- Managing the studio inventory and equipment register.
- Creating and managing rich media on a variety of content management systems.

Eligibility

Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Security Clearance level required: Baseline (or ability to obtain and maintain).

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

As a part of this role you may be expected to work flexible hours to meet business demands.

Desirable qualifications:

- Video production experience is desirable.
- Current Drivers License.

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

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Joseph Hulm, 02 6133 0483
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0744258

Services Australia

Closing Date:Monday 12 August 2024

Chief Financial Officer
Various

Job Title	Finance Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Robina QLD
Salary	\$132,071 - \$157,060
Classification	Executive Level 2
Position Number	EXT-EL-2024-834
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencetypecode=ext>

The Chief Financial Officer (CFO) Division is seeking experienced leaders with financial management, budget management, financial statement and/or finance systems acumen to join the team.

Directors within the Division operate with a significant degree of independence and work under the broad direction of a National Manager and the CFO, to deliver quality outcomes regarding budget and financial matters, and deliver key financial information.

In performing a leadership role, Directors identify and drive innovation, manage and lead change and have an active role in contributing to and implementing Services Australia's (the agency's) strategic direction.

We are looking for people who are energetic critical thinkers who thrive on a challenge and have strong leadership and management skills.

The Financial Branches within the CFO Division have current vacancies for Directors within:

- Group Financial Management, responsible for the internal financial management and provision of financial services across business areas within the agency.
- Financial and Budget Management, responsible for delivery of the agency budget, costing policy proposals and reporting to the Executive on the agency's financial position.
- Financial Accounting, responsible for external and statutory reporting including the agency's financial statements, asset control framework, tax management, partner agency reporting and treasury functions.
- Financial Systems, responsible for developing, maintaining and supporting the budget management system, maintaining SAP Finance modules, developing finance system strategies and ensuring accounting requirements are met in major payment system developments.

Finance experience and accounting qualifications will be highly regarded.

A merit pool will be established.

The CFO Division manages the agency's budget of \$5.9 billion and administered payments of over \$200 billion on behalf of partner agencies to ensure all Australians, no matter where they live, can quickly and easily access streamlined government services and support. The CFO Division continues to implement an ambitious reform agenda to modernise and automate the finance function.

The CFO Division provides financial advice, contestability, control and assurance to the agency based on the following principles:

- Financial information that is accurate, transparent, consistent, relevant and timely.
- Simple, helpful, respectful, quality, contestable and informed financial and procurement advice to assist the agency in decision making.
- Standardise and streamline financial structures, processes, reporting and services, in order to remove duplication and reduce inefficiencies.
- The automation of financial processes where it is efficient and viable to do so.

Duties

- Exercising strong leadership and direction of a high-performing team in the delivery of financial and budget deliverables, managing business issues, monthly and annual management and/or financial reporting requirements, budgets and costings and, improvements to financial systems and processes.
- Providing clear and concise strategic advice and reporting to internal and external stakeholders on matters relating to budget and financial management, financial policy, financial reporting and financial systems and processes.
- Proactively identifying and implementing process and system improvements, whilst maintaining strong communication channels with relevant internal and external stakeholders to ensure effective delivery of CFO Division outcomes.
- Supervising, developing and coaching staff, including the provision of clear and consistent communication, setting clear performance and behavioural standards, managing performance and delegating responsibility.
- Engaging and influencing senior leadership by explaining complex information, translating financial systems management initiatives into operational goals. Create a shared sense of purpose to enable implementation.
- Overseeing, reviewing and advising on a range of written material including business cases, Cabinet Submissions, Senate Estimate submissions, Ministerial and agency briefs and corporate documentation.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Desirable qualifications:

- Relevant tertiary qualifications.
- Chartered Accountant (CA) or Certified Practising Accountant (CPA).

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the

agency’s surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

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To Apply

Position Contact	Michele Robinson, 0460018846
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Social Services

Vacancy VN-0744844

National Disability Insurance Agency

Closing Date:Sunday 28 July 2024

ENTERPRISE TRANSFORMATION DIVISION
Contact Centre Branch NCC Operations

Job Title	APS3 National Contact Centre
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Dandenong VIC, Midland WA
Salary	\$65,486 - \$73,343
Classification	APS Level 3
Position Number	1228_06/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

We have multiple exciting opportunities to join as an APS3 NCC Service Officer within the NDIA's National Contact Centre (NCC). NCC acts as the main communication channel for people to contact the NDIS. It responds to enquiries from NDIS participants, prospective participants, providers, organisations and the general public.

The NCC operates between 8am and 8pm Monday to Friday excluding Public Holidays. This role will primarily involve inbound call centre work, requiring you to work as a shift worker with a rotating shift pattern of 7.5 hours per day from Monday to Friday. Shift preferences can be requested and may be granted depending on business needs. If the NDIA expands its Contact Centre open hours in future, you may be asked to work on public holidays or weekends.

Duties

Where you can add value

As an APS3 National Contact Centre Service Officer, you will play a vital role in providing exceptional customer service and support to those who contact the NDIS National Contact Centre. Your efforts will contribute to the NDIA's objectives to create a world-class National Disability Insurance Scheme, and you will have the opportunity to positively impact the lives of many individuals and their families.

To be successful in this role we are looking for candidates that can demonstrate:

- Empathy and patience while communicating with callers
- Customer service experience
- Effective verbal and written communication skills
- A willingness to put the participants at the heart of everything they do

Enough about us, let's talk about you

The ideal candidate should have a background in service delivery and be familiar with working in a contact centre. You will be able to work in a team environment and be a positive influence on your team and your work environment.

To join our team, you will have:

- A positive contemporary attitude to people with a disability and value social inclusion and diversity
- Experience dealing with at times confronting enquiries
- Attention to detail
- A willingness to work within a team environment.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks,

a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Adele Fischer, 07 5501 6549
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS29 Daily Gazette Monday - 15 July 2024.pdf Published by Australian Public Service Commission.

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Social Services

Vacancy VN-0744861

National Disability Insurance Agency

Closing Date:Sunday 28 July 2024

Enterprise Transformation Division
Contact Centre Branch NCC Operations

Job Title	APS3 National Contact Centre Service Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Dandenong VIC, Midland WA
Salary	\$65,486 - \$73,343
Classification	APS Level 3
Position Number	1286_07/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

We have multiple exciting opportunities to join as an APS3 NCC Service Officer within the NDIA's National Contact Centre (NCC). NCC acts as the main communication channel for people to contact the NDIS. It responds to enquiries from NDIS participants, prospective participants, providers, organisations and the general public.

The NCC operates between 8am and 8pm Monday to Friday excluding Public Holidays. This role will primarily involve inbound call centre work, requiring you to work as a shift worker with a rotating shift pattern of 7.5 hours per day from Monday to Friday. Shift preferences can be requested and may be granted depending on business needs. If the NDIA expands its Contact Centre open hours in future, you may be asked to work on public holidays or weekends.

Duties

Where you can add value

As an APS3 National Contact Centre Service Officer, you will play a vital role in providing exceptional customer service and support to those who contact the NDIS National Contact Centre. Your efforts will contribute to the NDIA's objectives to create a world-class National Disability Insurance Scheme, and you will have the opportunity to positively impact the lives of many individuals and their families.

To be successful in this role we are looking for candidates that can demonstrate:

- Empathy and patience while communicating with callers
- Customer service experience
- Effective verbal and written communication skills
- A willingness to put the participants at the heart of everything they do

Enough about us, let's talk about you

The ideal candidate should have a background in service delivery and be familiar with working in a contact centre. You will be able to work in a team environment and be a positive influence on your team and your work environment.

To join our team, you will have:

- A positive contemporary attitude to people with a disability and value social inclusion and diversity
- Experience dealing with at times confronting enquiries
- Attention to detail
- A willingness to work within a team environment.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks,

a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Adele Fischer, 07 5501 6549
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0744857

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Monday 29 July 2024

Corporate
Finance and People Finance

Job Title	Assistant Director Finance Business Partner, Data and Regulatory Transformation
Job Type	Full-Time, Non-Ongoing
Location	Darwin NT, Penrith NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Parramatta NSW, Perth WA
Salary	\$115,903 - \$131,563
Classification	Executive Level 1
Position Number	201_07/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

Finance Team, Finance and People

The Finance Team, Finance and People Branch is part of the Corporate Division and is responsible for the management of the key financial functions of the NDIS Commission. The main responsibilities are summarised below:

- **Regulatory** – interpreting and reporting on regulatory requirement to the relevant regulatory bodies, ANAO, ATO, Accountable Authority Instructions (AAI), Accountable Authority Delegations (AAD), PGPA Act and Rule, Department of Finance, ComCover and ComCare and Audit Committee. This includes information gathering and reporting on FBT, Audits, and Compliance to ensure the NDIS Commission's operations are within the financial governance framework.
- **Financial accounting and reporting** – month end processes, year end processes, reconciliations, asset management, lease accounting, financial statements, annual report contributions, position papers, preparing papers for the audit committee and other reporting as requested.
- **Management reporting and business partnering** – accountable for providing advice to executives and senior leaders on the management of financial and capital resources and financial risks in the achievement of program objectives, reports for parliamentary requests, and other reporting as requested.
- **External budgeting, internal budgeting and reforecasting**, preparation of calculations of costings for resourcing requests.
- **Policy** – interpretation, development and update of financial policies such as credit cards, travel, assets, procurement.
- **Professional/Technical** – the provision of technical, professional or specialist financial advice or expertise on the day to day activities of the NDIS Commission, interpretation and advise on new accounting standards and Resource Management Guides (RMGs) from Department of Finance, interpretation and advice on changes to PGPA Act and Rule.
- **Management of the shared service provider of transactional services.**
- **Service delivery** – supports the delivery of government outcomes by enabling the delivery and management of government appropriations. This includes but not limited to the delivery of the Portfolio Budget Statements (PBS), Mid-Year Economic and Fiscal Outlook (MYEFO), and Portfolio Additional Estimates (PAES to the Portfolio and financial monthly and annual reporting to the Department of Finance.

Data and Regulatory Transformation (DART) Program

On 14 May 2024, the Australian Federal Government announced \$160.7 million to upgrade the Commission's information technology. This upgrade will be undertaken through the DART program.

The aim of the DART program is to improve Commission system functionality and responsiveness to reduce the administrative burden on providers and support their governance and monitoring processes. The DART program will also improve identification and response to both immediate and systemic NDIS risks to participants.

Reporting to the Director – Finance Team, The Assistant Director Finance Business Partner will work closely with the DART Program Management Office and manage the day-to-day operations for DART program financial functions. **Duties**

Key duties of the role

Responsibilities of the Assistant Director Finance Business Partner (DART) include, but are not limited to:

1. Partner with the DART Program, to deliver financial management support for the DART program including financial performance monitoring and reporting in accordance with NDIS Commission policies and procedures.
2. Coordinate internal DART budget preparation (both capital and operating), financial performance analysis and reporting
3. Manage and analyse data, business activity and performance indicators to deliver timely high quality financial performance reports of both capital and operating for the DART program with insightful analysis and sound financial forecasts
4. Provide expert and timely advice on internal budget and financial policy and budget support to DART program stakeholders
5. Evaluate and interrogate financial data to ensure the accuracy of financial information in reports and systems
6. Advise on key issues related to the DART program budget.
7. Comprehensive understanding of the Australian Government's financial framework and the accrual accounting principles in a public sector environment
8. Experience in the use of life cycle cost estimation methods, risk and uncertainty analysis and a high level of data modelling, data analysis and financial forecasting techniques for capital and operating.
9. An advanced understanding of International and Australian Accounting Standards, Public Governance, Performance and Accountability Act 2013, and relevant Commonwealth and legal concepts and issues in the context of complex accounting matters.
10. Demonstrated depth and experience in developing and maintaining collaborative finance business partnerships, including the provision of strategic financial advice, identification of financial risks and opportunities, with a strong focus on budget development, management and analysis.
11. Excellent interpersonal and communication skills, including an ability to present technical information to different audiences that facilitates decision making and meets organisational objectives.

Eligibility

Essential requirements

1. Relevant tertiary qualifications in accounting, commerce or equivalent are essential.
2. Professional certification / membership of a relevant professional association such as Certified Practising Accountant (CPA) or Chartered Accountant (CA) is essential.

Desirable

1. 5 years or more of business partnering experience and providing strong technical accounting advice to stakeholders.

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

About the NDIS Quality and Safeguards Commission The NDIS Quality and Safeguards Commission (the NDIS 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 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.

To Apply

Position Contact	Catherine Davey, 0433 393 494
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0744854

Australian Bureau of Statistics

Closing Date:Monday 22 July 2024

Corporate Services Division
Workforce, Communications, and Clients Media and Social Media

Job Title	Media Officer
Job Type	Full-Time, Non-Ongoing
Location	Belconnen ACT, Docklands VIC, Brisbane QLD
Salary	\$72,973 - \$82,080
Classification	APS Level 4
Position Number	24/MEDIA_APS4
Agency Website	https://www.abs.gov.au/

Job Description <https://abs.nga.net.au/?jati=42951129-B8D2-3D02-129B-DAED2914678A>

The Australian Bureau of Statistics (ABS) is looking to recruit a **Media Officer** for a 12-month contract in the **Media and Social Media section** of the **Workforce, Communications and Clients Branch** with possibility for extension.

About the role

This role requires excellent written and verbal communication skills, critical thinking, and the ability to manage competing priorities. You are expected to have a strong commitment to clear, plain English communication and the ability to engage effectively with both external media (i.e. journalists and producers on a deadline) and internal experts.

Key responsibilities of the position

- media engagement and communication
- strategic planning and advice
- research and analysis
- relationship building
- team collaboration and leadership.

Core tasks of an APS4 Media Officer include:

- Managing the media inbox one to two days a week, handling all enquiries from start to finish with support.
- Monitoring and responding to social media commentary one day a week.
- Distributing media releases via Stroom at 11.30am (AEST/DT) each publication day and publishing any accompanying social media posts.
- Collating reporting metrics to feed into media evaluations on an ad-hoc basis as requested.
- Drafting and proof-reading media content as required ensuring correct grammar and alignment with ABS/APS style.

Duties

What we are looking for (selection criteria)

The preferred candidates would have demonstrated experience in the following:

- strong written and verbal communication skills with a willingness to learn and apply Plain English principles
- demonstrated ability to manage competing priorities and meet deadlines
- demonstrated ability to work with multiple stakeholders by fostering positive, collaborative working relationships
- collaborative ethos and ability to work within or across teams
- sound general knowledge of the ABS' role and data products
- ability to independently make decisions with guidance
- initiative, flexibility and a demonstrated capacity to solve problems
- experience in conducting research, analysis, and reporting findings
- general data literacy, or willingness to learn
- tertiary qualification in journalism, communication or another related field
- some professional experience at a media outlet is desirable.

How to apply

To apply, provide a statement (maximum 300 words). Using the selection criteria outlined in the Applicant Information Kit as a guide, outline the key skills and experience you think you would bring to the position.

For more information about the position refer to the *Applicant Information Kit*.

Applications close at 11.30 p.m. (AEST), Sunday 21 July 2024.

Late applications will not be accepted. **Eligibility**

To be eligible to apply for these roles you:

- must be an Australian citizen at the time you apply
- may need to obtain (or hold) and maintain a Baseline security clearance

Notes

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Mel Eyten, 1800249583
Agency Recruitment Site	https://abs.nga.net.au/?jati=42951129-B8D2-3D02-129B-DAED2914678A

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Treasury

Vacancy VN-0744574

Australian Taxation Office

Closing Date:Monday 29 July 2024

Policy, Analysis and Legislation
Law and Policy Design

Job Title	Law and Policy Design Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Gosford NSW, Melbourne VIC, Parramatta NSW, Sydney NSW
Salary	\$87,279 - \$92,526
Classification	APS Level 5
Position Number	EXT_PAL_470_24
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=6CB35AC5-E4C8-9BC8-7467-DAEC3ADF2533>

Duties

We are seeking experienced law professionals to join a high-performing team of tax law specialists in our Law and Policy Design Branch.

As a Law and Policy Design Officer, you'll work within a dynamic team environment to engage in complex problem solving and issue management. You'll contribute to the development or analysis of policy proposals for changes to legislation, policies, and practices.

You will understand the broader impacts of tax law and policy change and have knowledge of the law design process. You'll conduct investigations, research, and analysis activities and provide advice to business partners and other agencies such as Treasury.

You will build capability by developing and mentoring less experienced staff.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable accommodation to support candidates with disability participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

[What we look for and how to apply](#) provides more information about us and our work 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>

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Vinnie Costa, (02) 6216 6116
Agency Recruitment Site	https://ato.nga.net.au/?jati=6CB35AC5-E4C8-9BC8-7467-DAEC3ADF2533

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Treasury

Vacancy VN-0744588

Australian Taxation Office

Closing Date:Monday 29 July 2024

Policy, Analysis and Legislation
Law and Policy Design

Job Title	Law and Policy Design Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Gosford NSW, Melbourne VIC, Parramatta NSW, Sydney NSW
Salary	\$94,235 - \$108,200
Classification	APS Level 6
Position Number	EXT_PAL_469_24
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=CC864650-E290-487C-1F02-DAEC39B245C9>

Duties

We are seeking experienced law professionals to join our high-performing team of tax law specialists in our Law and Policy Design area.

As a Law and Policy Design Officer, you'll engage in complex problem solving and law design projects, including advocacy. You'll help shape the design and direction of the tax and superannuation systems.

You will contribute to the development and analysis of legislative, policy and practice changes and identify the legal, systems, financial and administrative implications.

You will work collaboratively with business partners to provide feedback on complex or sensitive policy proposals and drafting instructions. You'll develop recommendations that achieve a cohesive whole-of-ATO position. You'll represent the ATO and have considerable stakeholder contact including liaising with other agencies such as Treasury.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable accommodation to support candidates with disability participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

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Eligibility

Notes

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To Apply

Position Contact	Vinnie Costa, (02) 6216 6116
Agency Recruitment Site	https://ato.nga.net.au/?jati=CC864650-E290-487C-1F02-DAEC39B245C9

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Treasury

Vacancy VN-0744598

Australian Taxation Office

Closing Date:Monday 29 July 2024

Policy, Analysis and Legislation
Law and Policy Design

Job Title	Law and Policy Design Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Gosford NSW, Melbourne VIC, Parramatta NSW, Sydney NSW
Salary	\$120,704 - \$131,594
Classification	Executive Level 1
Position Number	EXT_PAL_468_24
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=A609ADD1-E252-83C7-D518-DAEC397D459D>

Duties

We are seeking dynamic and experienced senior law professionals to join a high-performing team of tax law specialists in our Law and Policy Design area.

As a Law and Policy Design Manager, you'll lead the design and development, analysis, and implementation of changes to legislation, policies and practices. You will proactively influence policy and law administration and design to enhance the performance and health of the tax, superannuation and registries systems.

You will be future focused and will deliver complex, technical, or sensitive projects that impact on strategic or operational outcomes relating to tax law and policy change. You'll work collaboratively across the ATO, with Treasury and other government agencies. You'll balance a variety of viewpoints to provide a consistent agency position and provide high-level advice to Government, Ministers, and their staff.

You will lead dynamic teams building capability through coaching, mentoring and empowering others to realise their potential.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable accommodation to support candidates with disability participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

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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	Vinnie Costa, (02) 6216 6116
Agency Recruitment Site	https://ato.nga.net.au/?jati=A609ADD1-E252-83C7-D518-DAEC397D459D

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Parliamentary Department

Vacancy VN-0744685

Department of Parliamentary Services

Closing Date:Monday 12 August 2024

Job Title	Collections Care, Various Positions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$86,137 - \$92,412
Classification	APS Level 5
Position Number	JR32314
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services is recruiting for multiple positions within the Collections Care unit of the Art Collections section, Design Integrity and Collections Branch. This recruitment will be used to fill three ongoing vacancies and to form a merit pool for ongoing and non-ongoing vacancies in similar roles within the next 12 months.

The Art Collections team is responsible for the custody, care, development, and promotion of the Parliament House Art Collections. The Parliament House Art Collections are nationally significant and consist of more than 6,000 works spanning all genres of Australian art. The collections were created to be an essential element of the building's architectural fabric and working life reflecting the unique qualities of Australia. They include the Historic Memorials Collection, Parliament House Art/Craft Program (architectural commissions), Official Gifts Collection, Rotational Collection of contemporary art, and Archive Collection of supporting material.

The successful candidates will work in one of three teams within the Collections Care unit. The Collections Care unit performs a variety of functions to ensure the conservation, documentation and safe access to the Parliament House Art Collections as well as inward loans.

The positions vacant include:

Conservator PSL5

- Contribute technical conservation and project management expertise to preserve Parliament House Art Collections (and associated materials such as inwards loans) during storage, transport and display at Parliament House and external facilities where required.

Projects Coordinator PSL5

- Coordinate logistics associated with the preventive conservation of Parliament House Art Collections (via methodology adjustment, protection and/or relocation) to accommodate capital works and maintenance projects within the parliamentary precinct.

Collections Management Officer PSL5

- Coordinate the creation and maintenance of collection information for the Parliament House Art Collections via collection registration processes (such as cataloguing, accessioning, de-accessioning, stocktake, location control, basic condition reporting).

We're seeking experienced professionals with strong skills and experience in one or more of the above areas – conservation (preventive and remedial), collection handling and logistics, collection management systems and practice. Candidates with a strong track record in one or more of these areas, including strong interpersonal, and project management skills are encouraged to apply. The successful candidates will bring significant knowledge of working with collections, excellent written communication skills across a range of contexts, and substantial experience delivering complex projects in a cultural institution context.

Tertiary qualifications in Conservation, Museum Practice, Heritage Management, Collection Management, or a similar field; and relevant experience within a gallery, museum or similar organisation will be well regarded. Previous experience using a variety of collection and data management systems such as Vernon Collection Management System (CMS) software and Fotoware Digital Asset Management Systems will also be highly regarded. The successful candidates will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance and be available to work on-site at Australian Parliament House on a regular basis. DPS supports flexible working arrangements appropriate to the role, please enquire for further information. **Duties**

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.
- Tertiary qualifications in relevant fields; and relevant experience in performing similar roles within a gallery, museum or similar organisation will be well regarded.
- Previous experience and proficiency in the operation of Vernon CMS or other collection management systems and location tracking systems.
- This role requires Working at heights certification or the willingness to obtain.
- Obtaining and maintenance of an Elevated Work Platform Licence below 11m may be required for specific projects.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Jacqueline Jordan, (02) 6277 2765
Agency Recruitment Site	https://jobs.dps.gov.au/

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Employment and Workplace Relations

Vacancy VN-0744750

Comcare

Closing Date:Monday 29 July 2024

Scheme Management Group
Office of the Chief Data and Analytics Officer Team

Job Title	Director Data Operations and Products
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Launceston TAS
Salary	\$149,044 - \$169,128
Classification	Executive Level 2
Position Number	3003
Agency Website	

Job Description

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

Group and Team Overview

Scheme Management Group (SMG) contributes to Comcare's purpose to promote and enable safe and healthy work through excellence in scheme design and management. SMG is insight driven and works with scheme participants to achieve sustainable and better practice national schemes.

This work supports evidence-based decision-making and will assist Comcare achieve its corporate goal of excellence in scheme management and design.

The Office of the Chief Data and Analytics Officer (OCDAO) team is part of SMG and is responsible for ensuring that Comcare takes a mature and sophisticated approach to the management and use of data. To achieve that, the OCDAO works across Comcare to:

- Improve enterprise data governance.
- Foster a data driven organisational culture.
- Deliver better insights through new platforms and capability uplift.

- Ensure data architecture and data models cater for versatile reporting and analytics needs.
- Delineate impacts within our data environment to facilitate a better understanding and implementation of effective controls.
- Create a framework that helps people understand their responsibilities when it comes to data.
- Embed continuous improvement in process and quality of data captures.
- Ensure consistency in the description of common data terms.
- Ensure data is leveraged effectively to solve business problems.
- Enable data capability gaps to be identified and addressed across Comcare so that Groups can be more self-sufficient in working with data.

The OCDAO has a dynamic culture that values purposeful work, making a positive impact and integrity. As part of this, it promotes a culture of valuing others, commitment, wellbeing, opportunity and celebrating achievements.

Data Operations and Products develop the ability of Comcare to acquire, use and share information, in order to develop greater insights and guide priorities related to the management and design of Comcare's scheme.

This work supports evidence-based decision-making and will assist Comcare achieve its corporate goal of excellence in scheme management and design.

Duties

The Director Data Operations and Products will be responsible for making sound decisions related to strategic and operational matters with a specific focus around the application of data governance, performance reporting, analysis and data science to improve outcomes for Comcare.

The Director provides strategic leadership and expertise to a team responsible for delivering performance reporting, data science, analytical and intelligence insights for the Comcare scheme.

As Director you will play a key role in building organisational capability through assisting in the progression of Comcare's data strategy, providing oversight and leadership on a number of projects aimed at improving Comcare's data maturity.

Primary responsibilities:

1. Develop and maintain an extensive understanding of Comcare's responsibilities, strategic objectives and operational outcomes to ensure team strategies and priorities are aligned.
2. Support and lead the wider team and business area in data management, data science, business intelligence and analytical matters.
3. Gather and analyse information from multiple sources to identify trends within the scheme and jurisdiction.
4. Lead the team in responding to business requests for data and analysis to enable sound and informed decision making.
5. Manage systems and applications such as Data Warehouse and Business Intelligence products which enable performance reporting and analytics.
6. Support and promote data governance procedures and data sharing protocols and deliver programs of work such as data quality initiatives.
7. Lead and manage a team including developing, coaching and mentoring employees, and building commitment to shared team and agency wide goals.

Eligibility

1. Australian citizenship.
2. Character clearance (police records check).
3. Health clearance.
4. Six months probationary period for new engagements.

5. Ability to obtain and maintain a Baseline Security Clearance.

Mandatory Qualifications and Experience

- Demonstrated experience designing and executing delivery of effective whole of agency frameworks or projects.
- A relevant degree or industry qualifications.

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Recruitment@Comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0744814

Comcare

Closing Date:Sunday 28 July 2024

Claims Management Group (CMG)

Job Title	Executive Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$119,133 - \$141,953
Classification	Executive Level 1
Position Number	TBC
Agency Website	

Job Description

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

The Claims Management Group contributes to Comcare's purpose to promote and enable safe and healthy work by delivering high quality claims management services. The Claims Management Group strives to improve our claims management service and achieve better outcomes for our clients, stakeholders and the community.

Duties

The purpose of the role of Executive Officer is to maximise the productivity of the General Manager of the Claims Management Group and broadly the Group itself. This is achieved by anticipating, identifying, analysing and acting effectively on issues and/or influences impacting the work of the General Manager and establishing systems for the efficient and effective management of their office and the Group.

Primary Responsibilities

1. Provide strategic and governance support, analysis, guidance and advice including preparation and coordination of briefing materials, reports, submissions, management of critical tasks and projects for the General Manager, whilst ensuring the General Manager is briefed on topical/significant issues.
2. Establish and maintain key strategic internal and external stakeholder relationships through periods of change, resolving conflicts and managing sensitivities.
3. Maximise the productivity and effectiveness of the General Manager of the Claims Management Group and the Group as a whole.
4. Manage critical tasks, interpreting the General Manager's needs, anticipating priorities and ensuring clear communication and information flow to meet the objectives of the Group.
5. Influence and manage outcomes and team performance including through modelling positive behaviours and promoting a climate of change and continuous improvement.
6. Lead, contribute to and support the Group's deliverables and actions as identified and agreed to for delivery of the Business Plan.
7. Lead the coordination of the Leadership group meetings as well as: Business as usual activities, or specific actions or projects listed in the business plan.
8. Assist the General Manager and Group to develop strong relationships with key stakeholders and influence stakeholders as required.
9. Build a broad and robust network and lasting partnerships with colleagues, management and Executive.
10. Create an environment in which the General Manager's office is approachable, professional, constructive, and highly effective.

Desirable Qualifications and Experience

- Tertiary qualifications in administration, business or a health-related field.

Eligibility

1. Australian citizenship.
 2. Character clearance (police records check).
 3. Health clearance.
 4. Six months probationary period for new engagements.
 5. Ability to obtain and maintain a Baseline Security Clearance.
 6. Special Conditions:
- Ability to travel occasionally including overnight absences.

Notes

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

About the Comcare

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To Apply

Position Contact	recruitment@comcare.gov.au, 02 6275 0000
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Comcare

Closing Date: Sunday 28 July 2024

Claims Management Group

Job Title	Senior Director, Claims Management Operations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$149,044 - \$169,128
Classification	Executive Level 2
Position Number	TBC
Agency Website	

Job Description

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

Team Overview

The Claims Management Group contributes to Comcare's purpose to promote and enable safe and healthy work by delivering high quality claims management services. The Claims Management Group strives to improve our claims management service and achieve better outcomes for our clients, stakeholders and the community.

Duties

The Senior Director, Claims leads all aspects of Comcare's Claims Management Operations. The role implements the agency's claims management strategy and operating model with particular focus on client outcomes, service delivery and scheme sustainability. Directors and large teams of claims management professionals responsible for claims management, claim review, and the management of claims service providers (third party providers) report to the Senior Director. The Senior Director often leads engagement with Australian Public Service (APS) agencies in relation to claims and on behalf of Comcare. The Senior Director is engaged in Comcare organisational direction and strategy generally, and particularly in relation to claims management and related services. The Senior Director reports to the General Manager, Claims Management.

Primary Responsibilities:

1. Develop, lead and refine, with the General Manager and Comcare Executive, the agency's claims management strategy and operating model in alignment with Comcare's strategic priorities and corporate plan.
2. Act as a principal professional or technical advisor in an area of expertise.
3. Deliver Comcare's claims management operations in line with the claims management strategy and operating model, including the achievement of claims management targets and the successful completion of improvement projects.
4. Monitor claims management activities and compliance with Comcare's rules and objectives.
5. Operate under broad direction and exercise a significant degree of independence.
6. Make decisions of major significance to the agency which may include framing and shaping of policies, the setting of long-term objectives or impact on the outcome of a program or major project.
7. Make decisions on how claims will be managed and be the decision maker for claim decisions, particularly complex or sensitive claim decisions.
8. Work across Comcare, our client agencies and with providers and other stakeholders, to focus on consistent claims management, positive claim outcomes, sharing information and better practice, and resolving conflicts.

9. Lead a number of large teams in accordance with APS and Comcare requirements including human resource, financial management and procurement requirements. Develop and manage teams including working with teams to ensure appropriate resourcing for different functions in line with claim numbers, injury types and outcomes.
10. Connect and integrate claims management with other functions of Comcare and across the APS including leading Comcare's representation and activities. Link claims management with Comcare's role as insurer, WHS regulator and national authority on prevention, early intervention and rehabilitation in maintaining awareness of current developments in the field of work, anticipating their impact on the work area and responding appropriately to mitigate risk.
11. Model positive and effective personal development and leadership skills to facilitate change, forward thinking, creativity and innovative solutions.
12. Develop, coach and mentor staff to build capability, commitment to shared goals and promote industry best practice.
13. Lead and exemplify a healthy and safe working environment, modelling and promoting ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.
14. Financial stewardship and accountability of the approved financial delegation under the SRC Act.

Qualifications and Experience

Highly Desirable

- Tertiary qualifications in relevant field such as law, health, compensation, business or management.
- Experience in an insurance or injury compensation environment.

Desirable

- Experience working in a public sector context.

Eligibility

1. Australian citizenship.
2. Character clearance (police records check).
3. Health clearance.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Negative Vetting 1 Security Clearance.
6. Special Conditions:
 - Hold and maintain a motor vehicle driver licence for at least a motor car.
 - Some intra and interstate travel is required, including overnight absences.
 - Participate in an after-hours on-call roster (where operational necessities dictate).

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	recruitment@comcare.gov.au, 0262750000
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0744816

Comcare

Closing Date: Sunday 28 July 2024

Claims Management Group

Job Title	Senior Director, Claims Enablement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	\$149,044 - \$169,128
Classification	Executive Level 2
Position Number	TBC
Agency Website	

Job Description

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

Team Overview

The Claims Management Group contributes to Comcare's purpose to promote and enable safe and healthy work by delivering high quality claims management services. The Claims Management Group strives to improve our claims management service and achieve better outcomes for our clients, stakeholders and the community.

Duties

Role Overview

The Senior Director Claims Enablement, is responsible for leading the enabling functions of the Claims Management Group, focused on performance, quality/improvement, contracted services and client experience. The enabling functions are responsible for supporting efficient and effective operations resulting in excellence in client experience, delivering a sustainable scheme and driving health and work outcomes. This position is responsible for overseeing and implementing strategies to enhance performance, maintain high standards of claims management, and drive continuous improvement initiatives across all facets of Claims operations. They are also responsible for leading the contracted services function that oversees the delegated claims program, clinical panellists, and independent medical examiners.

The Senior Director of Claims Enablement is responsible for leading the following:

1. Develop and implement the performance function: Define performance practice and culture, lead the Data & analytics strategy for Claims Management Group, ensure clear performance metrics and targets at all levels within the Group.
2. Lead the delivery of effective and efficient operational processes.
3. Lead WHS focus and practice across the group including the WHS risk register and HSRs
4. Lead the Census action plan for the group to drive positive movement in CMG employee satisfaction.
5. Quality assurance: Establish and enforce quality standards to ensure products or services meet or exceed customer expectations.
6. Continuous improvement: Lead efforts to identify inefficiencies, streamline processes, and implement best practices to drive continuous improvement.
7. Cross-functional collaboration: Work closely with executive, senior directors, and directors across various teams within the business to align goals, share best practices, and implement improvement practice.
8. Lead out CMGs approach to training, coaching and development for the various roles that sit within the group.
9. Reporting and communication: Prepare regular reports and presentations to communicate performance insights, improvement initiatives, and outcomes to stakeholders at all levels of the organisation.
10. The Senior Director will demonstrate strategic leadership capability, superior people management skills and an ability to achieve organisational objectives through leading, contributing and collaborating with relevant internal and external stakeholders.
11. Keep up to date with best practice Customer Experience practices to support a customer centric culture and practice within the CMG.
12. The Senior Director will have responsibility for driving the coordination of strategies, plans and activities that support Comcare's approach to effective Claims Management. The role will oversee CMGs enabling teams – Client Experience, Complaints, Capability, Strategy & Governance, RTW, and provide oversight to the General Manager.

Qualifications and Experience

Desirable

- Bachelor's degree in business, or a related field; advanced degree preferred.
- Proven experience in leading enabling functions, performance improvement, continuous improvement and/or quality assurance in an operational context.
- Familiarity with Lean Six Sigma or other process improvement methodologies is a plus.

Eligibility

1. Australian citizenship.
2. Character clearance (police records check).
3. Health clearance.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Negative Vetting 1 Security Clearance.
6. Special Conditions:

- Some intra and interstate travel is required, including overnight absences.

Notes

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To Apply

Position Contact	recruitment@comcare.gov.au, 0262750000
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0744783

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Monday 29 July 2024

USI Division
USI Registrar Corporate Services, Communications and Stakeholder
Relations/Policy, Data and Compliance

Job Title	Assistant Director Corporate Services, Communications and Stakeholder Relations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$120,636 - \$133,328
Classification	Executive Level 1
Position Number	24/2091
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Director Corporate Services, Communications, Stakeholder Relations and Customer Service, the Assistant Director leads and supports the office to deliver strategic priorities, including providing strategic advice on communications, finance and procurement issues and risks. The successful candidate will possess strong communication, organisation and leadership skills, including experience in stakeholder engagement.

Duties

Responsibilities of the Assistant Director Corporate Services, Communications and Stakeholder Relations may include:

- Leading a small team performing diverse tasks to deliver business outcomes and contribute to a positive workplace culture.
- Managing a range of frontline service delivery channels to students, education and training providers, and employers.
- Administering corporate and financial management functions, including the day-to-day administration of the office.
- Providing advice, information and guidance on procurement related matters to staff across the authority to provide governance and support good practice in procurement.
- Delivering high quality external relations and leading all external relations activities, including communications, branding, outreach activities and engagement functions.
- Being able to develop productive relationships, work collaboratively and negotiate outcomes with colleagues and stakeholders.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a **Baseline** security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia’s economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Andrea Lindsay, 08 8402 9246
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0744817

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 29 July 2024

USI Registrar
USI Registrar Policy, Data and Compliance

Job Title	Assistant Director Policy, Data and Compliance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$120,636 - \$133,328
Classification	Executive Level 1
Position Number	24/2274
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Director Policy, Data and Compliance, the Assistant Director is responsible for implementing and upholding the Student Identifiers Act. The successful candidate will possess strong communication, organisation and leadership skills, including experience in policy/program development and stakeholder engagement.

Duties

Responsibilities of the Assistant Director Policy, Data and Compliance may include:

- Provide expert advice on USI policy adherence and changes to related legislation and regulation, complex problem solving and issues management for internal and external stakeholders.
- Take responsibility for the achievements of own and team outcomes, monitor progress and follow through to deliver quality outcomes.
- Leads and provides guidance and support for measures to protect the privacy of USI account holders and appropriate access arrangements.
- Shaping strategic thinking by undertaking research, coordinating, analysing, and advising on the potential risks, impacts and treatments, including developing program/policy/legislative materials.
- Influencing strategic outcomes through excellent communication and conveying complex issues succinctly to non-expert audiences, including in briefings and submissions for senior executives.
- Proactively identifying new and emerging issues, risk mitigations, opportunities for reform, and recommend innovative solutions, using critical thinking, sound judgement, your own expertise and an awareness of the broader environment.
- Being able to develop productive relationships, work collaboratively and negotiate outcomes with colleagues and stakeholders.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a **Baseline** security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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To Apply

Position Contact	Glen Watson, 08 8306 8775
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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