



Commonwealth of Australia
APSJobs - Vacancies Daily
PS29 Daily Gazette Wednesday - 23 July 2025.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 - 24 July 2025.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 - 24 July 2025.pdf.

Gazette Lodgement Inquiries

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Vacancies

Vacancy VN-0761010

Department of Home Affairs

Closing Date:Tuesday 05 August 2025

Integrity Security & Assurance
Security Branch Security Intelligence and Coordination

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

Job Description

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

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

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

ensuring full compliance as required by Australian Signals Directorate (ASD), Protective Security Policy Framework (PSPF) and Information Security Manual (ISM).

Our ideal candidate

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

Duties

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

Additional information

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

Mandatory

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

Desirable

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

Eligibility

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

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

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

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Vacancy VN-0761004

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

Job Description

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

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

About the role

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

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

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

Duties

The Office Manager will:

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

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

Eligibility

Selection Criteria

The successful candidate will have:

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

Notes

Security Assessment: Designated committees will require appropriate security clearances.

Further information about the department is available on the [DHR website](#).

About the Department of the House of Representatives

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

To Apply

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

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Vacancy VN-0760975

Future Fund Management Agency

Closing Date:Wednesday 30 July 2025

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

Job Description

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

Duties

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

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

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

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

Key Responsibilities

Identity and Access Management

- Maintain Agency identity management security posture, especially from a role-based-access-control and privileged access perspective.
- Lead and guide technical strategies for Identity and Access Management ("IDAM") systems, driving best practices and innovation.
- Govern and support the maintenance of IDAM technologies like Active Directory and CyberArk.
- Ensure regular review and maintenance of the relevant identity and access management standards.
- Assist in the design and implementation of authentication and authorisation mechanisms.

Credential Management

- Provide maintenance and support for the Agency's Password Vault solutions.
- Govern and administer the Agency's password vault and secrets management platforms including password rotation of secrets, maintenance of procedures, vault structures and access requests.
- Play a key role in uplift of credential management / password and secret vault solutions and uplift projects.

Privileged Access Management

- Maintenance and uplift of the Agency's Privileged Access Management ("PAM") solution and framework including supporting documentation.
- Administration of access requests to privileged roles and resources on Agency systems.

- Secure systems and services by onboarding privileged accounts into the PAM solution. Onboard new service providers aligned to least privilege principles.
- Management of service accounts including lifecycle management through processes and technology.
- Establish Principle of Least Privilege access to systems and implement role-based-access-control ("RBAC") group access roles and implement dual-control for highly privileged accounts.
- Monitor and audit PAM solution.
- Provide temporary privileged escalation support when needed.
- Mentor and train Agency teams and users to the PAM framework and usage.
- Management of the PAM managed service provider and support partners.

Research & Evaluation

- Stay up-to-date with the latest product developments pertaining to the Microsoft security toolsets and processes in use.
- Undertake research to contribute to future initiatives and continual security improvements that mitigate information security risks relevant to the Agency.

Continuous Security Improvement

- Identify improvement capabilities within the current security toolsets and processes, actively participating in the planning and implementation of the improvements.
- Assist the Technology Security team with transition of initiatives from proof-of-concept into a production / business-as-usual operational mode, including the development of standard operating procedures, taking the lead as required.

Eligibility

Qualifications

- Be a qualified security professional with demonstrated relevant experience.
- A current certification is desirable.

Knowledge and Experience

- Proficient skills in IDAM tools (CyberArk preferred), privilege access, role-based access control.
- A strong technical background in on-premises services specifically Identity Services and Directory Services.

- Experience with secrets and password management solutions, supporting and managing through the full lifecycle.
- Strong Security architecture experience.

Applicants for this role should hold Australian Citizenship.

Notes

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0761001

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

Job Description

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

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

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

Duties

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

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

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

Eligibility

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

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

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

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

Please note the position is open to Australian Citizens only.

Notes

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0760981

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

Job Description

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

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

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

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

About You

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

Duties

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

Eligibility

Essential requirements

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

Applicants **must**:

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

Notes

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

About the Great Barrier Reef Marine Park Authority

To Apply

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

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Vacancy VN-0760994

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

Job Description

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

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

Duties

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

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

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

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

Eligibility

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

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

Notes

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, 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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Library of Australia

To Apply

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

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Vacancy VN-0760997

National Library of Australia

Closing Date:Sunday 10 August 2025

Digital Technology Operations

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

Job Description

nla.nga.net.au/cp/

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

Duties

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

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

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

To succeed in this role, you must have:

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

The following will be highly regarded:

- Proactive security approach including but not limited to application hardening, Operating System configuration, server and firmware upgrades and other Essential Eight mitigations.
- Possession of relevant industry certifications such as CompTIA Security+ or Certified Information Systems Security Professional (CISSP), or relevant experience.
- Scripting, especially with PowerShell, for automation repetitive tasks to improve efficiency and streamlining the patching process.

Eligibility

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

The preferred applicant must be able to obtain and maintain a baseline security clearance.

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

Notes

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, 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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Library of Australia

To Apply

Position Contact	Mariusz Kalinowski, (02) 6262 1632
Agency Recruitment Site	nla.nga.net.au/cp/

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Vacancy VN-0760941

National Offshore Petroleum Safety and
Environmental Management Authority (NOPSEMA)

Closing Date:Friday 22 August 2025

Regulatory Operations
Perth

Job Title	Executive Director - Regulatory Operations (Well Integrity and Risk-Based Regulation)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	\$323,697 - \$339,288
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA' policy.
Classification	Executive Level 2
Position Number	13520
Agency Website	https://www.nopsema.gov.au/

Job Description

<https://www.nopsema.gov.au/about/careers>

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred.

NOPSEMA also administers the functions of the Offshore Infrastructure Regulator (OIR), for the offshore renewables industry. This includes the regulation of work health and safety, infrastructure integrity, and environmental management for offshore renewable energy infrastructure activities.

Working with NOPSEMA provides an opportunity to make a real difference to people working in Australia's offshore oil and gas and energy industry.

Role:

NOPSEMA is currently seeking an experienced dynamic Executive Director with extensive experience in providing leadership and management in the operations of a regulatory organisation and/or a major hazard industry, including a strong background in understanding and managing operational risk across the lifecycle of assets and wells to join its Regulatory Operations Division in our Perth Office.

Why work for NOPSEMA?

As a highly skilled, agile, and competent regulator, our people are our number one asset. NOPSEMA offers competitive remuneration packages, five weeks annual leave, 18 personal leave days per annum, 18 weeks paid parental leave, 15.4% superannuation contribution and flexible working arrangements.

Guided by our values of professionalism, ethics, independence, leadership and collegiality the decisions we make and the actions we take affect individuals, businesses, communities and the environment. Our people can make a difference. Grow your career in the offshore energy sector. Be a part of Australia's future and apply today.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nations people, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

If you are an experienced senior leader with significant leadership experience and proven track record in a regulatory environment and/or major hazard industry, apply now and take the next step in your career with this exciting opportunity.

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

Applications must be submitted by the closing date. Any applications received beyond the closing date will not be considered.

Please note this recruitment process will be valid for a period of 18 months and may be used to fill ongoing and non-ongoing positions within the Australian Public Service at this level or similar that arise over the 18-month period.

Duties

Key responsibilities:

In managing the objectives and risk based regulatory approach, you will be responsible for leading and guiding the ongoing regulatory operations of the well integrity function and integration of the function into other Regulatory Operations Division lifecycle activities.

As an experienced senior leader who can drive a strategic and risk-based approach to regulating well integrity risk across industry, you will provide oversight of the use of regulatory powers to result in fair, consistent and defensible regulatory outcomes and lead the promotion, advice and influence activities to titleholders and industry across all well integrity and lifecycle topics including external representation and presentations.

You will work closely with the Deputy CEO – Regulatory Operations and other Executive Directors and Directors to plan and deliver activities, manage resources across the function and evolve the division.

About you:

To be successful in this role, you will be an experienced senior executive with significant demonstrated experience in an objectives and risk based regulatory industry including permissioning based documentation, where hazards, risks and controls are systematically assessed and documented.

You must be able to demonstrate the ability to lead change in raising the effectiveness and efficiency of well integrity regulatory operations and cultivate and enhance organisational health, including liaising effectively and collaboratively with colleagues and other organisations.

Eligibility

You will be required to pass a pre-employment medical assessment and maintain medical fitness.

You must pass and maintain a security clearance to a level appropriate for the position.

You will be required to obtain and maintain a Maritime Security Identification Card (MSIC) clearance.

You must be able to pass and maintain Basic Offshore Safety Induction and Emergency Training (BOSIET).

Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including national police clearance and declaration of conflict of interest.

NOPSEMA staff are prohibited from trading in oil and gas resources and/or offshore renewable electricity sector shares.

This position requires the employee to be available to monitor, read, and respond to contact from NOPSEMA or a third-party on a work-related matter outside of their ordinary hours of work.

Notes

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

About the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

NOPSEMA is Australia's independent regulator for health and safety, well integrity and environmental management for offshore petroleum and greenhouse gas storage activities in Commonwealth waters (comprising the first three nautical miles of the territorial sea) and in coastal waters where regulatory powers and functions have been conferred. For more information see [nopsema.gov.au](https://www.nopsema.gov.au)

To Apply

Position Contact	Senior HR and Safety Adviser, (08) 6188 8853
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0760955

Office of National Intelligence

Closing Date:Wednesday 06 August 2025

Quality Assurance Office

Job Title	Assistant Director QAO Audit and Compliance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$125,162 - \$141,470
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	Various
Agency Website	

Job Description

<https://www.oni.gov.au/vacancies>

The Assistant Director Quality Assurance Office (QAO) Audit and Compliance position requires a combination of security policy and/or vetting expertise, coupled with strong communication and customer engagement skill.

You will enable this enterprise-level capability that assures the quality, consistency, and transferability of the highest-level security clearance. You will drive the development and delivery of audit activities that cover all components of the highest-level security clearance and produce compliance reporting to inform a range of customers, including security professionals and high-level executive boards.

You will provide expert policy advice and manage stakeholder engagement across the NIC and wider government. You will be part of a team of specialists that deliver this whole-of-government capability.

Who are we looking for?

We are looking for driven and enthusiastic individuals with strong communication and stakeholder engagement skills. You will excel at working collaboratively with internal and external stakeholders to achieve the best outcomes.

You are comfortable working in a diverse working environment and engaging with people ranging from new to senior staff from various backgrounds, generations and personality types.

You work with a solutions focus, combining knowledge and experience, critical and creative thinking, and sound judgement to manage the various types of issues/situations that may arise.

Duties

- Develop and improve processes and practices for quality assurance audits, including participating in and leading audit activity.
- Develop and manage assurance and compliance business intelligence reporting that informs key stakeholders.
- Review and propose updates to security clearance policies in accordance with audit outcomes.
- Ensure audit capabilities remain contemporary, fit-for-purpose, and aligned with relevant wider government policy.
- Collaborate with other government agencies and key stakeholders to deliver audit and compliance activities.

Eligibility

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: ‘willing to undergo’ means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, -
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0760957

Job Title	Assistant Director QAO Insider Threat Capability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$125,162 - \$141,470
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	Various
Agency Website	

Job Description

<https://www.oni.gov.au/vacancies>

The Assistant Director Quality Assurance Office (QAO) Insider Threat Capability position requires you to manage a small team of specialists that develop and maintain contemporary insider threat policy advice.

The team is responsible for providing insider threat policy expertise and managing stakeholder engagement across the National Intelligence Community and broader Australian government.

A key component of the role is the development, delivery and coordination of insider threat program training packages. You will be part of a team of specialists, developing their skills and expertise to help deliver this whole-of-government capability.

Who are we looking for?

We are looking for driven and enthusiastic individuals with strong communication and stakeholder engagement skills. You will excel at working collaboratively with internal and external stakeholders to achieve the best outcomes.

You are comfortable working in a diverse working environment and engaging with people ranging from new to senior staff from various backgrounds, generations and personality types.

You work with a solutions focus, combining knowledge and experience, critical and creative thinking, and sound judgement to manage the various types of issues/situations that may arise.

Duties

- Develop, implement and maintain best practice guidelines for insider threat management
- Review and propose updates to security clearance policy
- Collaborate with key stakeholders and other government agencies to assist with insider threat capability uplift
- Engage with domestic and international partners on insider threat best practice
- Contribute to the development and delivery of training programs and engagement activities.

Eligibility

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: 'willing to undergo' means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, -
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Agriculture, Water and the Environment

Vacancy VN-0761015

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 06 August 2025

Plant Exports Branch Business Systems Program

Job Title	Program Administration Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$84,794 - \$93,020
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/610
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Plant and Live Animal Exports, Animal Welfare and Regulation Division** supports Australian agriculture industries and the government through development of animal welfare policy

for export and domestic issues; management of policy, operations and certification for the export of live animals, animal reproductive material, plants, and plant products; management of the government priority to phase out live sheep exports; and we foster regulatory stewardship across export related functions.

The **Plant Exports Branch (PEB)** facilitates trade and market access through the development of technical operational phytosanitary export inspection and certification policies. The branch does this by developing and implementing policies and guidance materials that ensure Australian horticulture, grain and other plant-based exports meet Australia's export legislation, international obligations and importing country conditions. The branch has a key role in advancing Australia's market access priorities by actively engaging in overseas market access negotiations. The branch works with all participants in the export pathway to continuously improve the export framework and ensure expert advice and support is available to the horticulture and grain export industries. In addition, the branch administers the development and training of authorised officers to conduct inspections.

The **Business Systems Program** is responsible for:

- Developing and implementing certification and audit policies.
- Providing advice and technical expertise on certification and audit policies.
- Supporting the executive with internal business assurance and risk management activities.
- Maintaining plant export systems including EXDOC, Micor and PEMS.
- Managing the branch's finances and resources and liaising with relevant stakeholders for budgets and forecasting.

Duties

The Job

We are seeking a motivated, detail-oriented and well organised person to provide high-level administrative support to the program. Key responsibilities include, but are not limited to:

- Providing administrative support to the program including:
 - Plant export certification charging
 - Plant export annual establishment charging
 - Assessment of export registered establishment applications
 - Mailbox management, ensuring timely and accurate responses to inquiries.
 - Assist with end-of-month forecasting and journal processing as required.
- Contribute to the development, implementation, and continuous improvement of instructional materials that support the administration role.
- Assisting with the preparation and issuance of regulatory decisions in accordance the relevant legislation.
- Administering the team SharePoint site including managing user access, maintaining content and ensuring functionality.
- Identify and implement opportunities for process improvements within the role.
- Providing information and support to key export reform initiatives across the department.

Eligibility

What we are looking for

Knowledge and experience

- The ability to interpret legislative and regulatory frameworks and how to apply them.
- Ability to develop plans and objectives for short-term tasks of the work area and contribute to strategic planning for longer-term initiatives of the section.
- Proficiency in the use of Export systems and the ability to learn new systems quickly.
- Experience in developing instructional material.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/vetpaths>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kylie Collet, 02 6272 3976
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0760933

Attorney-General's Department

Closing Date: Wednesday 06 August 2025

Corporate Services
Data, Evaluation and Behavioural Insights

Job Title	Senior Data Scientist
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$119,142 - \$144,694
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	0231/25_ES/CSD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=51BE9463-9112-FAF5-761C-E4078F4E0694>

To obtain a copy of the Candidate Information Kit for this vacancy, please click on the 'Apply Online' button to the left of this advertisement.

Duties

Employment Opportunity

The Data, Evaluation and Behavioural Insights Branch works to improve decision-making and policy development through better use of data and behavioural insights. We are a collaborative area that is passionate about tackling important problems with creative solutions. Our people come from diverse backgrounds (including economics, law, graphic design, national security, evaluation, data science and behavioural science), with different ways of working and thinking. Our work sits at the intersection of data, policy, and law and provides the opportunity to work with diverse areas and subject-matter experts across domains. Leading in expertise and knowledge on issues related to data analysis, data visualisation, data policy, behavioural insights and program evaluation, we are flexible, influential and collaborative.

Our branch is seeking a highly motivated Senior Data Scientist to lead and shape cutting-edge AI and business intelligence initiatives. You will join a growing, collaborative and high-performing Data Science Team that supports the AGD's national-level priorities across law, policy, security and digital transformation. As a senior leader in the team, you will drive delivery of projects across Generative AI, LLMs/SLMs, predictive modelling, OCR, and BI solutions such as interactive

dashboards and advanced analytics. The role spans the full data lifecycle --from data wrangling to deployment --and requires technical excellence, creativity and strategic thinking. You will work closely with multidisciplinary teams from legal, policy, evaluation, national security and behavioural science backgrounds, translating complex data into insights that inform critical decisions and reform.

Key Responsibilities:

- Lead and deliver multiple concurrent AI and BI projects, including those using LLMs, GenAI, OCR and predictive modelling.
- Design, develop and maintain interactive dashboards and AI-powered data products using Python, SQL and Power BI.
- Contribute to the evaluation, governance and responsible use of AI, supporting the development of internal AI frameworks and standards.
- Translate business and policy challenges into AI solutions through close consultations with internal stakeholders.
- Mentor and guide junior teams in technical development, solution design and stakeholder engagement
- Communicate effectively across technical and non-technical audiences, including presenting to senior executive stakeholders

How you can help us make a difference

To be successful, you will:

- Be highly proficient in Python, including libraries such as pandas, scikit-learn, transformers (Hugging Face) and PyTorch or TensorFlow.
- Understand LLM inference, prompt engineering and fine-tuning, with hands-on experience deploying GenAI models in practice.
- Be confident working with structured and unstructured data and have strong SQL skills for data querying and transformation.
- Have experience developing data products in Power BI or other dashboarding tools.
- Work independently and strategically while contributing to a highly collaborative team environment.
- Demonstrate initiative, resilience and professionalism in a dynamic environment.
- Translate complex data science concepts into actionable insights for a variety of stakeholders, including legal and policy staff.

Additionally, it would be desirable to have:

- Tertiary qualifications and experience in mathematics, data science, computer science, AI/ML or a related field.
- Experience leading applied AI projects within government or a complex, multi-stakeholder environment.
- Understanding of AI ethics, bias, risk and evaluation frameworks.
- Experience delivering capability uplift, coaching junior staff and embedding data science in business workflows.
- Familiarity with DevOps/MLOps practices and cloud platforms such as Azure or AWS.

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

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

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments: hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

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

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Lily li, (02) 6141 6775
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=51BE9463-9112-FAF5-761C-E4078F4E0694

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Attorney-General's

Vacancy VN-0760976

Attorney-General's Department

Closing Date:Sunday 10 August 2025

Public Law & Modern Slavery
Office of Legal Services

Job Title	Assistant Director, External Legal Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$119,142 - \$144,964
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	0235/25_II/IFD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=9D934C7A-3375-067B-344B-E407CAF4F209>

To obtain a copy of the Candidate Information Kit for this vacancy, please click on the 'Apply Online' button to the left of this advertisement.

Duties

Employment Opportunity

The External Legal Services Team (ELS) is a collaborative, motivated and innovative team that has frequent interaction across government entities and the private sector legal industry. An opportunity exists for an Assistant Director or Senior Legal Officer to join ELS to fill an ongoing vacancy. The position offers an excellent opportunity to gain an understanding of Commonwealth legal needs and risk whilst develop strong working relationships across the Commonwealth and the private sector legal industry.

The ELS is responsible for the administration and management of the Whole of Australian Government Legal Services Panel (the Panel) as well as certain reporting obligations as set out in the Legal Services Directions 2017 (Directions). The Panel is made up of 51 private sector legal services providers appointed to one or more of the six broad areas of law that are utilised to service the Commonwealth's legal needs and compliment services provided by the Australian Government Solicitor.

As part of the management of the Panel on behalf of the Commonwealth of Australia we routinely provide advice on areas such as:

- relationship and contract management advice with external legal services providers and Commonwealth entities
- access to external legal services
- practice management advice and best practice for external legal procurement
- advice on matters relating to engagements with external legal services providers
- managing the Head Agreement and associated obligations on parties to the agreement
- compliance with the Directions for legal expenditure
- provide secretariat support to the Commonwealth Legal Practice Managers Forum
- administer the Legal Panel Portal.

How you can help us make a difference

Executive level staff in ELS are proactive, collaborative problem-solvers and team players, with a wide variety of skills. We are looking for candidates with skills covering:

- supervision of staff
- developing and maintaining strong working relationship across Commonwealth legal teams and private sector suppliers
- leading engagement on specific projects/taskings with Commonwealth entities and/or private sector stakeholders
- confidence in providing sound and considered policy and legal advices (where appropriate)
- developing materials for and leading presentations
- strong analytical and critical thinking skills to identify and develop workable solutions while exercising sound judgement

- ability to work flexibly and support others to meet team and branch goals
- strong negotiation skills and the ability to quickly develop and maintain strong relationships in fast-paced and sometimes tense situations
- excellent time and risk management skills
- ability to think strategically and consider how decisions made today influence or can affect decisions of tomorrow
- the ability to set and implement team goals; and work collegiately to achieve the desired outcome
- a legal qualification, while not essential, would be desirable.

In addition to those already engaged in the Public Service we strongly encourage applications from suitably qualified persons from the private sector who have experience in practice administration/management, procurement or senior administrative roles.

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

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

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments: hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

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

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Christopher Carmichael, 02 6141 5949
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=9D934C7A-3375-067B-344B-E407CAF4F209

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Attorney-General's

Vacancy VN-0761002

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 06 August 2025

Intelligence
Mission Coordination and Analysis Strategic Analysis and Outreach

Job Title	Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$94,563 - \$105,909
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	6117_07/25_MCA
Agency Website	https://www.acic.gov.au/

Job Description

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

Intelligence Analysts within the Criminal Intelligence Assessments Team provide key support to securing the aviation and maritime environment by conducting analysis and assessment of information used to produce Criminal Intelligence Assessments. Working with a range of internal and external stakeholders, these assessments directly support the CEO's decision-making responsibility regarding the suitability of Aviation and Maritime Security Identification Card applicants. Intelligence Analysts have strong written and verbal communication skills, the ability to think critically and the drive to tackle complex problems.

With access to unique ACIC capabilities including human intelligence, coercive examinations, and physical and technical surveillance, Intelligence Analysts also craft intelligence products that inform emerging risks and threats in the criminal operating environment. They further develop their skills by interpreting, considering and applying administrative law processes in an intelligence environment, to ensure that individuals with links to serious and organised crime cannot gain access to our airport and port facilities for criminal purposes.

This process will be used to develop a pool of suitable candidates for consideration of other Intelligence Analyst vacancies that may arise.

Duties

Our ideal candidate

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

- Develop a range of high-quality intelligence products that clearly inform operational and policy responses to transnational serious and organised crime and meet stakeholder needs under limited direction.
- Exercise initiative and good judgement in applying advanced data interrogation, research capabilities and threat assessment methodologies, including the use of information technology to undertake analysis and assess complex threats.
- Strong analytical & communication skills which are underpinned by strong critical thinking skills.
- Captures insights from intelligence operations and investigations, and work effectively across analytical and collection teams to enhance intelligence outcomes.
- Maintains high level understanding of the serious and organised crime environment to identify priorities, including new and emerging threats, and significant criminal activity impacting Australia.
- Well-developed knowledge and understanding of relevant legislative, regulatory, and policy frameworks within an intelligence or law enforcement environment.
- Leads inter-disciplinary and inter-agency collaboration to strengthen networks, promote information and intelligence sharing, capability development and support a shared understanding of agency objectives.
- Promote a collegiate culture of continuous improvement through mentoring and leadership.
- Ability to travel when required.

Eligibility

Essential qualifications

- Ability to successfully complete the Criminal Intelligence Development Program Level 1 and level 2

Desirable qualifications

- Relevant tertiary qualifications and/or thematic knowledge of serious and organised crime and the factors that drive and influence crime.

Eligibility

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

Notes

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

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

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Patrick, 0477 360 298
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General’s

Vacancy VN-0760992

Job Title	Property Planning - Leasing Team Member
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$99,285 - \$107,559
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	14869
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/14869/>

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year

- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from interested applicants wishing to be considered for the role of Band 5 Team member Property Leasing & Engagement Team sitting under Property Planning & Futures Section (PP&F) which resides within the Property Command.

PP&F provides advice to a broad range of groups including the AFP's Senior Leadership, property forums and business areas. This advice seeks to inform them on matters relating to the strategy and/or planning to deliver future infrastructure, facilities and property-based solutions.

PP&F also continually test the viability of leased properties against:

- Workforce planning advice.
- Directions from the Executive.
- Announcements from Government.
- Principles and objectives of the AFP's Strategic Property Plan.
- Market best practices and data.

Outcomes enable PP&F to know the future suitability of properties across the AFP's diverse Property Portfolio.

In response, PP&F develop funded strategies to ensure the Property Portfolio is every evolving to ensure it maintains its principal role of, supporting the delivery of law enforcement capabilities/operations and accommodating the AFP's skilled workforce and assets.

PP&F deliver a primary advisory function in the AFP, through the provision of corporate knowledge and industry advice to inform property and accommodation solutions. PP&F charter of services are wide ranging.

What will you do?

Reporting to the Band 7 Team Leader Property Leasing & Engagement Team, the team member will work as part of a small and cohesive team. The role will contribute to the operation of the PP&F by delivering a broad range of tasks including:

- Directing the provision of general leasing advice on properties and understanding best practice to benefit the strategic direction of the Australian federal Police.
- Applying contemporary business improvement and change management knowledge, to drive innovation, enhance Property Command service delivery and facilitate effective change.
- Make informed strategic business decisions relating to priorities, governance, risks, and resource management, ensuring minimal impact and pressure on Property Command.
- Assist in identifying work practices and policies and ensure alignment with up-to-date policy and governance frameworks.
- Building and maintaining strong relationships with internal and external stakeholders and actively pursuing opportunities for cooperation and information sharing.
- Taking a proactive approach to drive team performance, supported through clear direction, goal setting, health and wellbeing of individuals, and career development
- Modelling critical behaviours to promote a positive workplace culture and
- Having the ability to complete additional tasks at the direction of the supervisor or Senior Leadership.

Eligibility

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 security clearance or the ability to obtain one.
- A sound understanding of Property leasing processes is desired but not essential.
- Highly developed writing skills
- Sound planning & time management capabilities
- Strong interpersonal skills

Notes

Additional Information

- This role is located in ACT and applicants are expected to be based in ACT.
- This role is an AFP Band 5 level.

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Danielle Adams, 51264943
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14869/

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Defence

Vacancy VN-0760812

Department of Defence

Closing Date:Wednesday 06 August 2025

Deputy Chief of Navy
COS - Navy Headquarters

Job Title	Publication Author/Editor - Multiple Positions
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	Executive Level 1
Position Number	NAVY/06153/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E28A1E19-690E-B2D1-7FAD-E4069F409780>

Duties

The Role

The Directorate of Navy Governance is seeking 2 x EL1 Publication Author/Editors who are required to manage and implement the Navy Library's (N Library) authoring support program on behalf of SO1 N Library and undertake editorial tasks for publications authored by other Navy areas.

The N Library is Navy's knowledge repository and contains Navy's policies, frameworks, systems of management, orders, processes, instructions and procedures that facilitate the achievement of the Navy Mission. EL1 Publication Author/Editors will be required to maintain, update or facilitate access to this knowledge and ensure current, harmonised and accurate content that demonstrates Navy's compliance with Commonwealth legislations and Defence policy.

Applicants need to demonstrate skills and abilities in relation to some/all of the following key duties:

- Manage and implement the Navy Library's authoring support program on behalf of SO1 N Library.
- Review, revise and author complex documents, governance frameworks and systems of management, including those that facilitate Navy's achievement of the Seaworthiness outcome, while ensuring alignment with existing N Library content.
- Work in co-operation with, and on behalf of, sub-library managers to ensure that policy is implemented through the development of Australian Navy Publications (ANPs) for inclusion in the N Library.
- Develop and implement an authoring program of work for designated sub-library managers.
- Develop a deep understanding of Navy, its functional architecture and governance model, and related interactions within the One Defence model.
- Be/become an expert in the Defence writing style with an ability to structure disparate content into a concise, readable format that is aligned to the N Library structure.
- Assist stakeholders in understanding the N Library authoring process and their obligations with respect to achieving authoring outcomes.
- Ability to exercise initiative and judgement in the interpretation and application of policy, practices and procedures.

About our Team

You will be part of the Navy Governance Directorate that consists of a blended workforce of ADF and APS staff. The key part of your role will be working with the Navy Library which supports Navy's Leadership, Governance and Operational Outcomes. It is the online repository for guides, manuals, policy, process and other supporting documentation required by Navy.

The N Library Program provides authoring support services to assist sub-library managers with maintaining their sub-library content. You will be accountable for the development and implementation of the N Library's authoring program for a subset of designated sub-libraries. In addition, you will be required to work collaboratively with sub-library subject matter experts to author high priority and complex tier 1 to tier 3 N Library publications. The N Library authoring program assists Navy's Domain Policy Officers and Functional Level Policy Officers with the development and upkeep of their key governance publications.

Our Ideal Candidate

The ideal candidate will have a demonstrated ability to author and edit complex documents, be highly motivated, have high levels of administrative and organisational abilities, excellent time management skills, and preferably a background in developing Defence (or similar) content or publications.

To succeed in this role, applicants will be required to demonstrate:

- The ability to lead a team to achieve directed outcomes.
- Excellent management skills with an ability to meet deadlines within allocated resources.
- Excellent judgement, problem solving skills and initiative.

- Excellent writing skills, with an ability to author complex documents, frameworks and system of management. publications in accordance with Defence writing guidelines.
- Ability to work independently and as part of a small, high performing team.
- Ability to handle highly sensitive information in accordance with government security requirements.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Fiona Henderson, 02 6132 7013
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E28A1E19-690E-B2D1-7FAD-E4069F409780

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Department of Defence

Closing Date: Wednesday 06 August 2025

Naval Shipbuilding and Sustainment Group
Office of DEPSEC Naval Shipbuilding and Sustainment

Job Title	Engineer Materials – Hull & Structure
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	\$95,187 - \$108,734
Future Merit Locations	Henderson
Office Arrangement	On Site
Office Arrangement Details	Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".
Classification	APS Level 6
Position Number	NSSG/05686/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=32C872E7-6DDB-B7C6-92D3-E4069FDBB4F5>

Duties

The Role

The key responsibilities for the APS 6 Engineer Materials – Hull & Structure:

- Ensure project is in compliance with and in-line to applied/ approved site welding processes
- Ability to identify, address, inspect and verify project non-conformances along with reporting of process outcomes
- Perform inspections to verify condition and integrity of ship's hull, structures and coating, involving various platforms throughout NCB (may include occasional interstate visits)
- Undertake general welding inspections and follow up on traceability issues, including NDT and Post Weld Heat treatments
- Undertake coating and ship preservation inspections throughout new building process.
- Attend meetings and where required provide accurate reports.

- Perform other general duties that may be necessary in relevant areas within NCB As an APS 6 Engineer Materials – Hull & Structure member of NCB you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within APS Technical roles:
- Write and report – write clearly and succinctly, convince through writing, avoid jargon and structure information.
- Apply expertise and technology– apply, develop and share specialist and detailed expertise, and understand other organizational disciplines.
- Learn and research – learn and understand rapidly, gather information, manage Knowledge and ensure an organizational learning approach.
- Plan and organise – set objectives, plan and establish contingencies, manage time, resources and people, and monitor progress.
- Ability to apply a strong problem solving techniques & analytical skills.

About our Team

Naval Construction Branch (NCB) is accountable for the assurance of ship construction, set-to work and transit of vessels constructed at the Osborne Naval Shipyard and Henderson precinct. We are headquartered in Osborne, SA and have a detachment in Henderson, WA and a smaller presence in Port Macquarie, NSW. NCB is furthering continuous naval shipbuilding and growing sovereign capability by overseeing the construction to ensure quality and standards are met, storing lessons learnt and developing standard shipbuilding procedures for construction.

NCB will oversee the construction of many different Navy vessels including Offshore Patrol Vessels, Hunter Class Frigates, Young Endeavour, Evolved Cape Class and Pacific Patrol Boats. Working at NCB will enable you to be at the grassroots of continuous naval shipbuilding, where you are part of a working shipyard, being able to see and contribute to the vessels delivered and used in service by Navy. NCB currently has highly skilled and diverse shipbuilding experience which will be shared to grow your hands-on construction knowledge. You will work alongside Navy personnel, internal project management officers and Prime contractors. The opportunity for technical staff to undertake industry placement is also available.

Our Ideal Candidate

Our ideal candidate would be an experienced and qualified individual with a strong work ethic and demonstrated leadership behaviours. Our ideal candidate will possess:

- Experience in technical areas of shipbuilding or sustainment.
- Ability to proactively engage and liaise with multiple Ship Builder Primes and Classification
- Ability to apply knowledge to assess technical packages and equipment performance against specified requirements, and to provide recommendations for improvement and implementation of corrective actions.
- Ability to participate or lead a process involving knowledge transfer within the Shipbuilding or Sustainment domain.
- A level of exposure and understanding (or willingness to learn about) a range of Build Groups Disciplines.

- An ability to work collaboratively, communicate effectively with internal and external stakeholders
- The NCB team is looking for a self-starting individual who is passionate about problem solving and demonstrates strong initiative to improve practices in a dynamic environment.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	James Prasser, 08 6159 7078
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=32C872E7-6DDB-B7C6-92D3-E4069FDBB4F5

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Defence

Vacancy VN-0760828

Department of Defence

Closing Date: Wednesday 13 August 2025

Naval Shipbuilding and Sustainment Group
Office of DEPSEC Naval Shipbuilding and Sustainment

Job Title	Hull Group Technical Specialist -
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$120,303 - \$135,701
Future Merit Locations	Osborne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	Executive Level 1
Position Number	NSSG/05987/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AE51D513-873E-5E75-9AC3-E406A068129D>

Duties

The Role

The position supports the implementation and delivery of continuous shipbuilding and will be an integral part of the Technical area within NCB with the opportunity to support the design and analysis of hull and external structures in relation to welding, protective coatings, insulation and pressure equipment.

The key responsibilities for the Hull Group Technical Specialist are:

- Verification of technical compliance in an assurance role of sub assembly, assembly, unit and block fabrication
- Provide specialist advice during implementation and production testing

- Contribute to the design change approval process
- Establish strategies to review specifications, plans, procedures and design documents in relation to shipbuilding activities
- Undertake specialist reviews of engineering reports
- Provide assurance services on hull and external systems requirements during construction and testing

About our Team

The Waterfront and Continuous Naval Shipbuilding and Sustainment (W&CNSS) Division is responsible for coordinating the uplift of the sovereign industrial base and management of Defence's presence in principal shipyards. The W&CNSS Division is comprised of Continuous naval shipbuilding and sustainment (CNNS) and Naval Construction Branches SA & WA (NCB)

The CNNS Branch coordinates the development of the CNSS Key Enablers (industry, workforce, infrastructure, security and innovation) and administratively supports DEPSEC NSS in their role as the Capability Manager for CNSS.

The Naval Construction Branches (SA & WA) provide effective governance, project assurance and performance oversight at Osborne Naval Shipyard in South Australia and Henderson Shipyard in Western Australia. The Division also maintains a minor presence at Port Macquarie in New South Wales to provide oversight on the construction of the Young Endeavour replacement.

Our Ideal Candidate

Our ideal candidate will have the following skills and abilities:

- Build a collaborative team environment that provides services and outcomes consistent with the organisational operating model with a focus on achieving business objectives.
- Lead the development and implementation of strategic initiatives that support the organizational operating model.
- Influence the strategic focus of the organization through effective leadership.
- Set high standards of performance by defining and delegating clear levels of responsibility and accountability.
- Support the NCB leadership team by monitoring and effectively reporting the progress of assigned tasking in a timely manner

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained qualifications and extensive experience in relation to welding and protective coatings used in construction and fabrication of ship/marine structures

Notes

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

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To Apply

Position Contact	Peter Poulsen, 08 8131 9475
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AE51D513-873E-5E75-9AC3-E406A068129D

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Education

Vacancy VN-0760745

National Gallery of Australia

Closing Date:Tuesday 29 July 2025

Artistic Program
Conservation

Job Title	Textile Conservation Technician
Job Type	Part-Time, Non-Ongoing
Location	Parkes ACT
Salary	\$72,803 - \$79,139
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On Site position
Classification	APS Level 4
Position Number	5050
Agency Website	https://nga.gov.au

Job Description

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

The Textile Conservation Technician is an NGA level 4 position based in the Conservation Department at the Gallery. The Conservation department employs conservators specializing in paper, paintings, objects, time- based media, textiles and preventive conservation. The textile conservation team consists of 3 textile conservators and 1 textile technician with casual conservation assistants as required.

You will be required to undertake a variety of textile construction tasks being familiar with basic principles of textile conservation, including the preparation of textiles and costume works for storage, transportation, documentation, exhibition, and loans. You will also need experience with theatre costume and Fashion construction with period specific underpinnings as well as mannequins and display support.

This position reports to the Senior Textile Conservator and is responsible for supporting the textile conservation team in a wide range of activities to care for the collection. This position as a Textile Conservation Technician is a non-ongoing part time role with the Conservation team.

Duties

In accordance with the APS 4 work level standards, you will:

- Assist the Textile Conservation department with the care of the collections in all aspects of preparing the textile collections for display. This will include activities such as constructing mannequins, making underpinning, supports for costumes and flat textiles, and other required display systems.
- Assist textile conservators with install and deinstall of textiles in major exhibitions and changeovers.
- Assist the Textile Conservation department with the storage of textile collections, by constructing and fitting storage supports, developing storage containers and undertaking surveys.
- Assist with conservation treatments under supervision. This may include dyeing of fabrics for both repair and display of works and assisting with surface cleaning and securing supplies.
- Develop, maintain and update documentation and information regarding display systems in the Gallery's electronic database collection management systems (EMu).
- Alongside the senior textile conservation staff liaise with Curatorial, Registration, Exhibitions and other Gallery staff on any display, packing and storage requirements for the works of art.

Eligibility

ELIGIBILITY:

- **Citizenship** – To be eligible for employment with the Gallery, you must be an Australian citizen.
- **Police Check** – to be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Applicants will be required to have good colour vision, manual dexterity, and physical health commensurate with the duties of the position (working for extended periods on the floor, climbing ladders and working in EWP's etc.).
- Current drivers' license

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's [Careers portal](#).

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Recruitment, 61202928
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Finance

Vacancy VN-0760893

Job Title	Analyst, Data and Systems Maintenance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$87,352 - \$90,013
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home arrangements available
Classification	APS Level 5
Position Number	9010101
Agency Website	https://www.ipea.gov.au/about-ipea

Job Description

<https://www.ipea.gov.au/about-ipea/employment>

About the team

The IPEA Data and Reporting Section is responsible for producing a range of high-quality report products to provide transparency and accountability in the use of parliamentary work resources. The Data and Systems Maintenance team sits within the Section and as data stewards take significant effort when extracting, analysing, cleansing and preparing data to ensure the quality and integrity of data within reports. The team also perform administration activities within the Parliamentary Entitlements Management System (PEMS), including managing user access and perform quarterly access reviews of PEMS and other systems used by IPEA staff to ensure system access is appropriate.

Ideal Candidate

The APS Work Level Standards provide five key characteristics about the broad job requirements and operating context for each classification level. IPEA are seeking candidates who possess the following job specific skills;

- Leadership and accountability

- Management diversity and span
- Stakeholder management
- Job context and environment
- Independence and decision-making

For further information regarding these key characteristics review the candidate information pack.
[Working at IPEA | Independent Parliamentary Expenses Authority](#)

Duties

Key Responsibilities

- Create ad-hoc and custom reporting products of transactional information related to parliamentary work resources and maintain supporting policies and procedures.
- Extract, prepare, cleanse and conduct data analytics checks using a range of tools to ensure data is accurate and reliable.
- Draft written reporting advice to internal and external stakeholders including parliamentarians and their staff.
- Liaise with internal and external stakeholders to gather, document and communicate technical and business requirements and test user interfaces/experiences to achieve business outcomes.
- Assist in system administration activities including managing user access and maintenance of parliamentary work expenses.
- Work collaboratively in a small team, with the ability to work flexibly and respond to changing priorities.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position.

The successful applicant will be required to have or obtain and maintain a security assessment at the Baseline level.

Notes

Application

You are required to provide:

- A 750 word pitch with clear examples of how you meet the key responsibilities as well as the characteristics outlined in the our ideal candidate' section
- A resume of no more than three (3) pages
- Personal particulars form.

You will be assessed against how your work related qualities (skills, capabilities, personal qualities, experience and qualifications) align with the Australian Public Service Work Level Standards for this role.

Detailed information on the work level standards can be found [here](#).

Consideration will also be given to the APS Code of Conduct and the APS Values which can be found on the Australian Public Service Commission website [here](#).

Written referee reports may be requested if you are shortlisted to interview stage.

Submission

Your completed Personal Particulars Form, found on the how to apply section on the IPEA website along with your pitch and resume should be email to: ipearecruit@ipea.gov.au.

Please ensure you include the contact details of two referees as part of your Personal Particulars Form.

If you have trouble submitting your application, please contact IPEA's Recruitment Team at: ipearecruit@ipea.gov.au or on (02) 6215 3470.

About the Independent Parliamentary Expenses Authority

The Independent Parliamentary Expenses Authority's (IPEA) roles and functions reflect those prescribed in the Independent Parliamentary Expenses Authority Act 2017 and include: • providing advice to parliamentarians and their staff on travel expenses, allowances, and related expenses • administering travel expenses, allowances, and related expenses, including processing these claims • reporting on work expense claims • auditing work expense claims

To Apply

Position Contact	Kylie Gent, 6215 3194
Agency Recruitment Site	https://www.ipea.gov.au/about-ipea/employment

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Foreign Affairs and Trade

Vacancy VN-0760963

Australian Centre for International Agricultural Research (ACIAR)

Closing Date:Sunday 17 August 2025

Research

Job Title	Research Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$190,522 - \$213,952
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site
Office Arrangement Details	While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and operational requirements
Classification	Executive Level 2
Position Number	0080
Agency Website	https://www.aciar.gov.au

Job Description

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

ACIAR has a team of three Research Directors that oversee ACIAR’s research investments. Each Research Director manages a team of Research Program Managers and administrative staff that are responsible for the design, delivery and monitoring of ACIAR research investments. The teams under the supervision of the Research Directors deliver on ACIAR’s mandate of brokering, funding and managing research partnerships that catalyse more productive, climate resilient, sustainable food and natural resource systems for the benefit of partner countries and Australia.

Working closely with the Executive Team, the Research Directors ensure that ACIAR's investments are aligned with country partner priorities, ACIAR's Strategic Plan and Australia's International Development Policy, and will engage effectively with the Australian and regional agricultural innovation ecosystem.

The Research Directors are responsible for maintaining effective working relationships across ACIAR, efficiently collaborating with the Corporate and Partnership branches of the organisation to ensure effective delivery of investments.

The Research Directors lead by example, and ensure that ACIAR consistently adheres to policies and procedures and operates within the legislative framework and the requirements of the Australian Public Service.

While the division of leadership responsibility between the three Research Directors may vary based on organisational needs, this position will likely be responsible for ACIAR's Horticulture, Crops, Agribusiness and Livestock programs. In addition, the role will have a geographic focus likely to be South East Asia.

Each Research Director may also be asked to provide strategic coordination and leadership of cross-cutting multidisciplinary research and capacity building initiatives comprising multiple projects and other investments from across ACIAR.

Duties

Under the general direction of the Chief Executive Officer, the Research Director will:

1. Lead a team of research program managers and administrative staff to design and deliver research investments in line with ACIAR's Strategic Plan and Investment Framework and Australia's International Development Policy.
2. Within the context of the ACIAR 10-Year Strategy and considering regional and country partner priorities and Australia's comparative advantage, set the direction and targets for their team.
3. Lead by example in implementing ACIAR's policies and procedures, ensuring policies and procedures are adhered to in a high-quality manner throughout the research portfolio.
4. Contribute to ACIAR's strategic engagement with Australia's agricultural innovation system to ensure ACIAR is engaging with capacity that can deliver the greatest impact.
5. Be responsible for effective and efficient expenditure to maximise impact of ACIAR's investment in the research portfolio in line with Government (both Australian and partner country) requirements.
6. Ensure engagement and collaboration across ACIAR's branches of Research, Partnerships and Corporate to maximise efficiency and effectiveness of the research theme.
7. Establish and maintain robust networks with research institutions in partner countries and their innovation partners across value chains and in local communities that support research initiatives.

8. Provide expert advice to ACIAR and Australian government bodies on emerging trends, opportunities, and challenges in agricultural research in the Indo-Pacific.

9. Encourage the adoption of innovative research methods and technologies to enhance the impact and efficiency of research projects.

10. Influence the development of research policies and strategies within ACIAR by providing insights and recommendations based on regional research experiences and outcomes.

Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen.

• **Security clearance** - our successful candidate may be required to obtain and maintain a Negative Vetting 1 security clearance.

• **Mandatory Qualifications** – our successful candidates will possess a postgraduate degree in Agricultural Science or a related field complemented by extensive experience leading and managing agricultural research in a developing country context.

Notes

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

About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is a statutory agency within the Australian Government’s Foreign Affairs and Trade Portfolio. It operates under the Australian Centre for International Agricultural Research Act 1982. ACIAR invests in collaborative research and knowledge-sharing partnerships to improve the livelihoods and resilience of smallholder farming, fishing and forestry communities in Africa, South Asia and the Indo-Pacific. We work with governments and institutions to grow food more efficiently, increase food system resilience, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably. Our partnerships prioritise economic, social and environmental benefits for partner countries, and contribute to the development of our international and Australian partner institutions’ research, policy and leadership capabilities. Further information on our current projects, programs and priorities can be found at <https://www.aciar.gov.au/>. It’s important to note that ACIAR are responsible for commissioning research, not undertaking research.

To Apply

Position Contact	HR, 02 6217 0500
Agency Recruitment Site	https://www.aciar.gov.au/careers

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Australian Digital Health Agency

Closing Date:Wednesday 06 August 2025

Corporate Services Division
Governance Branch

Job Title	Facilities Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$98,045 - \$110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0450_07/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

We have a fantastic opportunity for a talented Facilities leader who is passionate about delivering high quality facilities services and excited about leasing project management. The position of Facilities Service Team Leader is responsible for a variety of day-to-day office tasks, supporting delivery of leasing projects, capital improvements, contract management, security and administration tasks. You will be an integral part of managing a small team to ensure that our office operations and leasing projects run smoothly and are successful in supporting other business activities and organisational reporting requirements.

An excellent Facilities Service Team Leader is, above all, an organised and competent professional with phenomenal communication skills. You will be comfortable dealing with people and be able to carry out your range of duties with accuracy and speed.

This is a full-time position for someone who has a high attention to detail, team player, is an open and engaging communicator and who values quality customer service.

Duties

Within the Agency, this position is primarily responsible for:

- managing the day-to-day operational and leading a team, including managing staff resources, setting work area priorities, workflows, developing strategies and evaluating business outcomes.
- undertaking contract, procurement and project management in accordance with Agency policies, guidelines and frameworks, including monitoring and maintaining financials within projects and contracts.
- overseeing emergency management, preparedness and response protocols across facility operations ensuring continuity, safety, and compliance through strategic risk management and crisis coordination.
- managing the key elements of the development, delivery and implementation of capital works projects including full accountability for time, cost and quality outcomes.
- assisting with preparation of briefing material, correspondence, submissions and reports for executive and stakeholders.

To be successful in this role, the ideal candidate will have the following:

- strong stakeholder engagement and project management skills with experience in either facilities or security management.
- experience in maintaining and developing policies and procedures.
- knowledge of risk management frameworks and systems. This includes fraud control, business continuity, insurance and internal audit arrangements, as applied in a Commonwealth setting.
- knowledge of and compliance with key Commonwealth legislation and policies, in particular the Public Governance Performance and Accountability Act 2013 (PGPA Act) and associated Public Governance Performance and Accountability Rule 2014 (PGPA Rule).

Please contact Blaize Surrao via blaize.surrao@digitalhealth.gov.au if you have any questions in relation to this role.

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- **Annual Christmas closedown**– with no leave deduction!
- Our **Wellbeing Sessions & Employee Assistance Program** will give you the best opportunity to balance work and life

Additional Information

The position maybe filled in Brisbane, Canberra or Sydney with an expectation of a 4 day office-based requirement due to operational and staff development requirements. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Blaize Surrao at blaize.surrao@digitalhealth.gov.au.

Order of Merit: Applicants rated as suitable will be placed in a merit pool that may be used to fill similar ongoing or non-ongoing positions throughout the Agency for up to 18 months.

Closing Date: Wednesday, 6 August 2025 at 11:00pm

Salary: This role offers between \$98,045 - \$110,612 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Blaize Surrao, (02) 6151 8671
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Social Services

Vacancy VN-0760949

National Disability Insurance Agency

Closing Date:Sunday 03 August 2025

National Operations and Performance
Performance, Quality and National Workload

Job Title	Branch Manager Performance Quality and National Workload
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Brisbane QLD, Sydney NSW, Hobart TAS, Perth WA, Darwin NT, Canberra ACT, Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	TBA
Agency Website	https://www.ndis.gov.au

Job Description

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

About the role

The Branch Manager Performance, Quality and National Workload is an SES Band 1 position, reporting to the General Manager, National Operations and Performance.

The Performance, Quality and National Workload Branch supports the delivery of a high-quality, end-to-end participant experience through performance management and reporting, quality assurance programs, and workforce planning to inform Service Delivery frontline capability.

This role is accountable for:

- Overseeing performance monitoring and reporting across Service Delivery frontline roles
- Ensuring compliance and quality in decision-making
- Developing strategies and frameworks to embed quality and performance into processes
- Delivering state and national reporting on quality program performance
- Benchmarking and planning delegate workloads to support timely and quality participant outcomes, aligned with the Participant Service Guarantee.

The priorities within the Branch are currently delivering tailored analysis and insights that uncover the story behind the numbers—or provide evidence where data is limited—to inform Agency priorities and reflect the participant experience.

The team is leading the Performance Model and Engagement initiative under the Frontline of the Future program, designing measures and communicating performance priorities through holistic reporting. Through Performance Reporting and Projections, the Branch provides insights and modelling to support decision-making, drive improvement, and mitigate risk.

The National Workload Management function ensures frontline work is routed to the right staff, at the right time and in the right way, aligned with Agency priorities. The Branch also supports the NDIA's Sustainability Strategy, helping ensure participants receive the right plan and budget, spent on the right supports, over the right timeframe.

The Branch leads Workforce Planning and Recruitment, offering end-to-end support for staffing needs—from budget alignment and approvals to recruitment coordination and onboarding.

Duties

About you

This role is ideal for a leader with strong strategic and operational leadership experience, who thrives in complex environments and is passionate about delivering high-quality outcomes that improve the participant experience. Our ideal candidate will have:

- Senior operational leadership experience and excellent people skills

- A proven track record of building and maintaining effective relationships with a wide range of stakeholders
- The ability to think and act strategically
- Strong judgement and resilience
- A customer-centric mindset
- A collaborative and inclusive leadership style
- Experience in delivering complex programs or reforms.

Eligibility

What you should know

To be eligible for employment with the NDIA, you must be an Australian citizen and a pre-employment screening process will include a criminal history check and security clearance.

Application Instructions

Closing date for applications is **Sunday 3 August 2025**.

To apply and for a copy of the Candidate Pack, go to www.derwentsearch.com.au and click on 'search jobs' to find this position listed. A website accessibility menu is available by clicking the icon at the top right-hand corner of the website. Please address your application to **Emma Alberici** on **0419 683 660**, Principal, Derwent Search.

Your application should include:

- A current resume
- A succinct pitch (maximum 500 words) quoting Job reference **2162_07/25_EXT**

Your pitch is your opportunity to tell us why you are the right candidate, why you want to work in the position and what you can contribute. Make sure to highlight relevant examples and accomplishments that show your ability to deliver. Your pitch needs to demonstrate that you have the capabilities, skills and attributes as stated in the 'About you' section.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at <https://www.apsc.gov.au/recruitability>

If you would like help understanding this document, would like to receive it in another format or would like to discuss the provision of reasonable adjustments please contact **Emma Alberici** by email publicsector@derwentsearch.com.au or **0419 683 660** using the National Relay Service 133 677 if required <https://www.accesshub.gov.au/about-the-nrs>

Notes

About the NDIA

The National Disability Insurance Agency (NDIA) is an independent statutory agency of the Australian Government. We are implementing the world leading National Disability Insurance Scheme (NDIS). This is one of the biggest social reforms in Australia's history. The NDIS is designed to enhance the quality of life of, and increase economic and social participation for, people with disability

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

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	Emma Alberici, 0419 683 660
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0760796

Australian Taxation Office

Closing Date: Wednesday 06 August 2025

ATO People
SES Services

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	\$90,596 - \$96,042
Future Merit Locations	Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis
Classification	APS Level 5
Position Number	EXT_EA_488_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=5E675AB6-A0C1-45CB-48BB-E406673187CF>

Duties

We're looking for an experienced, enthusiastic and professional Executive Assistant to provide executive and administrative support to our senior leader. If you're highly organised, an excellent communicator, and a great problem solver, this Executive Assistant role could be for you.

About the role

As an **Executive Assistant**, you'll work closely with senior executive. You'll be a trusted adviser and, your ability to build strong relationships, anticipate needs, and create a positive experience in every interaction will be key to your success.

You will be co-located with your senior executive and undertake a variety of tasks which will include:

- diary management:
 - providing clear daily guidance on priority meetings, emails and actions
 - tracking high priority work to ensure deadlines are met
 - escalating urgent matters for attention and response and identifying issues that may impact priorities and delivery
 - scheduling of meetings and forward planning (including management of conflicts)
- managing the flow of correspondence and documents, ensuring accuracy, confidentiality, and timeliness
- co-ordinating meetings and events (on site or virtual) including preparation of electronic and hard copy papers and providing secretariate support
- co-ordinating travel arrangements and itineraries, assisting with budget management, credit card acquittals and less complex procurement and financial management tasks
- supporting teams across the business line/branch with administrative requirements e.g. ordering stationery, printing, and escorting visitors
- communicating with business partners and clients
- supporting and mentoring APS 4 Executive Assistants, sharing your knowledge to help build a supportive, high-performing business line

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Emily Fidge, (07) 3149 5743
Agency Recruitment Site	https://ato.nga.net.au/?jati=5E675AB6-A0C1-45CB-48BB-E406673187CF

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Employment and Workplace Relations

Vacancy VN-0760959

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 06 August 2025

Employment Conditions Division
Equity, Entitlements and International Branch International Labour section and
Pay Equity and Participation section

Job Title	Senior Policy Officer, Employment Conditions Division
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	\$101,833 - \$111,979
Future Merit Locations	Sydney, Darwin, Hobart, Perth, Adelaide, Canberra, Brisbane, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	25/0809
Agency Website	https://www.dewr.gov.au/

We are looking to fill an ongoing position in the International Labour section and non-ongoing position in the Pay Equity and Participation section.

The **International Labour section** is responsible for managing Australia's representation to the International Labour Organization (ILO). It works across the department and government to negotiate, ratify and report on international labour standards, and promote fundamental labour standards in other bilateral and multilateral fora. Within this team, the Senior Policy Officer will report to an Assistant Director and contribute to policy and strategy development for Australia's engagement with the ILO to reflect Australia's interests domestically and internationally.

The **Pay Equity and Participation section** is responsible for developing and implementing policy relating to pay equity and workplace relations reforms supporting women's workforce participation. Within this team, the Senior Policy Officer will report to the Assistant Director and contribute to policy and strategy development relating to flexible work conditions, the gender pay gap, and other workplace relations issues relevant to progressing gender equality.

We are looking for enthusiastic, motivated APS6 officers to assist with leading the development of these meaningful reforms and supporting their delivery, and engaging with the ILO. A merit pool will be formed to fill any other vacancies across the Branch as they occur.

Duties

Responsibilities of the APS Level 6 in the **International Labour section** may include:

- supporting policy projects as part of Australia's membership of the ILO which may include ratification of priority conventions and protocols and reporting against our obligations
- preparing advice such as talking points, departmental and ministerial briefing, submissions, cables for senior executives and ministers
- engaging with and consulting internal and external stakeholders to meet our policy and strategic objectives
- arranging visits, meetings and events, including travel, communications, stakeholder outreach and other tasks as required.

Responsibilities of the APS Level 6 in the **Pay Equity and Participation section** may include:

- preparing advice such as talking points, departmental and ministerial briefing, submissions, cables for senior executives and ministers
- engaging with and consulting internal and external stakeholders to meet our policy and strategic objectives
- policy research and using strategic judgement to help form departmental positions
- supporting Cabinet, Parliamentary, and legislative development processes.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a **Baseline** security clearance.

For the **International Labour section**, the ability to obtain and maintain a **Negative Vetting 1** security clearance is required.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Lani Rankin, 0428 267 690
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Australian Communications and Media Authority

Closing Date: Thursday 31 July 2025

Corporate and Research Division
Digital and Technology Services Branch ICT and Platform Services Support
Section

Job Title	Network and Systems Engineer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$115,443 - \$129,706
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible; Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 1
Position Number	2838-2025-2
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

The **Digital and Technology Services** (DTS) branch contributes to the success of the ACMA by supporting employees through the provision of core ICT functions and the delivery of a coordinated program of Digital and Technology projects to internal and external stakeholders. As an enabling service, DTS works with the ACMA through the provision of specialised ICT systems, exploring digital business opportunities, and supporting ACMA enquiry handling and service delivery via the Customer Services Centre and online channels.

The **ICT Platform Services and Support Section** (IPSS) is a collaborative multi-disciplinary team. The objective of our team is to deliver a professional operations capability, ensuring the security, maintenance, availability, and reliability of the agency's ICT platforms across both cloud and on-premises environments.

About the role

The Network and Systems Engineer is a high performing engineering role encompassing people, program and stakeholder management responsibilities. This role works with a considerable degree of independence and under broad direction.

Duties

As a Network and Systems Engineer, you will be expected to:

- Develop, operate and maintain the ACMA's network infrastructure environments, ensuring support standards are met.
- Deliver a range of services using Cisco's ecosystem and integration with other Commercial Off-The-Shelf (COTS) products and services, (including Fortinet suite of products, DWDM, Umbrella).
- Uplifting and maintaining Essential 8 principles within the ACMA's operating environment.
- Provide expert engineering guidance and leadership within one or more technology domains.
- Monitor and manage network services provided by third party providers.
- Support and troubleshoot network issues within a software defined network framework.
- Develop and maintain standard operating procedure documents for the ACMA's network environment.

You will have a strong understanding of Security-first solutions and best working practices within the ICT environment. The Network and Systems Engineer will develop, manage, and maintain a range of internal and external stakeholder relationships and professional networks. This role will suit an individual who has a diverse Cisco networking background and has a willingness to develop core skill within the Microsoft Azure Cloud ecosystem related to networking services.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

The successful applicant must be able to obtain and maintain a **Negative Vetting 1 (NV1)** security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Successful applicants are required to satisfy an employment screening process which includes demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Nathan Penhaligon, (02) 6219 5144
Agency Recruitment Site	https://www.acma.gov.au/careers

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

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