



Commonwealth of Australia
APSJobs - Vacancies Daily
PS30 Daily Gazette Friday - 29 July 2022.pdf

Australian Government

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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 PS31 Weekly Gazette Thursday - 04 August 2022.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 PS31 Weekly Gazette Thursday - 04 August 2022.pdf.

Gazette Lodgement Inquiries

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Vacancies

Vacancy VN-0709039

Australian Competition and Consumer Commission

Closing Date: Sunday 14 August 2022

Consumer and Fair Trading Division
Small Business and Agriculture Branch

Job Title	Assistant Director - The Motor Vehicle Information Scheme
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD, Townsville QLD
Salary	\$111,251 - \$123,121
Classification	Executive Level 1
Position Number	EA2022/241
Agency Website	https://www.accc.gov.au/

Job Description

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

The Motor Vehicle Information Scheme Team

The Motor Vehicle Information Scheme (MVIS) team has been established to administer the Motor Vehicle Service and Repair Information Sharing Scheme (the Scheme).

Legislation for the Scheme was [passed](#) on 17 June 2021. The mandatory scheme is aimed at promoting competition in the Australian automotive sector by requiring all motor vehicle service and repair information to be made available for purchase by independent repairers at a fair market price.

The Scheme imposes obligations on data providers (that is, car manufacturers or their distributors etc.). Failure to comply with obligations can attract a maximum pecuniary penalty of \$10 million and civil penalties. Under the Scheme, the ACCC has an enforcement and oversight role. The MVIS team supports the establishment and functioning of the Scheme through a program of work, which includes:

- providing advice to the Government and the Scheme Adviser, where appropriate
- engaging with internal and external stakeholders, including the Government, the Scheme Adviser and key industry stakeholders

- establishing processes to receive reports from the Scheme Adviser and to work with other regulators
- working with Divisions across the ACCC to prepare and promote education and guidance material, including the ACCC's enforcement and compliance approach; and
- gathering intelligence and conducting research to support our advocacy efforts.

Duties

The successful applicant will play an important role in helping deliver, with limited supervision, a diverse range of work in the MVIS team. Reporting to an EL2 Director, the Assistant Director will conduct:

- Consideration of complaints and complaint analysis for contacts and/or reports from consumers, businesses, and other stakeholders.
- Compliance monitoring and assessment activity – including auditing, surveillance and investigations – in adherence with laws, regulations and other policies.
- Policy and advocacy activity based on an informed and considered analysis of the relevant contextual environment.
- Project management, including designing, executing and evaluating initiatives within budgets and timeframes.
- Education and awareness raising activities, including producing education and guidance resources, and developing and delivering national campaigns.
- Stakeholder engagement activity, including representing the ACCC when liaising with internal and external stakeholders such as industry and business groups, and other government departments and agencies.
- Research and evaluation activities, including undertaking high quality data analysis and communicating findings in formats tailored to internal and/or external stakeholders.
- Team leadership activities, including supporting and driving performance, managing professional development, workforce capacity building and workflow management.
- Management and support of APS staff.

For more information about the role including the selection criteria, please see the attached Candidate Kit.

How to apply

When applying you will be asked to upload your resume and submit a statement of claims that is no more than 800 words.

When preparing your statement of claims, please take into consideration the role and duties, and detail instances from your past that demonstrate how you meet the selection criteria.

Salary: \$111,251 - \$123,121 per annum (plus 15.4% superannuation)

Contact Officer: Glenn Probyn (03) 9290 1978

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

Eligibility

Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Glenn Probyn, (03) 9290 1978
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0709045

Australian Competition and Consumer Commission

Closing Date: Sunday 14 August 2022

AER Consumers, Policy and Markets Division
Strategic Policy and Energy Systems Innovation Branch

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$89,541 - \$100,359
Classification	APS Level 6
Position Number	EA2022/242
Agency Website	https://www.accc.gov.au/

Job Description

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

The Strategic Policy and Energy Systems Innovation Branch

The energy market is in transition and the AER's work takes place in the context of significant technological, behavioural and systemic change. Our work places consumers at the heart of this transition, as we play our part in delivering a secure, reliable and affordable energy future for Australia. This means:

- contributing our expertise and insight into policy debates and energy market reforms
- analysing potential significant risks to the effective operation of the energy market and/or regulatory regime and developing solutions to these
- advocating for policy changes and improvements to energy laws and rules that protect and promote the interests of consumers
- working collaboratively with our key partners, the Energy Security Board (ESB), Australian Energy Market Commission (AEMC), Australian Energy Market Operator (AEMO), and Energy Consumers Australia (ECA), as well as other stakeholders including jurisdictions, to foster innovation and support consumers as the market evolves.

The Strategic Policy and Energy Systems Innovation Branch of the AER is responsible for leading the development of the AER's positions on key policy and reform issues and for coordinating expertise from across the AER to inform and influence debate on energy policy.

The branch is responsible for the proactive identification of potential reform areas through research, consultation and thought leadership and manages a policy and reform work program that aligns with the AER's strategic and policy priorities.

The branch also includes a group of internal specialist engineering advisors, responsible for providing high quality, technical advice to the Board and all AER branches as required.

Duties

The Senior Policy Officer reports to the Assistant Director/Director in the Sandboxing team. They operate with a high level of autonomy and contribute to the work of the Branch and broader organisation, supporting the AER to equip all energy consumers to participate effectively in the energy market and make them better off, now and in the future. They may work on a diverse range of policy matters, covering different parts of the energy industry (retail, network and wholesale).

Importantly, the Senior Policy Officer will help to build and maintain policy expertise, strategy and constructive working relationships with AER staff, consumer groups and other stakeholders to identify issues and inform the AER's approach to those.

Senior Policy Officers will perform some or all of the following duties:

- Research, develop and draft recommendations to the AER Board on energy sector reforms and policies.
- Research, develop and draft responses to innovator enquiries and trial applicants in consultation with the Assistant Director/Director and with internal and external subject matter experts
- Design, initiate and manage processes to gather industry and consumer perspectives and intelligence to identify potential areas for policy improvement
- Manage the development and delivery of regulatory and consumer support strategies and processes to equip all energy consumers to participate effectively in the energy market and make them better off, now and in the future

- Manage submissions to external policy initiatives on energy policy matters where Regulatory Sandboxing knowledge can be shared
- Manage stakeholder relationships with staff, AER Board members, networks, consumer groups, energy sector participants, and Government (Federal and State/Territory), including particularly Sandboxing Project Partners (AEMO, AEMC, ARENA, ESC)
- Work flexibly as part of teams, and independently, across multiple projects in a geographically dispersed work environment
- Identify and contribute to initiatives that improve the way the AER manages workflows and processes for policy matters.

For more information about the role including the selection criteria, please see the attached Candidate Kit.

How to apply

When applying you will be asked to upload your resume and submit a statement of claims that is no more than 400 words.

When preparing your statement of claims, please take into consideration the role and duties, and detail instances from your past that demonstrate how you meet the selection criteria.

Salary: \$89,541 - \$100,359 per annum (plus 15.4% superannuation)

Contact Officer: Lyndal Bubke, (07) 3811 9267

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

Eligibility Notes

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

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To Apply

Position Contact	Lyndal Bubke, (07) 3811 9267
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0709053

Australian Competition and Consumer Commission

Closing Date: Sunday 14 August 2022

Competition Division
Competition Enforcement & Financial Services Branch

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Hobart TAS, Adelaide SA, Perth WA, Darwin NT, Townsville QLD, Brisbane QLD
Salary	\$111,251 - \$123,121
Classification	Executive Level 1
Position Number	EA2022/243
Agency Website	https://www.accc.gov.au/

Job Description

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

Competition Enforcement and Financial Services Branch

The Competition Division has primary responsibility for ACCC compliance and enforcement in relation to all anticompetitive conduct. The Competition Enforcement and Financial Services branch conducts investigations into anti-competitive conduct and takes enforcement action, with a focus on the financial services sector. It also has an ongoing program of championing competition in financial services, including conducting market studies and a range of advocacy work.

Duties

We are recruiting for Assistant Directors within the Competition Enforcement and Financial Services Branch, in

- the Competition Enforcement Investigations team, and
- the Financial Services Competition team.

Under the supervision of a Director, and as part of a multidisciplinary team, Assistant Directors are responsible for conducting competition investigations and analysis including:

- investigating potential breaches of the competition provisions of the *Competition and Consumer Act 2010*;
- conducting market studies in the financial services sector, and/or related research, advocacy and policy work.

The skills required for these roles are largely overlapping. Under the supervision of a Director, and as a part of a multidisciplinary team, Assistant Directors are primarily responsible for managing investigations and enforcement processes (including litigation) and/or managing market studies and policy/advocacy projects.

You will need to work flexibly to plan, manage, organise, and prioritise a range of tasks to meet deadlines. The ability to lead and work as part of a team is crucial.

Depending on the specific role, as an Assistant Director, under the supervision of your Director, your work will involve:

- investigating, researching, analysing and evaluating possible contraventions of the *Competition and Consumer Act 2010*
- overseeing and conducting competition analysis as part of the completion of market studies and related advocacy and policy work
- managing a team of investigators, legal advisers, economists, analysts and other specialists responsible for providing management, strategic and technical input into competition cases and matters allocated;
- conducting interviews with complainants, market participants and witnesses;
- collecting, collating and analysing information from disparate sources, and exercising judgement to identify the best sources of such information;
- undertaking or supervising research and analysis into specific industry sectors in the financial services sector to assess competitive or consumer welfare effects of particular conduct;
- drafting legal documents including statutory notices and court enforceable undertakings;
- liaising with internal and external stakeholders (such as legal advisers, other regulators in the financial services sector, and industry associations);
- preparing high quality written reports and recommendations for consideration by senior management;
- supervising and developing staff and taking a leadership role within the Competition Enforcement and Financial Services Branch and the Competition Division.

For more information about the role including the selection criteria, please see the attached Candidate Kit.

How to apply

When applying you will be asked to upload your resume and submit a statement of claims that is no more than 800 words.

When preparing your statement of claims, please take into consideration the role and duties, and detail instances from your past that demonstrate how you meet the selection criteria.

Salary: \$111,251 – \$123,121 per annum (plus 15.4% superannuation)

Contact Officer:

Stewart McKechnie (03) 9290 1947 (for Investigations)

Aneeqa Khan (07) 3811 9298 (for Market Advocacy)

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

Eligibility Notes

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

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To Apply

Position Contact	Stewart McKechnie, (03) 9290 1947
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0709097

Australian Competition and Consumer Commission

Closing Date: Sunday 14 August 2022

Infrastructure Division
Insurance Monitoring Branch

Job Title	Senior Analyst / Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Hobart TAS, Melbourne VIC, Adelaide SA, Perth WA
Salary	\$80,893 - \$100,359
Classification	APS Level 5;APS Level 6
Position Number	EA2022/244
Agency Website	https://www.accc.gov.au/

Job Description

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

The Insurance Monitoring branch in the ACCC's Infrastructure Division

The Insurance Monitoring branch is a newly formed branch within the ACCC's Infrastructure Division (ID). It will carry out the ACCC's monitoring of prices, costs and profits associated with the supply of certain insurance policies, before and after the introduction of the Government's cyclone reinsurance pool.

The cyclone reinsurance pool

The cyclone reinsurance pool commenced operation on 1 July 2022 and is operated by the Australian Reinsurance Pool Corporation (ARPC). The pool operates Australia-wide but targets support to cyclone-prone areas, which are mainly in northern Australia.

The objective of the cyclone reinsurance pool is to drive down premiums for cyclones and related flood damage, making insurance more accessible and affordable for households, strata and small business policies. Details of the design and operation of the pool can be found on the ARPC website.

The ACCC's monitoring role

The ACCC has been directed by the government to monitor the insurance industry. The ACCC will collect data to evaluate the impact of the cyclone reinsurance pool and assess whether the savings from the pool are being passed through to policyholders.

Specifically, we will monitor prices, costs and profits of the supply of insurance cover that relates to the destruction of, or damage to:

- residential homes and contents
- strata title residences
- certain small business premises and contents.

We will provide at least one report to the government and public each calendar year, starting in 2022 and until at least 2026.

Duties

We are recruiting for a number of positions at the Analyst and Senior Analyst level within the Insurance Monitoring branch.

Under the supervision of an Assistant Director and/or Director, and as a part of a multidisciplinary team, Analysts and Senior Analysts in the Insurance Monitoring branch will complete work such as:

- research and analysis into competition and policy issues in the insurance sector and associated with the cyclone reinsurance pool
- analysis of complex data sets of price, cost and profit information from insurers and government agencies
- gathering data and information using a range of techniques, including the preparation and use of statutory s95ZK notices, and exercising judgement to identify the best sources of such information
- drafting documents, including chapters of the ACCC's price monitoring reports to government, correspondence and briefings
- preparing reports and recommendations for consideration by senior management and statutory decision makers
- liaison with the insurance industry, government agencies, and consumer representatives

- briefing and working with economic, industry expert and legal advisers.

You will need to be able to work flexibly to plan, organise, and prioritise a demanding workload to meet deadlines. The ability to work as part of a team is crucial.

Senior Analyst APS6 staff may also have responsibilities to supervise and develop staff.

Eligibility Notes

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

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To Apply

Position Contact	Michael Eady, 03 9290 1945
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0709128

Australian Competition and Consumer Commission

Closing Date: Sunday 14 August 2022

Mergers, Exemptions and Digital Division

Job Title	Analyst / Senior Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Hobart TAS, Adelaide SA, Perth WA, Melbourne VIC
Salary	\$80,893 - \$100,359
Classification	APS Level 5;APS Level 6
Position Number	EA2022/248
Agency Website	https://www.accc.gov.au/

Job Description

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

The Mergers, Exemptions and Digital Division

The Mergers, Exemptions and Digital Division (the Division) investigates mergers and acquisitions, administers the authorisation and notification processes in the Competition and Consumer Act 2010, and has a role reviewing competition and consumer issues relating to digital platforms.

The Division has four branches:

- The Merger Investigations Branch investigates mergers and acquisitions which are likely to substantially lessen competition in a market and takes appropriate enforcement action where necessary.
- The Competition Exemptions Branch assesses applications for authorisation and notifications which can provide a limited exemption from competition laws for conduct considered to be of public benefit.
- The Digital Platforms Branch focuses on the competition and consumer impacts of digital platforms. It has a range of monitoring functions and works to proactively investigate potential competition and consumer law issues.
- The Policy, Coordination & Remedies Branch carries out a variety of coordination, policy and strategic functions for the Division including conducting initial assessments of mergers, intelligence gathering, international liaison and the negotiation and monitoring of undertakings and conditions.

The work of the Division involves a high degree of interaction with industry participants in a wide range of industries on matters that directly impact market structure and consumers.

The Division's functions involve investigative activities, economic and legal analysis and preparation for litigation where necessary.

There are vacant positions at the APS 5 and APS 6 levels in the Competition Exemptions Branch and Merger Investigations Branch, and at the APS 6 level in the Digital Platforms Branch.

This process may also be used to fill similar vacancies that arise in other branches in the Division.

Candidates should refer to the [Integrated Leadership System Profile](#) at the APS 5 and 6 levels to assist them in preparing their application.

Duties

APS 5 – Analyst: Merger Investigations Branch / Competition Exemptions Branch

What do Analysts work on?

Analysts within the Competition Exemptions Branch and the Merger Investigation Branch are involved with:

- analysing, reviewing and investigating mergers
- analysing facts and data on competition issues and public benefits / public detriments to draw evidence-based conclusions
- undertaking and managing consultations on competition issues with market participants
- drafting and presenting recommendations to ACCC Commissioners
- preparing correspondence and submissions to industry stakeholders
- preparation of information requests

- drafting analysis for published decisions
- assisting with preparing documents for litigation in the Australian Competition Tribunal and Federal Court, including preparation of instructions for the ACCC's lawyers and liaison with consultants.

APS 5 Selection Criteria

The following job-specific criteria should be addressed in your application:

- tertiary qualifications in law or economics or a similar field will be highly regarded but not mandatory
- completing of university subjects in competition law or have otherwise obtained a basic understanding of competition law in Australia, or have a demonstrated interest to further knowledge in this field
- demonstrated ability to research, investigate and analyse competition and consumer protection issues
- ability to interpret and apply legislation, policies and procedures relevant to the ACCC/AER
- ability to engage, support and work collaboratively with other people, including the ability to contribute/respond/inform people
- plan, organise and prioritise a demanding workload.

APS 6 – Senior Analyst: Merger Investigations Branch /Competition Exemptions Branch / Digital Platforms Branch

What do Senior Analysts work on?

Senior Analysts within the Merger Investigations, Competition Exemptions and Digital Platforms branches are involved with:

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

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

- analysing, reviewing and investigating mergers
- conducting assessments of applications for exemption (authorisations / notifications) and drafting the associated public decision documents
- examining or analysing issues relevant to digital platforms.
- assisting with preparing documents for litigation in the Federal Court or the Australian Competition Tribunal, including preparation of instructions for the ACCC's lawyers and liaison with consultants.

APS 6 Selection Criteria

The following job-specific criteria should be addressed in your application:

Work experience

- 1-3 years relevant work experience after graduating from relevant undergraduate tertiary qualifications will be highly regarded but not mandatory. Relevant work experience includes:
- working professionally within a legal context that required undertaking legal analysis or drafting
- working for a government entity that required conducting research, drafting or contributing to the development of policy, or the interpretation or application of Australian legislation.
- working within a regulatory context as an investigator/analyst or compliance officer
- working within an economic context that required to provide economic advice, recommendations or analysis
- working in an academic context relevant to competition or consumer protection law or related field.
- in relation to the Digital Platform Branch, experience with analysing issues relevant to digital platforms and their impacts on competition and consumers

Technical knowledge

- detailed understanding, or ability to quickly acquire a detailed understanding, of the Competition and Consumer Act 2010 and other relevant legislation, as well as a sound general knowledge of the role and functions of the ACCC/AER
- in relation to the Digital Platforms Branch, applicants who have a strong interest or knowledge of digital platforms and the associated policy and regulatory challenges will be highly regarded.
- tertiary qualifications in economics, law or similar fields are essential

Demonstrated ability to effectively work under minimal supervision

- conducting research, investigations and analysis of competition issues
- interpreting and applying legislation, policies and procedures relevant to the Division
- engaging, supporting and working collaboratively with other people, including the ability to contribute/respond/inform people
- planning, organising and prioritising a demanding workload

Eligibility

Notes

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

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To Apply

Position Contact	Ellie Dwyer, 03 9290 1874
Agency Recruitment Site	https://accb.bigredsky.com/page.php?pageID=106

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Vacancy VN-0709154

Australian Competition and Consumer Commission

Closing Date: Sunday 14 August 2022

Mergers, Exemptions & Digital Division
Digital Platforms Branch

Job Title	Policy Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Darwin NT, Townsville QLD, Brisbane QLD
Salary	-
Classification	APS Level 5
Position Number	EA2022/247
Agency Website	https://www.accc.gov.au/

Job Description

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

The Digital Platforms Branch

The Digital Platforms Branch is a specialist branch in the ACCC established in 2019 to analyse and report on digital platforms matters. It has the following primary areas of focus:

- The preparation of reports on digital platform markets every 6 months to government for the Digital Platform Services Inquiry, making recommendations to Government to address consumer harm and impediments to the efficient and effective operation of the markets in which digital platforms operate.
- Liaising with a range of stakeholders including government departments & agencies and international regulators to promote and advocate our work including the findings of our reports and recommendations.
- Proactive monitoring and investigation of instances of potentially anti-competitive conduct and conduct causing consumer harm by digital platforms, which impact consumers or business users; and assisting other parts of the ACCC in their enforcement and merger investigations relating to digital platforms.

This process may also be used to fill similar vacancies that arise in other branches in the Mergers, Exemptions and Digital Division. This Division investigates mergers and acquisitions and administers the authorisation and notification processes in the Competition and Consumer Act 2010 and has a role reviewing competition and consumer issues relating to digital platforms.

Duties

The successful applicant(s) will work across a variety of digital platforms issues including report writing, enforcement and merger matters and international and domestic liaison and advocacy. Successful applicants would be expected to:

- analyse facts and data to draw evidence-based conclusions on digital platform policy issues
- assist with drafting clear, well-reasoned and authoritative public documents (including reports, speeches and submissions) describing the Branch's analysis and conclusions
- draft information requests to digital platforms and review responses
- assist in undertaking and managing consultations with market participants on policy issues, including with large stakeholder groups and in public forums
- assist in liaising with international competition and consumer agencies in line with the objectives of our international strategy
- liaise with the Australian Government, departments and agencies including advocating for the recommendations from our Inquiry reports and the implementation of them

For more information about the role including the selection criteria, please see the attached Candidate Kit.

How to apply

When applying you will be asked to upload your resume and submit a statement of claims that is no more than 400 words.

When preparing your statement of claims, please take into consideration the role and duties, and detail instances from your past that demonstrate how you meet the selection criteria.

Salary: \$80,893 - \$85,774 per annum (plus 15.4% superannuation)

Contact Officer: Ellie Dwyer (03) 9290 1874

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

Eligibility Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Ellie Dwyer, (03) 9290 1874
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0708973

Australian Electoral Commission

Closing Date: Sunday 14 August 2022

Service Delivery
Delivery and Support Branch National Event Management Section

Job Title	Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$76,863 - \$84,236
Classification	APS Level 5
Position Number	2022-094 10353
Agency Website	https://www.aec.gov.au/

Job Description

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

The National Event Management section contributes to national consistency through a range of business-as-usual tasks and projects fundamental to election events. This includes:

- Polling day and post polling day activities, including polling place and OPC operations, declaration exchange process and overseas voting.
- Senate solutions and counting the senate.
- Deployment and use of Electronic Certified Lists (ECLs).
- Monitoring and oversight of the nominations process.
- National processes and tool for premises management and inspections.

The section is part of Delivery and Support Branch whose role is to lead preparation and delivery of electoral services by the AEC, in line with the Election Readiness Framework and Election Ready Road Map.

Duties

The Project Officer supports the Assistant Director and other Project Officers in the day-to-day management and delivery of projects relating to the conduct of an Electoral Event, within the Delivery and Support Branch. The role includes participating in section planning for short term tasks and contributing to strategic planning for longer term initiatives.

This position is responsible for undertaking moderately complex work, to contribute to the delivery of different projects throughout the election cycle and across the Branch as agency priorities necessitate and as directed by management. Projects may include:

- Electronic certified lists.
- Voting coordination and operations (including overseas voting, polling operations and premises management).
- Senate scanning and results.
- Event coordination and results operations (including nominations, results, declaration exchange, out-posted centre operations, close seats and scrutineers).
- Any other project required from time to time as a result of a business improvement and/or legislative change.

To excel you'll have:

- Demonstrated experience in meeting deadlines in a high performing environment, while having an agile attitude that is flexible, positive, innovative, motivated, and resilient.

- An ability to remain positive and respond to pressure in a calm manner, while committing energy and drive to ensure goals are achieved.
- Confidence and ability to effectively communicate, collaborate and negotiate with team members, business areas and external stakeholders at all levels of seniority.
- A demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results while supporting the AEC's strategic direction.

Eligibility

- AEC employees must be Australian citizens.
- Any person who is, and seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.
- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.
- Applicants are required to meet the conditions of the AEC's COVID-19 Vaccination Policy which outlines that all AEC staff must have received their recommended primary (general population) dosage of any Approved Vaccine at that time, or have an exemption approved by an AEC Delegate. Currently, primary doses means you have had two doses of an approved vaccine. However if you are required under state or territory guidelines to have a booster vaccination to perform particular duties, you will be required to have additional dose(s) when eligible. The Federal Government recommendations on primary doses may change over time and the recommendations of that time will apply as the AEC definition.

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Jessica Harrison, (02) 6271 4749
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0709157

Australian Government Solicitor

Closing Date: Friday 12 August 2022

Australian Government Solicitor
Office of General Counsel OGC Support

Job Title	Legal Assistant
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 4
Position Number	TBA
Agency Website	

Job Description

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

Duties

Legal Assistant

- Legal support
- Full-time, non-ongoing/ongoing opportunity
- Canberra based

AGS is seeking applications for a fantastic opportunity for a positive, energetic and highly motivated Legal Assistant to join our Office of General Counsel Legal Support team in our Canberra office.

About us

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

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

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

have national importance.

AGS is diverse. With offices in every capital city and a team of 650 staff, including 400 lawyers, we work in more than 40 different areas of law related to government.

About the role

The Office of General Counsel (OGC) is based in Canberra and provides legal advice and assistance to the Commonwealth Government on constitutional and public law, statutory interpretation and the development, implementation and administration of legislation. OGC also acts for the Commonwealth in High Court constitutional litigation and coordinating the conduct of other cases involving constitutional issues. The team comprises of approximately 79 lawyers (including a large number of out posted lawyers) and 15 support staff.

In this role you will:

- be responsible for providing high-level legal support to the Office of General Counsel
- take an active role in assisting our lawyers to deliver a high standard of legal services to our clients
- maintain legal files and assist with client enquiries
- manage lawyers' diaries and travel
- ensure administrative procedures such as client billing and reporting comply with relevant AGS requirements.

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

About you

This role will suit an experienced Legal Assistant who ideally has:

- at least 2 years legal administrative experience
- a genuine commitment to client service
- an organised and proactive approach with the ability and willingness to take on a variety of tasks
- good judgement
- well-developed written and oral communication skills
- an interest in undertaking training and development to learn new skills.

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

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

To apply

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

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

Applications close at 11:59pm (AEST) on Friday, 12 August 2022. Late applications may be considered in consultation with the HR Business Partner.

Further enquiries

Further information can be obtained by contacting Michelle Duncan, OGC Legal Support Manager on 02 6253 7223 or Natalie Lightfoot, Human Resources Business Partner on 02 6253 7529.

Notes

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

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 650 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Natalie Lightfoot, 02 6253 7529
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0709261

Australian Sports Commission

Closing Date: Monday 15 August 2022

Sport Division
Industry Capability Australian Sport Learning Centre

Job Title	Senior Advisor – Game Plan
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	\$112,175 - \$132,365
Classification	Executive Level 1
Position Number	2008
Agency Website	https://www.sportaus.gov.au/

Job Description

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

Duties

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

Are you driven to help the sport sector thrive? As the Senior Advisor Game Plan, you will lead the end-to-end digital product and content development and lifecycle for one of our sector enabling products, Game Plan.

Game Plan has a vision to help every Australian sporting organisation reach their potential to deliver the most positive experiences for everyone in sport. Take a moment to check out some of the existing features of Game Plan.

Already implemented for clubs, we are working with individual sports to further personalise and enhance the experience and growth outcomes for club volunteers and club success.

Our next roadmap phase will develop and deliver national, state and association/league level Game Plan products, integrating closely with other internal and sector facing digital solutions.

As part of the Australian Sport Learning Centre (Learning Centre) team, you will work independently, cross functionally and collaboratively with all aspects of the internal business and across the sector.

We are looking for a candidate who has:

- Minimum 5 years business or sports management leadership, with a background in education, learning and development, capability building and/or organisation development.
- Multi-faceted digital project management, including user journey mapping and workflows, highly desirable.
- Experience delivering assessment frameworks and using data insights to identify priorities which will inform development of strategic and operational plans.
- An ability to influence stakeholders and work closely with them to co-design solutions which grow sector organisational and workforce capability and maturity.

Acknowledgement of Country

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

Eligibility

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

For Canberra based positions, the ASC requires the holder to have received two doses of a government approved COVID-19 vaccination and have obtained boosters where due. The holder must provide evidence of their vaccination status to the ASC prior to commencement and as additional COVID-19 vaccinations, i.e. boosters, are received.

Notes

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

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

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

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

About the Australian Sports Commission

The Australian Sports Commission (ASC) is the Australian Government agency responsible for supporting and investing in sport and physical activity at all levels. The ASC is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the knowledge, experience, skills and perspectives of all individuals and aim to produce a collaborative environment. Applications from people with diverse backgrounds are actively encouraged. The ASC unites two entities: Sport Australia — responsible for driving the broader sport sector including participation, physical activity and industry growth and the Australian Institute of Sport — leading our high performance sport system.

To Apply

Position Contact	Rachel Piastri, 0413 453 616
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0709266

Australian Sports Commission

Closing Date: Friday 12 August 2022

Corporate
Finance & Commercial

Job Title	Residences Receptionist
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$50,637 - \$62,748
Classification	APS Level 3
Position Number	1544
Agency Website	https://www.sportaus.gov.au/

Job Description

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

Duties

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

The Residences unit provides high quality, residential accommodation services and operations for up to 600 beds and, manages residences facilities and amenities including the dining hall and cleaning services in support of Sport Australia business during a 7-day operating environment.

In this role you will provide front office and reception services to short-term and long-term residents, guests and visitors staying in the Residences. You will provide services in line with quality hotel operations and to established standards and systems.

To be successful you will have:

- At least one year's experience in a fast-paced hotel or similar commercial operations and services environment.
- Be conversant in handling high volume clients from diverse markets and a range of operational and services demands concurrently.
- Strong organisation skills and demonstrated capability in the use of hotel computer property management packages and associated communication systems is required.
- Strong communication skills and work well in a team environment.
- This position requires the holder to be able to obtain and maintain Working with Vulnerable People Clearance

Acknowledgement of Country

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

Eligibility

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

For Canberra based positions, the ASC requires the holder to have received two doses of a government approved COVID-19 vaccination and have obtained boosters where due. The holder must provide evidence of their vaccination status to the ASC prior to commencement and as additional COVID-19 vaccinations, i.e. boosters, are received.

Notes

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

The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.

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

Fixed term, full-time preferred however part-time will be considered

About the Australian Sports Commission

The Australian Sports Commission (ASC) is the Australian Government agency responsible for supporting and investing in sport and physical activity at all levels. The ASC is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the knowledge, experience, skills and perspectives of all individuals and aim to produce a collaborative environment. Applications from people with diverse backgrounds are actively encouraged. The ASC unites two entities: Sport Australia — responsible for driving the broader sport sector including participation, physical activity and industry growth and the Australian Institute of Sport — leading our high performance sport system.

To Apply

Position Contact	Meenakshi Malshe, (02) 6214 1340
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0709270

Australian Sports Commission

Closing Date: Thursday 11 August 2022

CEO Office

Job Title	CEO Office Co-ordinator
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$79,643 - \$91,983
Classification	APS Level 5
Position Number	1928
Agency Website	https://www.sportaus.gov.au/

Job Description

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

Duties

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

Are you interested in working in a role that gives you a birds-eye view of the organisation? The CEO Office has responsibility for connecting the work areas of the ASC to the needs of the CEO and ASC Board. In this role you will play an important role in ensuring information flows smoothly to and from the CEO office to divisions, while also providing a key coordination role with our Board and its Commissioners.

We are entering an unprecedented time in Australian sport as we prepare a green and gold runway to the Brisbane 2032 Olympics and Paralympics. The CEO Office plays a pivotal role in the smooth and effective functioning of the ASC. You will join a team of high-performing, culture-centric people that love what they do, make great connections across the organisation and deliver quality results.

This role will see you assisting with the coordination of travel, some diary management, reimbursements/acquittals and preparation/compiling of Board and Executives papers and briefs.

What you need to be successful – To be a star in this role we're looking for someone with the following skills and experience:

- Great stakeholder management skills
- Super organised and plans ahead
- An eye for detail and doesn't miss the little things
- Flexible, adaptable and comfortable in fast paced environments
- Experience in the provision of high-level Executive Support and/or support for a Board will be highly regarded.

Acknowledgement of Country

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

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

For Canberra based positions, the ASC requires the holder to have received two doses of a government approved COVID-19 vaccination and have obtained boosters where due. The holder must provide evidence of their vaccination status to the ASC prior to commencement and as additional COVID-19 vaccinations, i.e. boosters, are received.

Notes

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

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

The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.

About the Australian Sports Commission

The Australian Sports Commission (ASC) is the Australian Government agency responsible for supporting and investing in sport and physical activity at all levels. The ASC is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the knowledge, experience, skills and perspectives of all individuals and aim to produce a collaborative environment. Applications from people with diverse backgrounds are actively encouraged. The ASC unites two entities: Sport Australia — responsible for driving the broader sport sector including participation, physical activity and industry growth and the Australian Institute of Sport — leading our high performance sport system.

To Apply

Position Contact	Mark Chin, 02 6214 1345
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0709305

Department of Finance

Closing Date: Sunday 14 August 2022

ICT
Internal Services Branch

Job Title	ICT Contract Management Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$88,157 - \$107,593
Classification	APS Level 6
Position Number	2022/147
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH & TEAM

The Internal Services Branch manages the Service Centre, application support, quality assurance and testing, minor projects, the Finance information environment and its supporting ICT technology.

The ICT Contract Management Team manages the Electronic Work Environment (EWE) Managed Services ICT contract and provides high quality support to the department's key strategic ICT Programs.

Duties

ABOUT THE OPPORTUNITY

The successful applicant will be critical in the success of the department's key ICT Services contracts as well as the ICTD Program Management Office (PMO), responsible for oversight of a high profile departmental Program. The ICT Contract Management Officer's duties will include:

- Maintaining day-to-day business as usual (BAU) contract management activities by gaining a detailed understanding of the Electronic Work Environment (EWE) Managed Services Contract, including;
 - Performing monthly performance reviews
 - Treating the Contract's complex financials
 - Providing tailored advice for a range of contract scenarios that may lead to a variation of the Contract.
- Supervising a variety of Program activities to ensure the Program goals are met such as;
 - Managing the Program Management Office, following instruction from and assisting stakeholders
 - Participating in the appropriate Program forums by providing clear advice and
 - Maintaining records to accurately reflect the Program's financial position.
- Managing the APS5 role, including supporting their development and overall team contribution
- Managing Program and Contract queries and escalating issues and
- Developing and maintaining strong working relationships with a range of stakeholders.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the Apply Now button. **Eligibility**

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

Notes

This role is being advertised as both ongoing and non-ongoing. The role may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 12 months. Specified term vacancies may be extended up to a maximum period of three years.

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

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

About the Department of Finance

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

To Apply

Position Contact	Ana Grgic, (02) 6215 3017
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0708636

Job Title	Deputy Commissioner
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	-
Classification	Senior Executive Service Band 3
Position Number	Multiple
Agency Website	www.homeaffairs.gov.au

Job Description

<mailto:abf@ngs-global.com>

The Australian Border Force (ABF) is an operationally independent body within the Department of Home Affairs, responsible for reinforcing the Commonwealth's focus on the border as a strategic national asset. Charged with significant service and enforcement responsibilities, it brings together the full spectrum of operational border management; facilitation of the movement of people and goods, investigations, compliance, detention and enforcement functions.

By applying an intelligence-informed model, the ABF works with partner agencies across the border continuum to deliver effective control over who and what has the right to enter or exit, and under what conditions.

The ABF is seeking to build a highly capable and collaborative senior leadership team that can create and implement successful strategies to deliver against the Government's priorities. Experienced leaders who have demonstrated their ability to drive success within organisations that navigate complex operational and strategic risks, are strongly encouraged to apply for Deputy Commissioner positions within the ABF.

ABF Functions

The ability to deliver outcomes relies on five key functions that sit at the ABF's core:

Facilitation and industry engagement

Projected increases in trade and traveller volumes will place significant pressure on the ABF to keep pace with an increasingly intricate and complex international trade environment and to streamline traveller facilitation. Effective industry engagement and partnerships are critical.

Screening and intervention

As part of the ABF's responsibilities under the Customs Act 1901 and the Migration Act 1958, the ABF adopts an intelligence-risk targeting model to select goods, mail and individuals for screening and intervention at the border, without compromising the facilitation of legitimate trade and travel.

Compliance and enforcement

The ABF's compliance and enforcement teams focus on threats and risks within Australia's migration program, traveller pathways and international system of trade. The ABF operates primarily under provisions within the Customs Act, Migration Act and other border related laws.

Immigration detention

The ABF is responsible for ensuring lawful, safe and secure immigration detention. Facilities are located at Villawood (NSW), Brisbane, Adelaide, Perth, Yongah Hill (WA) and North West Point (Christmas Island). Contracted services include health, garrison, security, facilities management, transport and escort, and welfare and engagement.

Civil maritime security

Maritime Border Command is an operational command and Joint Agency Taskforce within the ABF. It is commanded by a Royal Australian Navy Rear Admiral reporting to a Deputy Commissioner of the ABF. ABF capability is delivered through a fleet of ocean-going vessels, highly modified fixed wing surveillance aircraft, rotary-wing aircraft and a littoral fleet of small vessels.

Duties

To be successful in a **Deputy Commissioner** role, you will be highly collaborative, thoughtful, communicative, value diversity and have strong leadership qualities, including integrity.

You will have demonstrated your ability to drive success within large, dispersed organisations that navigate complex operational and strategic risks. Operational, business, strategic and political acumen will have been gained through some experience in a law enforcement, regulatory, or similar relevant environment.

General Responsibilities

As a **Deputy Commissioner** in the ABF, you will be accountable for:

- Driving the highest standards of performance, behaviour, integrity, leadership and collaboration; within your Group and across the ABF and Department, and at all levels.
- Management of the ABF's governance, assurance and risk; strengthening our reputation and complying with legislation.
- Identification and management of strategic and operational threats to Australia's borders.
- Engaging with our people, building diversity, leading innovation and managing change well; to enhance our culture, performance, agility and professionalism.
- Building capability through the attraction of talent, development and retention of our people and acquisition of technology; consistent with Government and Portfolio requirements and priorities.
- Ensuring that the ABF is supported by contemporary planning (both strategic and operational) and performance frameworks, and data analysis, which are necessary for operational effectiveness.
- Effectively and efficiently managing finances, people, equipment and assets.
- Enhancing relationships and coordination with industry partners and government agencies at the state and federal level, including international partners and organisations, in particular with the Department, the Australian Federal Police, the Australian Criminal Intelligence Commission and the Australian Transaction Reports and Analysis Centre.

Eligibility

The successful candidate must:

- be an Australian Citizen;
- obtain and maintain an AGSVA security clearance at a minimum of Negative Vetting 2;
- obtain and maintain an Employment Suitability Clearance; and
- successfully meet and maintain all fitness requirements as set out in ABF policies and procedures as established from time to time by the ABF Commissioner.

Relevant tertiary qualifications are highly desirable.

How to Apply

To obtain the position documentation or to apply, please email abf@ngs-global.com quoting reference number **J16011**. Should you require further information after reviewing the documentation, please contact Mark Lelliott or David Spencer at NGS Global on 1300 138 863 or +61 3 8626 0600.

Applications close 5.00pm AEST, Thursday 18th August 2022. Notes

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

About the Department of Home Affairs

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

To Apply

Position Contact	Mark Lelliott, 1300 138 863 or +61 3 8626 0600
Agency Recruitment Site	mailto:abf@ngs-global.com

This notice is part of the electronic Public Service Gazette PS30 Daily Gazette Friday - 29 July 2022.pdf Published by Australian Public Service Commission.

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Vacancy VN-0708879

Department of Home Affairs

Closing Date: Friday 12 August 2022

Immigration Programs
Skilled Visas Various Policy Sections

Job Title	Policy Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$103,424 - \$121,292
Classification	Executive Level 1
Position Number	119599
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=119599&company=DIAC>

Overview of the Division

Immigration Programs Division (the Division) delivers permanent and temporary immigration programs. Immigration contributes to Australia's prosperity, security and unity through the entry of migrants and visa holders who will support economic growth, increase social cohesion and enrich the nation. The Division's focus is on improving efficiency, accuracy and transparency in our visa decision-making to support delivery of the Government priorities for immigration.

The Division is made up of:

- Immigration Network Operations & Governance Branch
- Skilled Visas Branch
- Family Visas Branch
- Temporary Visas and Travel Exemptions Branch
- Global Australia and Immigration Program Outreach and Engagement.

Overview of the Branches/Sections:

Are you interested in contributing to Australia's economic recovery, and supporting the reunification of family members post COVID-19?

Skilled Visa Branch has the end-to-end responsibility for all skilled visa settings, program management and delivery across the Department. The policy Sections in the Branch lead policy development for the entry of people to contribute to Australia's prosperity through well-designed temporary, provisional and permanent skilled visa programs. Our policy supports the economy and ensures Australia continues to be globally competitive

Family Visas Branch is responsible for the design, implementation and management of the Family Stream of Australia's Migration Program, as well as the Resident Return visa program. The Family and Permanent Resident Policy Section leads the development of policy and legislative reforms to

support family reunification and to strengthen Australia's social cohesion. The section also leads the development of policy initiatives to support visa holders experiencing Domestic and Family Violence within the migration law framework.

About the role (s):

Policy officers in Skilled Visa Branch lead policy development and provide advice to the Senior Executive and Government for the full range of skilled visa programs which deliver overseas workers to critical sectors and occupations across Australia including regional Australia. The policy roles within the Regional Mobility Policy and Employer Sponsored Policy Sections give you the opportunity to shape and influence Government policy which will have a direct and significant impact upon the future prosperity of Australia.

Policy officers within the Family Visas Branch lead policy development and provide advice to Senior Executive and Government in relation to the Family Stream of Australia's Migration Program, which seeks to reunite immediate family members with their Australian sponsors. This includes the Partner, Child, Parent and Other Family visa categories. Policy officers in Family Visas Branch also work across all of Australia's visa programs to design policy and legislative reforms to support visa holders experiencing Domestic and Family Violence.

Policy Officers:

Policy Officers at this level operate under broad direction and may manage small teams to develop and implement complex policies aligned to Government and Departmental strategic priorities. They anticipate and identify policy issues, undertake research, analysis and modelling, and consult with stakeholders to develop and implement policies and programs. They design criteria to monitor and evaluate policy effectiveness and are also responsible for identifying and mitigating risks to the development and implementation of effective policy.

Policy Officers at this level undertake complex research and analysis to develop high quality submissions and business cases containing evidence-based recommendations for Government consideration. They represent the Department and lead stakeholder engagement in relation to policy issues and also develop and implement processes, procedures and tools that support the delivery of new policies.

Duties

Our ideal candidate:

- Strong analytical thinking and evidence based decision making
- Attention to detail to ensure consistency and accuracy of policy documentation
- High level interpersonal and representational skills
- Innovative thinking to develop alternative solutions
- Politically astute and ability to understand and operate within the current environment
- Resilience to maintain and meet performance standards in pressured and unpredictable environments
- Ability to deal with ambiguity and a constantly changing environment
- Demonstrated leadership and the ability to work as a team player.

Specific duties/responsibilities:

- Draft ministerial submissions, briefs, correspondence, media releases and responses
- Liaise with program management, delivery, legal and systems areas to give effect to Government policy decisions
- Represent your Branch/Section and articulate skilled visa policy with internal and external stakeholders
- Represent Family Visas Branch and articulate family visa policy and issues relating to migrant victims of Domestic and Family Violence with internal and external stakeholders
- Conducting detailed analysis of diverse issues and incorporating stakeholder views to develop policy options relating to skilled and/or regionally focussed visas, family visas and supporting visa holders experiencing Domestic and Family Violence to align with Government priorities
- Identify risks and mitigation strategies for incorporation into policy development and implementation
- Engage with Cabinet and other Government processes
- Manage / supervise the work / performance of a small team.

Key Skills:

- Strong written and oral communication skills
- A strong understanding of the policy development and evaluation process.
- A strong understanding of the linkage between sound policy development and implementation
- Leading and managing staff to achieve business outcomes and deliver a high performance professional culture
- Working with a high degree of autonomy and initiative under broad direction to deliver quality outcomes
- Analysing complex issues and create feasible and innovative responses
- Building and nurturing strong working relationships with internal and external stakeholders
- Maintaining drive and positively influencing a team when facing pressure or ambiguity
- Strong time management and prioritisation skills
- Effectively engaging with risk including identifying, resolving and escalating issues.

Desirable

- Knowledge of, or the ability to acquire knowledge of migration legislation and policy framework
- Understanding of a policy lifecycle
- Government budget and decision-making processes
- Tertiary qualifications.

Eligibility

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

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Satisfy a probation period

- Undergo a health assessment (where applicable).

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role. Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department. **Notes**

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

This process is being used to fill immediate vacancies. A merit pool may be established and used to fill similar vacancies for up to 18 months from the date the vacancy was advertised in the Gazette.

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

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To Apply

Position Contact	David WHITEHEAD, 02 5127 7996
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=119599&company=DIAC

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Vacancy VN-0708883

Department of Home Affairs

Closing Date: Friday 12 August 2022

Immigration Programs
Skilled Visas Regional Mobility Policy, Employer Sponsored Policy

Job Title	Policy Officer Skilled Visas
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$81,879 - \$96,873
Classification	APS Level 6
Position Number	119799
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=119799&company=DIAC>

Are you interested in contributing to Australia's economic recovery, and supporting the reunification of family members post COVID-19? Be part of something bigger: join a connected team of professionals and contribute to building a secure Australia that is prosperous, open and united.

Overview of the Division:

Immigration Programs Division (the Division) delivers permanent and temporary immigration programs. Immigration contributes to Australia's prosperity, security and unity through the entry of migrants and visa holders who will support economic growth, increase social cohesion and enrich the nation. The Division's focus is on improving efficiency, accuracy and transparency in our visa decision-making to support delivery of the Government priorities for immigration.

The Division is made up of:

- Immigration Network Operations & Governance Branch
- Skilled Visas Branch
- Family Visas Branch

- Temporary Visas and Travel Exemptions Branch
- Global Australia and Immigration Program Outreach and Engagement.

Overview of the Branch and Section:

Skilled Visas Branch has the end-to-end responsibility for all skilled visa settings, program management and delivery across the Department. The Policy Sections in the Branch lead policy development for the entry of skilled migrants to contribute to Australia's prosperity through well-designed temporary, provisional and permanent skilled visa programs. Our policy supports the economy and ensures Australia continues to be globally competitive.

Tourism and International Education Policy Section within the Temporary Visas Branch is responsible for developing the policy settings for visitor and education-related visas. Our policy supports a vibrant tourism sector and international education sector through well-targeted visitor, student and post-study work visa settings.

Family Visas Branch is responsible for the design, implementation and management of the Family Stream of Australia's Migration Program, as well as the Resident Return visa program. The Family and Permanent Resident Policy Section leads the development of policy and legislative reforms to support family reunification and to strengthen Australia's social cohesion. The section also leads the development of policy initiatives to further support visa holders experiencing Domestic and Family Violence within the migration law framework.

Immigration Network Operations and Governance Branch (INOGB) provides enabling and coordination capability to ensure an integrated global approach to the delivery of migration and temporary entry programs consistently, accurately and efficiently and planning for the future. Immigration Business Evolution (IBE) within this Branch, leads the development of a program of work to modernise visa and citizenship services for today and into the future. The vision for the program is for Australia to have a *world-leading, client-centric, digitally enabled visa and citizenship service that contributes to a prosperous, united and secure Australia*.

About the role(s):

Policy officers in Skilled Visas Branch lead policy development and provide advice to the Senior Executive and Government for the full range of skilled visa programs which deliver skilled overseas workers to critical sectors and occupations across Australia, including regional Australia.

Policy officers in the Temporary Visas Branch lead policy development and provide advice and Senior Executive and Government in relation to tourism and international education related visa settings. The policy roles within the Skilled and Temporary Visas Branches give you the opportunity to shape and influence Government policy which will have a direct and significant impact upon the future prosperity of Australia.

Policy officers within the Family Visas Branch lead policy development and provide advice to Senior Executive and Government in relation to the Family Stream of Australia's Migration Program, which seeks to reunite immediate family members with their Australian sponsors. This includes the Partner, Child, Parent and Other Family visa categories. Policy officers in Family Visas

Branch also contribute to the development of policy and legislative reforms to further support visa holders experiencing Domestic and Family Violence.

Policy officers in Immigration Business Evolution (IBE) contribute to Policy scoping, development and advice for Australia's permanent migration and temporary visa programs as well as program management and delivery. IBE undertakes project based work, provides leadership direction, coordination of work streams and reporting. IBE also leads co-design with business areas to re imagine service delivery to meet the changing needs of the Government, our clients, the public and Home Affairs' staff.

Policy Officers

As a Policy Officer you will operate under broad direction to develop and implement complex policies aligned to Government and Departmental strategic priorities. You will anticipate and identify policy issues, undertake research, analysis and modelling, and consult with stakeholders to develop and implement policies and programs. You will design criteria to monitor and evaluate policy effectiveness and be responsible for identifying and mitigating risks to the development and implementation of effective policy.

Policy Officers at this level undertake research and analysis to develop high quality submissions and business cases containing evidence-based recommendations for Government consideration. You will engage with stakeholders in relation to policy issues and also develop and implement processes, procedures and tools that support the delivery of new policies.

Duties

Our ideal candidate:

We are looking for people with strong writing skills who enjoy working in a high tempo environment, and have a passion for achieving positive outcomes. They will have a strong collegiate approach to their work. They will possess a good understanding of policy development processes, our regulatory and policy frameworks and how these align with program management and delivery arms. They will be able to liaise effectively with internal and external stakeholders to deliver the Government's skilled and family visa policy priorities.

- Strong analytical thinking and evidence based decision making
- Attention to detail to ensure consistency and accuracy of policy documentation
- High level interpersonal and representational skills
- Innovative thinking to develop alternative solutions
- Politically astute and ability to understand and operate within the current environment
- Resilience to maintain and meet performance standards in pressured and unpredictable environments
- Ability to deal with ambiguity and a constantly changing environment
- Ability to work as a team player.

Specific duties/responsibilities:

- Draft ministerial submissions, briefs, correspondence, media releases and responses

- Liaise with program management, delivery, legal and systems areas to give effect to Government policy decisions
- Represent your Branch/Section and articulate relevant visa policy with internal and external stakeholders
- Represent Family Visas Branch and articulate family visa policy and issues relating to visa holders experiencing Domestic and Family Violence with internal and external stakeholders
- Conduct detailed analysis of diverse issues and incorporating stakeholder views to develop policy options relating to skilled and/or regionally focused visas, family visas and supporting visa holders experiencing Domestic and Family Violence to align with Government priorities
- Identify risks and mitigation strategies for incorporation into policy development and implementation
- Engage with Cabinet and other government processes
- Coordination and preparation of policy and program management activities to deliver a staged and managed design for a future business operating model (IBE)
- Build collaborative approaches to work delivering design results and sound implementation planning (IBE).

Key Skills & demonstrated experiences:

- Strong written and oral communication skills
- An understanding of the policy development and evaluation process
- An understanding of the linkage between sound policy development and implementation
- Working within a team to achieve business outcomes and deliver a high performance professional culture
- Working with a reasonable degree of autonomy and initiative under supervision to deliver quality outcomes
- Analysing complex issues and create feasible and innovative responses
- Building and nurturing strong working relationships with internal and external stakeholders
- Strong time management and prioritisation skills
- Effectively engaging with risk including identifying, resolving and escalating issues.

Desirable:

- Knowledge of, or the ability to acquire knowledge of migration legislation and policy framework
- Understanding of a policy lifecycle
- Understanding of Government budget and decision-making processes
- Tertiary qualifications.

Eligibility

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

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

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To Apply

Position Contact	Vouhnh NGUYEN, 02 6196 0134
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=119799&company=DIAC

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Vacancy VN-0709182

Department of Home Affairs

Closing Date: Thursday 11 August 2022

Citizenship
Citizenship Program Delivery Citizenship Program Delivery QLD

Job Title	Visa and Citizenship Officers
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD
Salary	\$60,112 - \$69,064
Classification	APS Level 3
Position Number	119218
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=119218&company=DIAC>

Overview Of Branch:

Citizenship Program Delivery QLD

The Citizenship Program is responsible for the program management and delivery of the Australian Citizenship Program. The citizenship program includes: the citizenship test; citizenship ceremonies; applications for citizenship by conferral, descent, adoption, resumption, evidence and renunciation; revocation of citizenship. The role of the citizenship delivery network is to assess and decide citizenship applications. This involves assessing applications against legislative criteria, and administering citizenship appointments and tests in departmental offices. Additionally the network coordinates with relevant local Government authorities and community organisations to hold Australian citizenship ceremonies to confer Australian citizenship on applicants.

Partner Visa Program

The Partner visa program is a key element of the government's Migration Program, which is a significant contributor to Australia's population and economy, and supports social cohesion particularly through family reunion. The Qld Partner Visa team processes Partner visa applications within the framework of the Migration Act and Regulations, working within Assessment Teams under a Global Case Management work allocation model.

Queensland Skilled Visa Program Delivery

The role of APS3 officers in the Skilled Visa Program Delivery sections is to assess and decide visa applications and contribute to the delivery of the global Temporary Visa Program. In this role APS3 officers process Working Holiday and Work and Holiday stream visas, the 408 Pandemic Visa Program and associated, bridging visas applications. APS3 officers work under the general supervision and direction of a line manager but are expected to undertake work with attention to accuracy, detail and be able to work independently to manage their own workload in an environment of competing priorities. APS3 officers in some teams also provide administrative support to their colleagues to deliver the business objectives of the section. Work is high volume requiring officers to be flexible to respond to changing demands in workload.

Queensland Temporary Visa Program Delivery

The APS3 officers in QLD Temporary Visas work under direction of the APS 5 Team Leader in the delivery of the following Temporary Visa programs: Asia-Pacific Economic Cooperation (APEC) Program; Maritime Crew Visa Program; Medical Treatment Visa Program; the Visitor Visa Program ; Transit Visa Program and associates Bridging Visa applications. APS3 officers work under the general supervision and direction of a line manager but are expected to undertake work with attention to accuracy, detail and be able to work independently to manage their own workload in an environment of competing priorities. APS3 officers in some teams also provide administrative support to their colleagues to deliver the business objectives of the section. Work is high volume

requiring officers to be flexible to respond to changing demands in workload.

About the role:

The role of APS3 processing officers in the Department of Home Affairs is varied and can include, but is not limited to, citizenship and visa processing, delivering client services and administrative support. APS3 officers are expected to be flexible and able to cross learn processes, noting that training will be provided. Roles will require computer proficiency, verbal and written communication skills, including with internal and external stakeholders and an ability to quickly acquire knowledge of specified legislation. APS3 officers are responsible for assessing and processing Australian citizenship or visa applications: which requires attention to detail and sound judgement. This role requires that officers conduct a pre-assessment of citizenship applications and, when required, related administrative duties.

Our ideal candidate:

The Department is looking for people who enjoy working in a rapidly evolving and forward thinking environment. Whilst working in the Department you will be exposed to cutting-edge technology as well as training resources that can fast track your professional development, allowing you to excel within and outside of the Department. The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

Duties

Specific duties/responsibilities:

- Assessing and deciding applications in line with legislation, policy and procedures
- Registering and updating applications in Departmental systems
- Undertaking basic and more complex research and analysis activities
- Assessing and deciding application pathways in line with legislation, policy and procedures
- Preparing and allocating assessment ready applications to decision makers.

Role requirements/qualifications:

- An ability to understand and apply legislative, regulatory and policy frameworks related to Department of Home Affairs, including an ability to acquire an understanding of departmental systems
- Well-developed written and verbal communication skills and sound record-keeping practices
- An ability to work independently or as part of a team while having accountability for the completion of allocated tasks
- An ability to be responsible for managing their workflow and output to meet work area needs
- Provide advice using well-established policy and practices as a guide, and research is conducted to prepare advice to more senior staff
- Identify, gather, record and share information for risk analysis activities, and development of compliance strategies.

Eligibility

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

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

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

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

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

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 18 months.

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

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To Apply

Position Contact	Sumi Pillarisetti, 07 3136 7234
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=119218&company=DIAC

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Vacancy VN-0709183

Department of Home Affairs

Closing Date: Thursday 11 August 2022

Citizenship
Citizenship Program Delivery Citizenship Program Delivery QLD

Job Title	Visa and Citizenship Officers - Affirmative Measure Disability
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD
Salary	\$60,112 - \$69,064
Classification	APS Level 3
Position Number	120736
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=120736&company=DIAC>

Overview Of Branch:

Citizenship Program Delivery QLD

The Citizenship Program is responsible for the program management and delivery of the Australian Citizenship Program. The citizenship program includes: the citizenship test; citizenship ceremonies; applications for citizenship by conferral, descent, adoption, resumption, evidence and renunciation; revocation of citizenship. The role of the citizenship delivery network is to assess and decide citizenship applications. This involves assessing applications against legislative criteria, and administering citizenship appointments and tests in departmental offices. Additionally the network coordinates with relevant local Government authorities and community organisations to hold Australian citizenship ceremonies to confer Australian citizenship on applicants.

Partner Visa Program

The Partner visa program is a key element of the government's Migration Program, which is a significant contributor to Australia's population and economy, and supports social cohesion particularly through family reunion. The Qld Partner Visa team processes Partner visa applications within the framework of the Migration Act and Regulations, working within Assessment Teams under a Global Case Management work allocation model.

Queensland Skilled Visa Program Delivery

The role of APS3 officers in the Skilled Visa Program Delivery sections is to assess and decide visa applications and contribute to the delivery of the global Temporary Visa Program. In this role APS3 officers process Working Holiday and Work and Holiday stream visas, the 408 Pandemic Visa Program and associated, bridging visas applications. APS3 officers work under the general supervision and direction of a line manager but are expected to undertake work with attention to accuracy, detail and be able to work independently to manage their own workload in an environment of competing priorities. APS3 officers in some teams also provide administrative support to their colleagues to deliver the business objectives of the section. Work is high volume requiring officers to be flexible to respond to changing demands in workload.

Queensland Temporary Visa Program Delivery

The APS3 officers in QLD Temporary Visas work under direction of the APS 5 Team Leader in the delivery of the following Temporary Visa programs: Asia-Pacific Economic Cooperation (APEC) Program; Maritime Crew Visa Program; Medical Treatment Visa Program; the Visitor Visa Program ; Transit Visa Program and associates Bridging Visa applications. APS3 officers work under the general supervision and direction of a line manager but are expected to undertake work with attention to accuracy, detail and be able to work independently to manage their own workload in an environment of competing priorities. APS3 officers in some teams also provide administrative support to their colleagues to deliver the business objectives of the section. Work is high volume requiring officers to be flexible to respond to changing demands in workload.

About the role:

The role of APS3 processing officers in the Department of Home Affairs is varied and can include, but is not limited to, citizenship and visa processing, delivering client services and administrative support. APS3 officers are expected to be flexible and able to cross learn processes, noting that training will be provided. Roles will require computer proficiency, verbal and written communication skills, including with internal and external stakeholders and an ability to quickly acquire knowledge of specified legislation. APS3 officers are responsible for assessing and processing Australian citizenship or visa applications: which requires attention to detail and sound judgement. This role requires that officers conduct a pre-assessment of citizenship applications and, when required, related administrative duties.

Our ideal candidate:

The Department is looking for people who enjoy working in a rapidly evolving and forward thinking environment. Whilst working in the Department you will be exposed to cutting-edge technology as well as training resources that can fast track your professional development, allowing you to excel within and outside of the Department. The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

Duties

Specific duties/responsibilities:

- Assessing and deciding applications in line with legislation, policy and procedures
- Registering and updating applications in Departmental systems
- Undertaking basic and more complex research and analysis activities
- Assessing and deciding application pathways in line with legislation, policy and procedures
- Preparing and allocating assessment ready applications to decision makers.

Role requirements/qualifications:

- An ability to understand and apply legislative, regulatory and policy frameworks related to Department of Home Affairs, including an ability to acquire an understanding of departmental systems
- Well-developed written and verbal communication skills and sound record-keeping practices
- An ability to work independently or as part of a team while having accountability for the completion of allocated tasks
- An ability to be responsible for managing their workflow and output to meet work area needs
- Provide advice using well-established policy and practices as a guide, and research is conducted to prepare advice to more senior staff
- Identify, gather, record and share information for risk analysis activities, and development of compliance strategies.

Eligibility

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

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

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

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

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

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 18 months.

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

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

To Apply

Position Contact	Sumi Pillarisetti, 07 3136 7234
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=120736&company=DIAC

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Vacancy VN-0709184

Department of Home Affairs

Closing Date: Thursday 11 August 2022

Citizenship
Citizenship Program Delivery Citizenship Program Delivery QLD

Job Title	Visa and Citizenship Officers - Affirmative Measure Indigenous
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD
Salary	\$60,112 - \$69,064
Classification	APS Level 3
Position Number	120738
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=120738&company=DIAC>

Overview Of Branch:

Citizenship Program Delivery QLD

The Citizenship Program is responsible for the program management and delivery of the Australian Citizenship Program. The citizenship program includes: the citizenship test; citizenship ceremonies; applications for citizenship by conferral, descent, adoption, resumption, evidence and renunciation; revocation of citizenship. The role of the citizenship delivery network is to assess and decide citizenship applications. This involves assessing applications against legislative criteria, and administering citizenship appointments and tests in departmental offices. Additionally the network coordinates with relevant local Government authorities and community organisations to hold Australian citizenship ceremonies to confer Australian citizenship on applicants.

Partner Visa Program

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Queensland Skilled Visa Program Delivery

The role of APS3 officers in the Skilled Visa Program Delivery sections is to assess and decide visa applications and contribute to the delivery of the global Temporary Visa Program. In this role APS3 officers process Working Holiday and Work and Holiday stream visas, the 408 Pandemic Visa Program and associated, bridging visas applications. APS3 officers work under the general supervision and direction of a line manager but are expected to undertake work with attention to accuracy, detail and be able to work independently to manage their own workload in an environment of competing priorities. APS3 officers in some teams also provide administrative support to their colleagues to deliver the business objectives of the section. Work is high volume requiring officers to be flexible to respond to changing demands in workload.

Queensland Temporary Visa Program Delivery

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About the role:

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legislation. APS3 officers are responsible for assessing and processing Australian citizenship or visa applications: which requires attention to detail and sound judgement. This role requires that officers conduct a pre-assessment of citizenship applications and, when required, related administrative duties.

Our ideal candidate:

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Duties

Specific duties/responsibilities:

- Assessing and deciding applications in line with legislation, policy and procedures
- Registering and updating applications in Departmental systems
- Undertaking basic and more complex research and analysis activities
- Assessing and deciding application pathways in line with legislation, policy and procedures
- Preparing and allocating assessment ready applications to decision makers.

Role requirements/qualifications:

- An ability to understand and apply legislative, regulatory and policy frameworks related to Department of Home Affairs, including an ability to acquire an understanding of departmental systems
- Well-developed written and verbal communication skills and sound record-keeping practices
- An ability to work independently or as part of a team while having accountability for the completion of allocated tasks
- An ability to be responsible for managing their workflow and output to meet work area needs
- Provide advice using well-established policy and practices as a guide, and research is conducted to prepare advice to more senior staff
- Identify, gather, record and share information for risk analysis activities, and development of compliance strategies.

Eligibility

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

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

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

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

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 18 months.

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

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

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

About the Department of Home Affairs

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To Apply

Position Contact	Sumi Pillarisetti, 07 3136 7234
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=120738&company=DIAC

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Vacancy VN-0709190

Department of Home Affairs

Closing Date: Thursday 11 August 2022

Intelligence
Intel Services & Threat Discovery Border Intelligence Watch Office

Job Title	Border Intelligence Watch Office Analyst 24/7 Shift
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$75,381 - \$81,196
Classification	APS Level 5
Position Number	119559
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=119559&company=DIAC>

Overview of the Branch and Section:

Intelligence Services and Threat Discovery (ISTD) Branch, within Intelligence Division, brings together the Department and Australian Border Force's intelligence discovery functions – focused on identifying threats, including immediate and real-time threats, to Australia's border continuum and all border and migration environments. Further, it provides a range of border-specific intelligence services to support the collection of intelligence and discovery of threats, and management of operational usage for sensitive intelligence data.

The Border Intelligence Watch Office (BIWO) is a 24/7 Section and designed to provide coordination and intelligence support for internal and external stakeholders. The BIWO deals with immediate intelligence assessment, coordination and analysis, with a key focus on supporting real-time intelligence analysis through the production of actionable and timely intelligence related to immediate border threats across all streams. The BIWO provides an after-hours touch point into the Division, providing advice on intelligence services and referring requests further within the Division to ensure a coordinated approach is taken in support of stakeholders. The BIWO provides analysis of significant events, referrals, interdictions, responding to time critical requests for intelligence information and support, and after-hours intelligence support and coordination of operational activities.

About the role:

Under guidance of the Team Leader and/or the Assistant Director, the analysts/staff will provide focused and specific analytical support to the operational elements of Australian Border Force (ABF) and the Department of Home Affairs (the Department), and domestic and international partner agencies. This analytical support may be driven by detections or information received, or in support of operations.

The roles require the ability to respond to actionable information related to immediate threats to the border to apply necessary risk treatments across the Aviation, Maritime and Cargo

environments. The functions of these roles include using Departmental and partner agency systems to identify and collect information on entities of interest in order to inform operational decisions and referral for further intelligence assessment.

The positions require situational awareness of the Department, ABF and stakeholder priorities and activities as well as appropriate reporting on these activities. Analysts and staff are required to work across a variety of topic matters relating to national security matters; serious and organised transnational crime groups, and the commodities in which they trade and visa and migration fraud.

The positions are designated shift roles and tasks include the management of timely Immediate Detection Analysis reports, assessment of referrals for border threats from internal and external stakeholders and provide real-time support to front line officers.

Duties

Our ideal candidate:

The Department of Home Affairs is looking for people who enjoy working in a rapidly evolving environment. The successful candidate will be self-driven and work with integrity, with experience in:

- Experience working in a 24/7 shift environment
- Well-developed skills working in a tactical intelligence environment
- Demonstrated experience operating in a time critical environment
- Extensive experience interrogating operational intelligence systems and databases.

Specific duties/responsibilities:

- Manage teams who provide intelligence research and assessment to produce an immediate detection analysis report, following a border detection
- Under direction, guide teams who conduct intelligence research and assessment of current and emerging border threats in a time pressured, watch floor environment
- Share, exchange and disclose information and intelligence obtained from Departmental and partner agencies information and intelligence systems and resources, in accordance with relevant Australian Government legislation (including the Privacy Act), Departmental policy, Memorandums of Understanding, and Agreements
- Maintain situational awareness of current Intelligence Division, Department and ABF Operational activities
- Capture research, analysis actions and decisions through the creation of appropriate reports, in relevant record keeping and case management systems
- Liaise with other intelligence analysts and operational staff both within and outside of the Department
- Maintain official relationships with internal and external stakeholders to foster collaboration and information sharing
- Maintain currency in training on Departmental systems and intelligence best practice
- Undertake team administrative duties
- Understand customer needs through clear communication
- Maintain responsiveness and flexibility within changing environments.

Role requirements/qualifications:

- Shift positions require the ability to work a rotating 24/7 shift roster, including weekends, public holidays and over nights.
- Prior experience in shift work desirable.

Eligibility

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

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

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role. Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department. **Notes**

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

This process is being used to fill immediate vacancies. A merit pool may be established and used to fill similar vacancies for up to 18 months from the date the vacancy was advertised in the Gazette.

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

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

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To Apply

Position Contact	John Ramunni, 0262238478
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=119559&company=DIAC

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Vacancy VN-0709281

Department of Home Affairs

Closing Date: Thursday 11 August 2022

AC West & Close Support
Marine Workforce Capability Various

Job Title	Supervisor Marine Workforce Capability
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$81,879 - \$96,873
Classification	APS Level 6
Position Number	119398
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=119398&company=DIAC>

Overview of the Branch and Section:

Marine Workforce Capability Branch (MWCB) West and Close Support Command, North, West and Detention is responsible for delivering the Marine Workforce Capability for the Australian Border Force (ABF) in supporting our mission to protect Australia's borders and enable legitimate trade and travel. This includes:

- With support from Health Services Division and ABF Health and Fitness, managing the health, welfare, and well-being of ABF sea-going Marine Officers
- Ensuring that we comply with all relevant statutory and safety requirements that apply to ABF sea-going Marine Officers

- The provision of appropriately trained personnel (either ABF or contract personnel) to crew ABF vessels
- The implementation of recruitment and development pathways for ABF Marine Officers that align with and support the approaches adopted within ABF and the Department Home Affairs.

Marine Workforce Capability Branch deploys sea-going Marine Border Force Officers to ABF vessels and ADF Ocean Protector. Once deployed, vessels are tasked by Maritime Border Command to undertake a range of border enforcement activities throughout the Australian maritime Exclusive Economic Zone (EEZ). This includes offshore maritime patrols and response, surveillance and deterrence activities that support civil maritime security operations.

Maritime Border Command is responsible for delivering tactical front line law enforcement response, against the identified Maritime Security Threats (MSTs).

The identified MSTs being:

- Illegal Maritime Arrivals (IMAs)
- Maritime Terrorism
- Piracy, Robbery and Violence at Sea
- Prohibited Imports and Exports
- Exploitation of Natural Resources
- Illegal activity in Protected Areas
- Marine Pollution
- Compromise to Bio-security.

About the role:

APS 6 opportunities are available in the Transition, Engagement and Capability Section, Industrial Relations, Innovation and Reporting Section, Workforce Marine Rostering and Deployments Section, and the Marine Workforce Capability Strategy and Project Section. The successful candidates will provide strategic, operational and technical advice on matters maritime training and competency standards, regulatory requirements and workforce capability input to the overall capability of ABF vessels. All Supervisory positions within the Marine Workforce Capability Branch are required to provide leadership, motivation, guidance and direction to subordinate officers. The positions will be based in Canberra and are not sea-going. The successful applicants will be expected to work from 3 Molonglo Drive Brindabella Park. However, depending on the role, alternative locations may be considered.

Transition, Engagement and Capability Supervisor

Positions within this Section have the responsibility of supervising the team and providing direction with the sustainment of Australian Border Force sea-going Marine Officers, achieved through the effective management of specialised selection programmes (recruitment & MTO cadet program training) and planning. The Section is also responsible for the management of non-operational sea-going officers by working with ABF Health and Fitness and Health Division to provide injury management support and transition plans to enable officers to return to duty.

Industrial Relations, Innovation and Reporting Supervisor

Positions within this Section are responsible for leading a team that provides assistance for the effective administration of marine training objectives and Work Health and Safety secretariat responsibilities. This includes, but is not limited to planning, programming, and coordinating marine training and supporting Workplace Relations and WHS Assurance Branch to implement and report work health and safety, maintaining sea-going employees training and qualification records in the Department's electronic human resource system - EasySAP. The Section is also

responsible for building and maintaining key stakeholder relationships with the Health and Safety Representatives (HSR) across the Marine Workforce, the WHS subject matter experts within Department of Home Affairs and Air and Marine Capability Branch, including Fleet Engineering

Workforce Marine Rostering and Deployments Supervisor

Positions within this Section are responsible for the rostering and deployment of Border Force sea-going officers to ABF vessels and ADF Ocean Protector. This is achieved by ensuring suitably qualified officers are rostered and deployed in accordance with the Workplace Agreement 2019. This Section manages travel to and from the vessels, leave and conditions. This Section is the first point of contact for sea-going officers and provides the bridge to other areas of the department when required. This Section also works closely with Air and Marine Branch to manage vessel availability and mission capability.

Marine Workforce Capability Strategy and Project Officer Supervisor

The MWCB Strategy and Project Officer is responsible for providing high level strategic analysis, advice and support to the Commander MWCB on matters related to, but not limited to, resourcing, Branch finances, recruiting, business planning, project management and support, secretariat/meeting support, stakeholder management and discrete tasks as directed by the Commander.

The MWCB Strategy and Project Officer will work as part of the Commander's Executive Office team from ABF Headquarters in Canberra. They should have strong written and oral communication skills, be able to work in a complex and fast-paced environment and have the ability to engage confidently with both internal and external stakeholders and clients at multiple levels of seniority. The MWCB Strategy and Project Officer should have the ability to apply sound judgement and display exemplary levels of personal integrity, sensitivity, confidentiality and discretion. **Duties**

Specific duties/responsibilities:

The successful applicant will undertake a range of supervisory and administrative functions as well as complex activities including:

- Provide support to the Section in relation to the transition and workup plans for various platforms
- Supervise the overall co-ordination of ABF sea-going personnel to ensure operational readiness
- Ensure ongoing qualification training and re-certification requirements are met to ensure operational eligibility
- Manage financial expenses
- Provide complex advice in relation to specialist conditions of service and qualifications, applicable to sea-going officers
- Forecasting and reporting for budget and finance requirements for the Section
- Manage commencement and cessation of sea-going allowances for sea-going officers
- Responding and providing assistance to complex sea-going officer enquiries
- Be prepared to participate in an out of hours (including weekends) on-call roster
- Developing, implementing and promoting efficient administrative processes to ensure that timely, high quality work and service delivery is provided to the Commander, the Senior Executive and key stakeholders. This includes reviewing and quality-assuring documents to ensure they meet required standards and that they align to Organisational objectives
- Monitoring and updating information management and systems such as the Branch and Executive SharePoint sites to enhance document tracking and communication across the Branch. The MWCB Strategy and Project Officer is expected to proactively manage and follow tasking to ensure quality products are provided to the Commander and the Executive in a timely manner
- Understand the specialist requirements under Department of Home Affairs, Australian Border Force (ABF) and APS Policies and Guidelines.

Role requirements/qualifications:

- Set priorities for the work area, maintain team cohesion, and ensure quality of outputs for the work area
- Make decisions, with direction from more senior staff, on tasks/assignments with considerable complexity and sensitivity
- Assist in strategic planning, program and project management and/or policy development for the work area
- Draft and review policy and procedural directions within specialist area.

Highly Desirable

- Highly developed oral communication skills and an ability to liaise, deal and negotiate with a broad range of people including staff, sea-going personnel, clients and service providers
- Experience working in a high tempo, ever changing environment
- Sound research and analytical skills
- Demonstrated team leadership skills highly desirable
- Demonstrated experience in Human Resource Management highly desirable
- Experience in dealing with a remote diverse workforce highly desirable
- A demonstrated ability to manage priorities and work effectively with competing deadlines under pressure is required. A willingness to introduce and accept change together with a strong client focus and dedication to providing a high quality service is necessary.

Knowledge

A sound and demonstrated knowledge of the following would be an advantage:

- OurPeople and QBT systems
- Department and Comcare policies and procedures for rehabilitation or return to work
- Knowledge of the Workplace Determination in particular the sea-going conditions or the ability to acquire the knowledge in a reasonable timeframe
- EasySAP and SAP GUI
- In depth understanding of the Work Health and Safety Act (2011).

Eligibility

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

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

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

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

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

This process is being used to fill immediate vacancies. A merit pool may be established and used to fill similar vacancies for up to 18 months from the date the vacancy was advertised in the Gazette.

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Peter VIZADIS, (02) 6264 3508
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=119398&company=DIAC

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Vacancy VN-0709247

Department of the Treasury

Closing Date: Sunday 14 August 2022

Australian Charities and Not-for-profits Commission
Australian Charities and Not-for-profits Commission

Job Title	Commissioner, Australian Charities and Not-for-profits Commission
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	-
Classification	Statutory Appointment
Position Number	63-2022
Agency Website	www.treasury.gov.au

Job Description

<https://www.beaumontandbeaumont.com.au/5113>

Duties

The Australian Charities and Not-for-profits Commission (ACNC) is an independent national body responsible for the registration and regulation of approximately 60,000 registered Australian charities. The ACNC is entrusted with:

- protecting and enhancing public trust and confidence in the not-for-profit sector through accountability, transparency and effective law administration;
- fostering a robust, vibrant, independent and innovative not-for-profit sector; and
- minimising unnecessary regulatory obligations on the sector, including through garnering collaboration from other regulators.

The Australian Government has announced its intention to build a strong and collaborative relationship with the charity and not-for-profit sector, and set a goal to double philanthropic giving by 2030. The ACNC has a vital role to play in achieving these goals.

The Government is seeking applications for the role of Commissioner of the ACNC. The ACNC Commissioner is an independent statutory officer with the responsibility of administering the national regulatory framework for charities. The ACNC Commissioner exercises the powers and functions of the Commission - including providing guidance to the sector - and administering the ACNC's enforcement, monitoring, report collecting and registration powers. The Commissioner is responsible for the management and administration of the ACNC, which comprises of more than 100 members of staff.

The successful applicant will be committed to maintaining a regulatory environment that enhances the capability and confidence of Australian charities to pursue their purpose; demonstrate leadership; be able to manage complex operations; work with others to meet objectives; have a

high level of judgment; and, demonstrate a high standard of professional and personal integrity as well as capacity to promote these qualities in an organisation (consistent with the APS Integrated Leadership System).

Applicants should have experience and understanding of the not-for-profit sector including the role of the ACNC and an outstanding record of achievement in a relevant field combined with knowledge of, or experience in, law, taxation, accounting, management and/or government.

For further information contact Jonathan Beaumont of Beaumont & Beaumont on 02 6126 4500, quoting reference 5113. **Eligibility**

Notes

The position is a statutory appointment for a period of up to five years. This is a full-time position situated in Melbourne with attractive remuneration.

About the Department of the Treasury

The Treasury is a respected and influential central economic agency. We provide authoritative advice and analysis to the Australian Government on a broad range of economic, fiscal, structural, financial and tax policy issues. We also monitor global economic conditions to make sure Australia is well placed to respond to emerging trends. Treasury provides some of the best opportunities in the public service. Treasury presents a challenging and rewarding career with the opportunity to contribute substantially to Government policy that affects all Australians. The Treasury's staff are drawn from many professions representing diversity in experience and skills. We seek passionate staff who will work collaboratively to deliver the ideas and advice that will help Australia meet the challenges of the coming years. Treasury offers attractive salaries and employer superannuation as well as a range of other benefits, including generous leave entitlements, salary packaging and a closedown period over the Christmas holiday. The Treasury is a flexible, dynamic and diverse workplace with offices in Canberra, Sydney, Melbourne and Perth.

To Apply

Position Contact	Jonathan Beaumont, 02 6126 4500
Agency Recruitment Site	https://www.beaumontandbeaumont.com.au/5113

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Vacancy VN-0709108

Great Barrier Reef Marine Park Authority

Closing Date: Tuesday 09 August 2022

Marine Park Operations Environmental Assessment and Protection

Job Title	Manager Permission Systems
Job Type	Full-Time, Non-Ongoing
Location	Townsville QLD
Salary	\$84,399 - \$96,029
Classification	APS Level 6
Position Number	112
Agency Website	

Job Description

<http://www.gbrmpa.gov.au/careers/current-opportunities>

This position supports the Assistant Director Permission Systems and Compliance, Environmental Assessment and Protection, and is responsible for the management and coordination of business system improvements associated with the Reef Management platform and associated interfaces. In particular, the position is responsible for the quality assurance of data, data analysis and reporting, internal and external user support, trouble shooting and delivery of system enhancements and co-ordination of the Environmental Management Charge.

The position is responsible for the supervision, coaching and performance management of staff. First Nations people are strongly encouraged to apply.

Duties

1. Supervise and develop staff through coaching, performance feedback and encouraging career development.
2. Interpret and apply relevant Commonwealth and state legislation, policy and process, and develop, implement and review strategies to achieve continuous improvement of systems designed to support the Marine Park permission system.
3. Develop, coordinate and manage policy, procedures and systems (including knowledge management databases) in relation to the permission system.
4. Provide statistics and reporting information both routinely and as requested.
5. Provide technical advice in relation to the permissions system operations that is informed, timely, practical, transparent and risk-based.
6. Communicate and negotiate with internal and external clients and stakeholders by resolving escalated enquiries and complaints; explaining contentious/complex information, providing appropriate solutions, and promoting the Reef Authority's position.

Eligibility

Applicants must:

1. be an Australian citizen at time of applying for position,
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.

Desirable qualifications or equivalent experience

- experience in a regulatory environment, including administrative decision making.
- experience in data analysis and presentation.

Notes

The full position description can be found [here](#) .

Your application must include:

- a completed Applicant Details Form (located on the GBRMPA [Tools and Tips](#) page)
- your 'pitch' (as described in the Position Description)
- proof of Australian citizenship
- a current curriculum vitae (resume) that includes
 - an outline of your career history
 - qualifications and/or formal/informal training relevant to the position
 - contact details for at least two recent referees, one of whom should be your current supervisor.

If you require any reasonable adjustments throughout the recruitment process please email William.Stock@davidsonwp.com

Contact Officer - William Stock - (07) 3023 1029

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	William Stock, (07) 3023 1029
Agency Recruitment Site	http://www.gbrmpa.gov.au/careers/current-opportunities

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Vacancy VN-0709213

Great Barrier Reef Marine Park Authority

Closing Date: Tuesday 09 August 2022

Various Branch Management

Job Title	Branch Business Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	\$76,511 - \$83,957
Classification	APS Level 5
Position Number	PN685; PN1023
Agency Website	

Job Description

<http://www.gbrmpa.gov.au/careers/current-opportunities>

We are seeking two experienced professionals to provide high-level business services and support to the Major Projects and Corporate Services branches, working to deliver on the priorities of the branches, and the Great Barrier Reef Marine Park Authority more broadly.

The Branch Business Manager works closely and collaboratively with the branch leadership team, the Executive Assistant and across all sections of the Branch. The position thereby actively contributes to the overall efficiencies and deliverables of the Branch, often in an environment of changing priorities.

This role is the vital link to the Reef Authority's Corporate Services Branch and provides direction and guidance for business policy and procedure related matters relevant to delivery of branch business. The role manages, coordinates and improves the branch's business processes, including but not limited to finance, human resources, procurement and contracts, ensuring effective delivery and continuous improvement.

The positions are the onsite location representative, on behalf of the General Manager or Chief Operating Officer, for office operations relating to the branch and supports these functions in our regional offices.

The Branch Business Manager – Corporate Services Branch reports to the Chief Operating Officer. This position will assist in the high-level reporting requirements for the Corporate Services Branch as well as forecast, distribute, oversee, collate and assist with the preparation of responses for various committee meetings. You will have working knowledge and experience in financial reporting, government procurement and recruitment processes, contract/property/facilities management and Agile Ways of Working.

The Branch Business Manager – Major Projects Branch, reports to the General Manager – Major Projects. This position will also actively participate in project management activities for the Branch by providing project management capabilities such as supporting the planning, management, budgeting and resourcing of project initiatives in a dynamic environment. Therefore, relevant qualifications in project management or demonstrated equivalent professional experience in a project management/administration management role is required, together with demonstrated experience in reporting and analysis of business reports including procurement, finance, and staffing. You will be able to plan and manage projects from beginning to end with a good attention to detail and strong time management skills.

First Nations people are strongly encouraged to apply for this role.

Duties

1. Manage the Branch business processes including being the conduit for the Branch with corporate areas to coordinate the delivery of corporate business activities and promote continuous improvement opportunities relating to relevant policy and processes.
2. Deliver business services advice and support to the Branch by working collaboratively with the Branch leadership team.
3. In collaboration with the General Manager/Chief Operating Officer and Branch leadership team, plan and project manage deliverables associated with Branch projects, corporate planning, annual work planning and regulatory performance, including reporting.

4. Lead the development of Branch evidence-based budgets and staffing level information, incorporating reliable forecasting and provide proactive analysis of reports.
5. Manage work priorities and monitor progress to achieve results demonstrating the ability to be agile and responsive to changing requirements. Support Branch Directors in their Agile Ways of Working goals.
6. Forecast, distribute, oversee, collate and assist with the preparation of responses for various committee meetings and high-level reporting requirements on behalf of the Branch.

Eligibility

Applicants must:

1. be an Australian citizen at time of applying for position,
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.

Highly desirable qualifications and/or equivalent experience

- A minimum of five years' experience in a similar role providing business services support to multi-disciplinary teams.
- Qualifications in Business or Administration.
- Knowledge of and understanding of public sector business operations, regulations and policies.

Highly desirable qualifications and/or equivalent experience Specific to Branch Business Manager – Corporate Services

- Demonstrated recruitment, procurement and finance/budget reporting experience within the public service sector.
- Knowledge in Agile Ways of Working and Property/facilities management experience would be highly regarded

Highly desirable qualifications and/or equivalent experience Specific to Branch Business Manager – Major Projects

- Relevant qualifications in project management or demonstrated equivalent professional experience in a project management/administration management role.
- Demonstrated experience in reporting and analysis of business reports including procurement, finance and staffing.

Notes

The full position description can be found [here](#)

Your application must include:

1. a completed Applicant Details Form (located on the GBRMPA [Tools and Tips](#) page)
2. your 'pitch' (as described in the Position Description)
3. proof of Australian citizenship
4. a current curriculum vitae (resume) that includes:
 - an outline of your career history
 - qualifications and/or formal/informal training relevant to the position
 - contact details for at least two recent referees, one of whom should be your current supervisor.

If you require any reasonable adjustments throughout the recruitment process please email Shelby.McMorran@davidsonwp.com

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Shelby McMorran, (07) 3023 1022
Agency Recruitment Site	http://www.gbrmpa.gov.au/careers/current-opportunities

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Agriculture, Water and the Environment

Vacancy VN-0709286

Bureau of Meteorology

Closing Date:Friday 05 August 2022

Data & Digital
Observing Systems & Operations

Job Title	Satellite System Specialist
Job Type	Full-Time, Ongoing
Location	Adelaide SA, West Perth WA, Darwin NT, Various locations - QLD QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Hobart TAS
Salary	\$82,198 - \$93,456
Classification	APS Level 6
Position Number	60014604
Agency Website	

Job Description

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

The Bureau of Meteorology is seeking a dedicated, highly talented professional to fill the role of Satellite Systems Specialist, Technical Officer (grade 4), in the Satellite Network Team.

The successful applicant will be integral in ensuring the Satellite Network team is meeting its program objectives and ensuring the operationally critical supply of weather satellite data and the underlying infrastructure supporting the provision of these data are properly maintained and functioning without interruption. The successful candidate will also act as a liaison with stakeholder groups on technical aspects of the observing network, review and contribute to working documentation, prepare and deliver reports and provide technical expertise on business development opportunities in line with the Bureau's strategy. We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety, and wellbeing of all our staff.

Duties

1. **Work Package Delivery:** Plan and deliver the required outcomes from assigned work package activities and projects assigned to you and your team. As a subject matter expert in the Satellite Network team, you will participate in field installations, commission sites, and investigate installation problems as required.
2. **System Operations and Analysis:** Undertake or coordinate complex and/or specialist activities such as advanced diagnostics and the fault finding of equipment; the maintenance and return to service of sophisticated technologies, including meteorological and associated data communication equipment; and network upgrades as required.
3. **System Support:** Coordinate remote site activities associated with sustainment and service delivery as required including scheduling of visits, resource development and availability, asset maintenance and operational program outputs. Other network support activities might include coordinating network and asset auditing, asset inspection, data quality management and environmental management activities.
4. **Operations Administration:** Undertake administrative tasks such as finance reconciliation activities including preparation of technical reports and documentation, asset management, contractor management, stakeholder engagement, network, and asset auditing. Carry out contractor management and administrative procedures associated with program of maintenance delivery, logistics, costs assessment analysis and processing, including administrative documentation. Undertake administrative and financial tasks reporting electronically via the Enterprise Asset Management System (Maximo) and other enterprise systems.
5. **Management:** Supervise and develop/train staff as required. Manage contractors remotely and onsite.
6. **Data Quality:** Undertake weather satellite data quality management tasks, monitor network outputs, and take corrective actions as required. Investigate, evaluate, and report on problems affecting operational systems, organise corrective actions and assist with return-to service activities. Undertake network operations monitoring and maintenance, including data quality control (DQC), return to service (RTS), calibration and management of data sent to stakeholders and customers.
7. **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service Values and Code of Conduct. Provide advice to external organisations and Bureau staff on all aspects of the Satellite Network.
8. **Travel:** On occasion some travel away from your home location, by air, sea, and road to support the Satellite Network operations and to coordinate activities will be necessary.
9. **Other Relevant Duties:** Undertake other relevant station, field, business, and housekeeping duties as required. Undertake all training and competencies as required.
10. **Compliance:** Comply with all relevant legislation, policies, procedures, and guidance in the course of your work.
11. **Diversity:** Understand and promote an inclusive environment that respects and values diversity and complies with the

Diversity and Inclusion Statement of Commitment.

12. Social Justice: Understand and promote the strategies, programs and plans of the various elements of the Bureau's Social Justice Strategy.

13. WHSE: Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own health and safety and that of your team members, other employees, contractors, and visitors who may be affected by your conduct.

Eligibility

An Associate Diploma or Certificate IV in Information Technology or higher; OR a relevant industry certification OR Relevant experience and training which enables the employee to competently perform the duties at this level.

Notes

- Provide evidence of being fully vaccinated with an approved COVID-19 vaccine, see COVID-19 restrictions section on the last page.
- Will be required to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Ron Wilson, 0499 043 427
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 14 August 2022

Parks Australia
Strategic Partnership & Australian National Botanic Gardens Australian
National Botanic Gardens

Job Title	Finance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,833 - \$97,454
Classification	APS Level 6
Position Number	2022/4979
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Australia's National Botanic Gardens (ANBG) is the nation's largest living collection of Australian native plants. It's a tranquil setting for walking and spending time with family and friends, and a living classroom for visitors of all ages. The Gardens play a significant role in the conservation and propagation of rare and threatened plants. Our biodiversity science programs—the Australian Biological Resources Study, the Centre for Australian National Biodiversity Research, the National Seed Bank - and Biodiversity Informatics—are partnerships for research, for management of physical and digital biological collections, and for management of fundamental national biodiversity data and information and are accessed nationally and internationally.

The Business Development Team is responsible for the fiscal management and reporting at the Australian National Botanic Gardens. They also manage commercial operations on the site and all major property services contracts. The Business Development Manager also oversees the visitor services functions of the Gardens.

Duties

The Job

Under the limited direction of the Business Development Manager, you will provide financial services support including:

- budget development, monitoring, forecast and management
- preparation of journals and end of month processing including end of month accrual pack
- interpretation of financial policies and procedures
- providing a full range of accounts payable and receivable services including banking and revenue reporting
- undertaking procurement and contract management activities in line with legislation, Agency Chief Executive Instructions, policies and Commonwealth Procurement Rules
- developing and streamlining business management systems and processes
- assisting with the management of general office services.

Eligibility

What we are looking for

Knowledge and experience

- Demonstrated ability with finance services including but not limited to; budget processes, management accounting reports, accrual account and end of month processes.
- Demonstrated experience in the delivery of an accurate and timely accounts payable/receivable services.
- Demonstrated ability to carry out complete planning activities for their own work including assigning work, setting priorities, monitoring workflows and maintaining high standards to achieve outcomes and deadlines in a fast-paced and changing environment.
- Demonstrated experience and an understanding of the procurement process in the Australian Government in line with relevant legislation (PGPA Act) and the Commonwealth Procurement Rules.

- Highly proficient use of MS Office programs, records management systems and financial management programs/processes (SAP or TechOne would be an advantage).

Notes

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

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Megan Menz, 0455 740 153
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0707792

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 21 August 2022

Corporate, Intelligence

Job Title	Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Brisbane QLD, Adelaide SA, Canberra ACT, Perth WA
Salary	\$69,476 - \$75,436
Classification	APS Level 4
Position Number	50000829; 50000664
Agency Website	https://www.acic.gov.au/

Job Description

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

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

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

About the role

The ACIC offers challenging and rewarding opportunities to work on reducing serious and organised crime that threaten to harm Australians. We are uniquely equipped as Australia's national criminal intelligence agency with investigative and information delivery functions. We build cross-jurisdictional networks nationally and internationally, work with people from a range of disciplines, utilise unique capabilities and liaise with partner agencies at the highest levels.

Support officers focus on the coordination, guidance and support of business services, projects, initiatives and systems for partner agencies and internal stakeholders. The roles often have a strong service delivery component that require consultation across the ACIC.

We are seeking people from a range of disciplines and backgrounds with roles potentially available in the below streams:

- Information and Communication Technology
- Intelligence
- Customer Service
- Finance
- General Administration
- Human Resources
- Project Management
- Records Management
- Legal

Duties

Our ideal candidate

- Can complete core ACIC data entry, uploading and/or filing to ensure information is appropriately available and performance outputs are captured.
- Will have well developed communication skills and the ability to adapt their responses to suit varied audiences.
- Has the ability to provide administrative support, manage multiple tasks and adjust work priorities at short notice.
- Has strong team skills with the ability to transfer knowledge, support colleagues and contribute to team/organisational goals.

- Will have the ability to develop and maintain effective relationships with a wide range of stakeholders both internal and external.
- Can work collectively within the team and promote a culture of flexibility and improvement.

Eligibility

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

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS, unless the agency head has agreed otherwise, in writing. For further information, contact the Recruitment Team.

The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain, or continue to hold, the required security clearance for this role. All ACIC employees are required to hold a minimum Negative Vetting 1 security clearance, unless otherwise specified.

All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. This requires the applicant to undergo character and background screening, and participate in a psychological assessment. Please refer to our Character Standards for further information.

To be eligible to work at the ACIC, you must be fully vaccinated against COVID-19. Being fully vaccinated ensures the health and safety of all employees, and the Australian community. Satisfactory proof of vaccination status will be required before you are able to commence employment with the ACIC.

Notes

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

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	Sandra, 02 6268 7240
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0709267

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 14 August 2022

Intelligence and Information Systems
Chief Information Officer Network Administration

Job Title	Senior Network Administrator
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Adelaide SA, Sydney NSW, Perth WA
Salary	\$105,820 - \$127,577
Classification	Executive Level 1
Position Number	50008152
Agency Website	https://www.acic.gov.au/

Job Description

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

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

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

About the branch

The Intelligence and Information Systems (IIS) Division provides critical ICT infrastructure, systems and services for the ACIC and its partner agencies in support of its strategic purpose and mission. The Chief Information Officer Branch (CIO) is responsible for the provision and support of the ACIC's critical infrastructure such as data centres, networks, service desk, desktop, video, cyber security and enterprise architecture. This includes the availability, continuity and security of ACIC's intelligence, national policing, research and corporate information systems and services both domestically and overseas.

About the role

The Senior Network Administrator supports in-house platforms and contributes to ACIC's intelligence services. They have extensive experience and subject matter expertise in the support and administration in complex, multi-vendor enterprise network environments, with experience in the following technologies, predominately:

HP, CISCO, Fortigate, Palo Alto and F5
Network Security
Visualised network products
Azure Cloud Networking
LAN, MAN and WAN environments
Carrier circuits (troubleshooting and support)
Physical connectivity troubleshooting
Facilities management
Voice and Video

Duties

Our ideal candidate

- Displays experience in working under service management processes such as ITIL, including championing in incident management, capacity management and request fulfillment as it relates to the support of an enterprise network.
- Champions adherence to the Information Security Manual as it relates to the administration and support of network environments.
- Demonstrated highly developed written and verbal communication skills to develop briefings for senior internal and external stakeholders with a focus on key points and the use of appropriate language.
- Possesses experience in providing technical mentoring for junior members of the team.

Eligibility

The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain, or continue to hold, the required security clearance for this role. All ACIC employees are required to hold a minimum Negative Vetting 1 security clearance, unless otherwise specified.

All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. This requires the applicant to undergo character and background screening, and participate in a psychological assessment. Please refer to our Character Standards for further information.

To be eligible to work at the ACIC, you must be fully vaccinated against COVID-19. Being fully vaccinated ensures the health and safety of all employees, and the Australian community. Satisfactory proof of vaccination status will be required before you are able to commence employment with the ACIC.

Notes

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To Apply

Position Contact	Matthew, 02 6268 7860
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0709302

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 14 August 2022

Covert Collections and Insights
Collection Operations

Job Title	Communication Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Barton ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$69,476 - \$75,436
Classification	APS Level 4
Position Number	50000139
Agency Website	https://www.acic.gov.au/

Job Description

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

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About the branch

The ACIC Intelligence Operations Operating Model is founded around 4 core capability pillars—coercive examinations, technical intelligence capability, human intelligence capability and data analytics capability. These core capabilities are interconnected and inform one another to derive maximum strategic insights to inform disruption strategies and opportunities.

Collection Operations Branch develops, delivers and manages covert technical collection capabilities within the ACIC. The branch performs specialist covert collection functions, supports and develops new technical collection capabilities, exploits raw data to generate intelligence insights, and collaborates heavily with Commonwealth and international partners on new and emerging capabilities. We provide solutions to address the ACIC's covert technical collection gaps to support operational and intelligence outcomes.

Collection Operations leads a large and diverse branch overseeing a number of specialist covert intelligence/collection and counterintelligence ACIC programs including human intelligence, technical and physical surveillance. Collection Operations branch works collaboratively with internal investigations and operational teams and external partners to collect criminal intelligence through covert and sensitive means.

About the role

Communications Analysts in the ACIC Communication Intelligence Unit are responsible for the capture, analysis, processing and dissemination of electronic evidence and intelligence pursuant to the Telecommunications (Interception and Access) Act 1979, the

Surveillance Devices Act 2004 and the Australian Crime Commission Act 2002. Communications Analysts need to have a good understanding of telecommunications and associated technologies and be able to apply advanced technical aptitude to system functions, technologies and/or processes to support operational outcomes.

Duties

Our ideal candidate

- Ability to analyse information acquired lawfully under the Telecommunications (Interception and Access) Act 1979, the Surveillance Devices Act 2004 and the ACC Act 2002 making evaluations, judgements, summaries or transcripts of its content using advanced system functions, technologies and/or processes
- Excellent computer skills including experience with information management systems, a range of computer applications and the ability to adapt to new and complex communication technologies
- Experience in application of a range of analytical tools, techniques and solutions in support of intelligence operations and/or investigations
- Meticulous attention to detail
- An ability to work a variety of shifts or regular day hours as determined by management in response to operational and other business needs

Desirable

- Experience in application of a range of analytical tools, techniques and solutions in support of intelligence operations and/or investigations.

Eligibility

Essential qualifications

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

Eligibility

- If this role is being advertised as ongoing and non-ongoing, it may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of 3 years.
- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS, unless the agency head has agreed otherwise, in writing. For further information, contact the Recruitment Team.
- The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain, or continue to hold, the required security clearance for this role. All ACIC employees are required to hold a minimum Negative Vetting 1 security clearance, unless otherwise specified.
- All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. This requires the applicant to undergo character and background screening, and participate in a psychological assessment. Please refer to our Character Standards for further information.
- To be eligible to work at the ACIC, you must be fully vaccinated against COVID-19. Being fully vaccinated ensures the health and safety of all employees, and the Australian community. Satisfactory proof of vaccination status will be required before you are able to commence employment with the ACIC.

Notes

This role is being advertised as ongoing and non-ongoing with the engagement type to be confirmed at the conclusion of the recruitment process. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months with the possibility of extension up to a maximum of 3 years.

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To Apply

Position Contact	Toby, (02) 9373 2312 or 0408 236 847
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0709268

Commonwealth Ombudsman

Closing Date: Sunday 14 August 2022

Job Title	Senior Assistant Ombudsman
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA
Salary	\$168,515 - \$198,315
Classification	Senior Executive Service Band 1
Position Number	5118
Agency Website	https://www.ombudsman.gov.au/

Job Description

<http://www.beaumontandbeaumont.com.au/5118>

Do you want to make a real contribution to improving accountability and integrity in public institutions?

Whether your passion lies in influencing improvements in how government services and programs are delivered for the benefit of the Australian community, or you are motivated by ensuring legislative powers are used with integrity – the Ombudsman has a role for you.

The Office of the Commonwealth Ombudsman (the Office) has opportunities for exceptional leaders to join its Senior Leadership Group. As a Senior Assistant Ombudsman, you will be responsible for leading the work of a branch and providing high level strategic advice and leadership. You will have the opportunity to play a strategic role in the executive of a

Commonwealth integrity agency alongside the statutory officers. Information on Office Branches can be found in the job profile (click on 'Apply Now' and follow the link to the profile).

The roles require leaders with a substantial record of achievement and reputation for innovation and delivery of results who can contribute to the strategic leadership of the Office. Excellent interpersonal skills, sound judgement, strong stakeholder focus, exemplary integrity and ability to engender respect and trust will be highly regarded.

Experience in public administration, investigations, auditing or corporate governance is highly desirable, although not essential.

The recruitment process may also be used to fill future Senior Assistant Ombudsman vacancies.

Duties

Duties are to be performed under broad direction from the Deputy Ombudsman and Ombudsman, and in accordance with the APS Code of Conduct, upholding the APS Values and the Office values of independence, integrity, accessibility and professionalism. In doing this you will support the Office through:

1. Providing strategic leadership of a branch within the Office, with a diverse and complex range of functions and responsibilities.
2. Providing evidence based and well researched advice to the Ombudsman and Deputy Ombudsman on matters that arise from undertaking the functions of the Ombudsman.
3. Strategic stakeholder engagement, including representing the Office at meetings and conferences and undertaking outreach activities to increase the community's awareness of the role and services of the Office and its role to influence improvement in public administration.
4. Leading the development and implementation of the Office's strategic objectives and continuous improvement within the workplace.
5. Contributing directly to the work of the Office as a member of the Senior Leadership Group.
6. Other duties in line with the strategic objectives, various corporate plans and people and culture agendas, as directed.

Eligibility

The successful candidate must:

- be an Australian citizen,
- have the ability to obtain and maintain, as a minimum, a Negative Vetting Level 1 security clearance, and
- for some roles – undergo a pre-employment psychological assessment as part of this selection process. [Some areas of the Office's work involve exposure to potentially distressing information and materials. It is important we are confident candidates will be able to engage with this work without experiencing harm to wellbeing.]

Notes

These positions offer an attractive remuneration package, including a salary range of \$168,515 to \$198,315 with a vehicle allowance of \$28,000, parking and 15.4% superannuation.

We support your health, wellbeing and lifestyle with flexible working arrangements and an annual lifestyle contribution. We also provide 20 working days of annual leave and 18 days personal leave for each completed year of service.

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

About the Commonwealth Ombudsman

About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • provide assurance that the Australia Government entities and prescribed private sector organisations that the Office oversees, act with integrity and treat people fairly, and • influence enduring systematic improvement in public administration in Australia and the Pacific region. The Office does this through handling complaints, conducting investigations, performing audits and inspections and encouraging good administration. The Office also influences improvement in public administration in the Pacific region through collaboration with partner entities. The Office is statutorily independent within the Attorney-General's portfolio with the following separate titles that describe some of our specific powers and functions: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

To Apply

Position Contact	Jonathan Beaumont or Michelle Kelly, 02 6126 4500
Agency Recruitment Site	http://www.beaumontandbeaumont.com.au/5118

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Defence

Vacancy VN-0708549

Department of Defence

Closing Date: Thursday 11 August 2022

Defence People Group
Head People Capability

Job Title	Workforce Planning Officer (Multiple Positions)
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	DPG/04093/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=85B82B1E-C21C-E2D8-3981-C8BD3E056C25>

Duties

The Role

Do you welcome new challenges and wish to develop your Enterprise HR capabilities? Workforce Planning Branch is seeking the right people to play a key role in helping build the people dimension of Defence capability. Defence is undergoing a transformation and Workforce Planning has a significant role to play in shaping the future and informing the development of the organisations' workforce. As a Workforce Planning Officer you will have opportunity to work to your strengths and develop new skills. You will provide workforce information and analysis to support Government and Senior Leadership decisions, build your knowledge of strategic workforce planning and work collaboratively with a broad range of stakeholders across Defence.

You do not require previous experience in workforce planning to apply for these roles. We are interested in your growth mindset and capacity to develop the required skills through professional development, on-the-job training, direction and supervision.

Candidates will be selected to fill vacancies available in the following roles:

- APS6 Human Resources/Workforce Planning Officer
- APS6 Data Analyst/Capability Analyst
- APS6 Research Officer

About our Team

Workforce Planning Branch is an inclusive and supportive team. We deliver a diverse range of enterprise wide workforce planning services and support to Defence. These include:

- Workforce modelling and analysis
- Workforce costing and management
- Personnel reporting and guidance trails
- Human Resources management including APS position establishment and classification management
- APS Job Families design and delivery
- Military (including Reserve) workforce establishment review and analysis
- Strategic people research
- Coordination, evaluation and reporting of the ADF Total Workforce System
- Strategic workforce information analysis for ADF and APS workforces.

Our Ideal Candidate

The Branch is offering opportunities for self-motivated and enthusiastic individuals to join the Team. Our ideal candidates will demonstrate curiosity and a passion for excellence.

We are seeking candidates who can work in an integrated workforce under limited direction to support strategic workforce planning, data analysis and research tasks. We seek people who deliver quality and timely work outcomes, and have good teamwork and stakeholder management skills.

Do you build and sustain productive working relationships and enjoy working collaboratively to achieve business objectives?

Are you are organised, willing to learn and possess good written communication skills?

Are you customer and results focused, and have stakeholder engagement experience?

At the APS6 classification level you may be required to supervise others.

A merit pool will be established from this process to fill further vacancies over the next eighteen (18) months. **Eligibility**

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Libby Ferguson, 02 5109 5971
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=85B82B1E-C21C-E2D8-3981-C8BD3E056C25

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Defence

Vacancy VN-0708581

Department of Defence

Closing Date: Sunday 21 August 2022

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Director Business Management
Job Type	Full-Time, Non-Ongoing
Location	Williamstown NSW
Salary	\$123,159 - \$147,828
Classification	Executive Level 2
Position Number	CASG/04775/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DDEE496C-C272-C8E4-CCCD-C8BDB497EB1A>

Duties

The Role

Aerospace Systems Division has an exciting opportunity for an experienced individual to fill the EL 2 Director Business Management role within the Air Combat Systems Program Office (ACSPO) located at RAAF Base Williamtown, near Newcastle (NSW).

The Director Business Management works with considerable independence and is accountable to plan, manage and deliver business advisory services and managerial activities within Air Domain Corporate and System Program Office environments in both acquisition and sustainment organisations.

The Director Business Management is a critical enabler to the project management function and provides a key support role to a Branch Head, Project Director or System Program Office (SPO) Director. The position is responsible for implementation of CASG reform activities; in delivering project management, corporate performance and decision support functional outcomes. The Director Business Management leads and manages Corporate Governance for the Branch, Project or SPO.

The position is a member of the ACSPO Executive and directly contributes to the management of the organisation, including planning, controlling, establishing, implementing, monitoring, measuring, evaluating, improving and maintaining processes to enable optimal use of Defence assets, balancing costs, opportunities and risks against desired performance to realise the value of the Defence asset.

About our Team

ACSPO organisationally sits in the Aerospace Systems Combat Branch, under Aerospace Systems Division in CASG, within the Department of Defence. ACSPO is the aviation asset management in-service support agency for the Australian F-35A Lightning II Air System. ACSPO engages with local, regional and international enterprise partners and suppliers of the F-35 Global Program; consisting of both foreign governments and industry, to provide sustainment support for the Capability Manager, the Royal Australian Air Force.

ACSPO is based at RAAF Williamtown in NSW, and supports the Australian F-35A fleet.

The F35A aircraft are based at RAAF Williamtown and RAAF Tindal in the Northern Territory.

The primary focus for ACSPO is governing across the Australian F-35A Air Combat Capability. This includes the ongoing management, execution and continuous improvement of the various governance frameworks, processes and procedures in order to provide leading aviation asset management.

Our Ideal Candidate

The successful candidate will have extensive experience and comprehensive knowledge of the administration, corporate or business management functions across Defence and will be responsible for the development, implementation, compliance and review of policies within a function.

You will have demonstrated capability to manage a diverse team of APS, Air Force and industry people to deliver capability outcomes in a high temp work environment in a regional locality. You should have the capability to deliver clear and compelling communication to Government and to Defence senior leaders.

You will have specific knowledge relating to the methodology, systems and procedures within a function and have the ability to translate strategy into business outcomes and create a shared sense of purpose within Defence.

You will build and maintain relationships with a network of stakeholders internally and externally and manage increasing and very complex work within an integrated workforce. You will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence's mission and business objectives.

You will show flexibility to respond to the changing context and shifting priorities of our work and have the agility to realign resourcing to meet the new demand. You will be a leader who provides support and guidance to your team to ensure they are sensitive to Defence strategic direction and equipped to excel in their capabilities. As someone who is interested in self-development, you will keep your knowledge current and relevant which will enable you to provide solutions to complex issues.

This position has people management responsibility and as such you will need excellent emotional intelligence and effective leadership and management experience to lead a high performing and cohesive team.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	GPCAPT Allan Wherrett, 02 4077 9097
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DDEE496C-C272-C8E4-CCCD-C8BDB497EB1A

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Defence

Vacancy VN-0708598

Department of Defence

Closing Date: Friday 12 August 2022

Defence Science and Technology Group
Science Strategic Planning & Engagement Division

Job Title	Director Science Strategy Policy
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$123,159 - \$147,828
Classification	Executive Level 2
Position Number	DSTG/03675/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=463C4BC4-7C10-E4A9-A8D7-C8BDEF5FB73C>

Duties

The Role

We are after a dynamic and enthusiast team member with science and technology experience who's keen to take up a role in policy, strategy and governance for Australia's second-largest publicly funded research agency. This exciting role is central to setting the direction of science and technology for Defence and will be critical to shaping the direction of Defence's innovation, science and technology enterprise.

In this role, you'll be able to build on your broad awareness of Government and Defence needs and policy direction. You will use your understanding of Defence's strategic context and be able to develop approaches for DSTG to respond to these challenges. You will develop and implement Defence science and technology policy and strategy which guides investment and delivery for DSTG along with the broader Defence S&T innovation ecosystem.

Through personal and team research, you'll be able to ensure that world leading best practice shapes DSTG's policy and strategy approach.

About our Team

You will be part of a diverse team central to DSTG who are actively engaged in a range of strategy setting initiatives driving more, together. The team works closely to lead and implement the strategic direction for the Chief Defence Scientist and is involved in ensuring DSTG research efforts are aligned with Defence's strategic priorities and interests. You will also have a critical role as part of this team to articulate science and technology objectives and priorities across Defence in order to shape longer-term directions. In this team, you'll engage broadly across Defence and with other Government departments to advocate for Defence science and technology ensuring it is well placed across government priorities and initiatives.

Our Ideal Candidate

As our ideal candidate you will be action orientated and passionate about achieving outcomes driving Defence science. You will understand the Defence strategic mission and be able to articulate how science and technology is central to achieving this mission.

You'll have an ability to integrate diverse and disparate information to form strategy, policy and guidance for Defence science and technology. You'll also be able to argue persuasively for the strategic importance of science and technology across a diverse group of stakeholders that may be technical specialists or generalists.

You will have a science background relevant to Defence which will give you a strong foundation to understand the research pressures and be able to balance these with the organisational needs and objectives

Eligibility

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

Notes

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To Apply

Position Contact	Nigel McGinty, 0422 325 922
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=463C4BC4-7C10-E4A9-A8D7-C8BDEF5FB73C

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Defence

Vacancy VN-0708677

Department of Defence

Closing Date: Sunday 14 August 2022

Air Force
ADFHQ-Office of Chief Air Force

Job Title	Trade Officer
Job Type	Full-Time, Ongoing
Location	Point Cook VIC
Salary	\$69,811 - \$76,215
Classification	APS Level 4
Position Number	AF/04574/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=0B591A98-979C-4126-C8C1-C8BE2B42772F>

Duties

The Role

In this role you will be responsible to RAAF Museum Officer-In-Charge Restoration for:

- Mentoring and supervising the RAAF Museum technical volunteers undertaking restoration activities and other projects;
- Supporting general engineering projects and business outcomes including monitoring databases and publications;
- Supporting the development of complex RAAF Museum restoration projects;
- Preparing technical and regulatory documents in accordance with appropriate work standards including Work Health and Safety standards;
- Monitoring standards and regulatory compliance of RAAF Museum technical work practices;
- Providing technical trade expertise with the maintenance and preservation of Museum artefacts;
- Managing and/or coordinating the servicing, maintenance, testing, calibration and repairs of the RAAF Museum specialist tooling, technical equipment and vehicles;
- Managing purchasing and monitoring consumption of equipment, fuels and oils;
- Preparing and presenting analysis result reports and project solutions to peers, technical leads and senior leaders;
- Rostered unit security duty, impromptu and reactive tasks and occasional overtime duties (including weekend work) when required;
- Representing the RAAF Museum in accordance with Air Force Values and the APS code of conduct.

About our Team

Step inside RAAF Museum at RAAF Base Point Cook and find out who the real heroes are. Situated on the heritage listed RAAF Base Point Cook, RAAF Museum has a vast collection of historical aircraft and artefacts on show across four display hangars. RAAF Museum is national destination for the Australian community to deeply engage with Air Force and its history, and an important place for Air Force personnel to connect with their service.

RAAF Museum mission is to advance the appreciation of Air Force history and heritage through the collection, preservation, restoration, interpretation and exhibition of Air Force historical and cultural artefacts. Our team is passionate about preserving Air Force history and making the Air

Force National Collection accessible through public display. We are a diverse and inclusive team that offers the support you need to thrive in this professional and creative environment. We collaborate to achieve goals and results and appreciate the individual contributions of each team member.

RAAF Museum seeks a dynamic and motivated Trade Officer to assist general engineering maintenance and preservation of Museum artefacts, as well as supervise RAAF Museum technical volunteers undertaking restoration activities.

Our Ideal Candidate

We are seeking self-motivated and multi-skilled applicants, who are great communicators and can demonstrate an ability to adapt positively within a changing work environment. You will need to have a proven knowledge of general engineering maintenance tasks, including the operation, daily care and maintenance of associated equipment. Specialist knowledge or skills in maintenance fitting and fabrication will be highly regarded. The ability to work independently and co-operatively within a cohesive, safety focused team environment is essential. The ideal candidate will have the following skills, experience and qualifications:

- Certificate IV Engineering or similar related qualifications
- 3-5 years' related work experience
- Demonstrated proficiency in written and verbal communication, including creating and delivering analysis reports
- Basic/Intermediate skills in software applications, such as Microsoft Office Suite
- Expertise in data analysis and problem solving
- Up-to-date knowledge and technical skills required to operate our core equipment and services.

Eligibility

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Byron Pearton, 0407 480 660
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0B591A98-979C-4126-C8C1-C8BE2B42772F

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Defence

Vacancy VN-0708694

Department of Defence

Closing Date: Sunday 14 August 2022

Defence Finance Group
Budgets & Financial Services

Job Title	Technical Officer (Multiple Vacancies)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - ACT ACT, Various locations in NSW NSW, various locations in QLD QLD, Various locations in SA SA, various locations in VIC VIC
Salary	\$61,630 - \$67,907
Classification	APS Level 3
Position Number	DFG/04745/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=71DC62E7-068D-B349-263D-C8BE2C4F7951>

Duties

The Role

Interested in a role where you provide quality work outcomes in a dynamic and changing financial environment?

Then a career with the Department of Defence is the opportunity for you. Financial Systems and Operations Branch within Defence Finance Group is calling for applications from talented individuals to utilise your technical expertise to resolve financial issues, process financial data and provide exceptional customer service.

The vacancies consist of roles across a range of financial functions including Accounts Payable, Accounts Receivable, Credit Card Management, Purchase Order Management and Treasury and Banking; geographically dispersed across NSW, ACT, VIC, QLD & SA.

Your role will require you to contribute and engage with change and to exhibit behaviours promoting a supportive and inclusive culture as Defence undergoes a reform program. Financial Systems and Operations provides support to the whole of Defence. This

may necessitate variable start and finish times to meet business outcomes.

About our Team

Looking to start your journey in a role within Defence and have an interest in Finance; apply now to create your career pathway in Defence Finance Group. We provide a working environment that offers a diverse range of work, flexibility to be innovative, work with talented colleagues, and be guided and supported to ensure you always have everything needed to succeed. Specific advantages include:

- The flexibility to work in a range of locations across Australia
- A career pathway with comprehensive professionalisation and skilling programs to support your development
- Opportunities to work with visionary and experienced Financial processing specialists
- A generous remuneration package, including 15.4% employer superannuation contributions, conditions of service, leave provisions and flexible work options.
- The opportunity may arise to travel to other sites
- Ability to work within a bandwidth of 0700 and 1900 to meet business outcomes.

Our Ideal Candidate

Our Ideal candidates for Financial Systems and Operations will:

- Have a passion and commitment towards customer service in a fast paced environment
- Understand and follows procedure, policies and processes to complete a range of tasks
- Be digitally aware and use technology to undertake operational work in a financial environment
- Work well within a team based environment and seek efficiencies in process
- Have the ability to build and sustain positive customer relationships and exercise good judgement in resolving queries

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Craig Rigg, 08 8288 4172
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=71DC62E7-068D-B349-263D-C8BE2C4F7951

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Defence

Vacancy VN-0708720

Department of Defence

Closing Date: Sunday 14 August 2022

Defence Finance Group
Budgets & Financial Services

Job Title	Technical Officer (Multiple Vacancies)
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations in NSW NSW, various locations in QLD QLD, Various locations in SA SA, Various locations - VIC VIC
Salary	\$69,811 - \$76,215
Classification	APS Level 4
Position Number	DFG/04747/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=26E9A060-1705-1BC6-C584-C8BE2DF8FD0C>

Duties

The Role

Interested in a role where you provide quality work outcomes in a dynamic and changing financial environment?

Then a career with the Department of Defence is the opportunity for you. Financial Systems and Operations Branch within Defence Finance Group is calling for applications from talented individuals to utilise your technical expertise to resolve complex issues, mentor junior staff and provide exceptional customer service.

The vacancies consist of roles across a range of financial functions including Accounts Payable, Accounts Receivable, Credit Card Management, Purchase Order Management and Treasury and Banking; geographically dispersed across NSW, ACT, VIC, QLD & SA.

Your role will assist in developing people, contributing and engaging with change and to exhibit behaviours promoting a supportive and inclusive culture as Defence undergoes a reform program. Financial Systems and Operations provides support to the whole of

Defence. This may necessitate variable start and finish times to meet business outcomes.

About our Team

Looking to start your journey in a role within Defence and have an interest in Finance; apply now to create your career pathway in Defence Finance Group. We provide a working environment that offers a diverse range of work, flexibility to be innovative, work with talented colleagues, and be guided and supported to ensure you always have everything needed to succeed. Specific advantages include:

- The flexibility to work in a range of locations across Australia
- A career pathway with comprehensive professionalisation and skilling programs to support your development
- Opportunities to work with visionary and experienced Financial processing specialists
- A generous remuneration package, including 15.4% employer superannuation contributions, conditions of service, leave provisions and flexible work options.
- The opportunity may arise to travel to other sites
- Ability to work within a bandwidth of 0700 and 1900 to meet business outcomes.

Our Ideal Candidate

Our Ideal candidates for Financial Systems and Operations will:

- Have a passion and commitment towards customer service in a fast paced environment.
- Develop operational procedures, policies and processes to complete a range of tasks.
- Undertake complex operational work in a financial environment.
- Work well within a team based environment and seek efficiencies in process.
- Have the ability to build and sustain positive customer relationships and exercise good judgement in resolving queries.
- Mentor and develop junior staff to complete more complex operational tasks.

Eligibility

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

Notes

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

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To Apply

Position Contact	Ingrid Skelton, 02 5108 3892
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=26E9A060-1705-1BC6-C584-C8BE2DF8FD0C

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Defence

Vacancy VN-0708753

Department of Defence

Closing Date: Sunday 14 August 2022

Defence Finance Group Budgets & Financial Services

Job Title	Technical Advisor (Multiple Vacancies)
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations in NSW NSW, various locations in QLD QLD, Various locations in SA SA, Various locations - VIC VIC
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	DFG/04748/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A7B928ED-6195-66CE-9283-C8BE662DB120>

Duties

The Role

Interested in a role where you provide quality leadership in a dynamic and changing financial environment?

A with the Department of Defence is the opportunity you have been waiting for.

Financial Systems and Operations Branch within Defence Finance Group is calling for applications from talented individuals to provide line management and technical expertise and exceptional customer service in their Finance area.

The vacancies consist of roles across a range of financial functions including Accounts Payable, Accounts Receivable, Credit Card Management, Purchase Order Management and Treasury and Banking; geographically dispersed across NSW, ACT, VIC, QLD & SA.

You will play a pivotal role in developing people, managing change and influencing behaviours to promote a supportive and inclusive culture as Defence undergoes a reform program. Financial Systems and Operations provides support to the whole of

Defence. This may necessitate variable start and finish times to meet business outcomes within our bandwidth.

About our Team

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- Opportunities to work with visionary and experienced Financial processing specialists
- A generous remuneration package, including 15.4% employer superannuation contributions, conditions of service, leave provisions and flexible work options.
- The opportunity may arise to travel to other sites
- Ability to work within a bandwidth of 0700 and 1900 to meet business outcomes.

Our Ideal Candidate

Our Ideal candidates for Financial Systems and Operations will:

- Have a passion and commitment towards customer service in a fast paced environment
- Have the ability to build and sustain positive customer relationships and exercise good judgement in resolving queries
- Manage development of operational procedures, policies and processes to complete a range of very complex tasks
- Undertake very complex operational work in a financial environment
- Manage team workloads to meet changing business priorities
- Manage a diverse workforce within a team based environment
- Manage an upskilling programme to meet the requirements of an evolving financial systems environment
- Be accountable for delivering team Key Expected Results within defined timeframes

Eligibility

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

Notes

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

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To Apply

Position Contact	Sue Woodfield, 02 5108 9400
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A7B928ED-6195-66CE-9283-C8BE662DB120

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Defence

Vacancy VN-0708797

Department of Defence

Closing Date: Sunday 14 August 2022

Chief Information Officer Group
ICT Delivery Division

Job Title	ICT Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	CIOG/03595/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AA6304BB-F254-B6BE-1571-C8BE693E54C8>

Duties

The Role

Are you organised, meticulous and plan every move?

Do you value and seek a diverse workforce that supports work life balance and offers flexible working arrangements?

Executive Level ICT Project Managers work with considerable independence and are accountable to perform and achieve very complex ICT project management work by leading a team(s), planning and managing a range of human and physical resources and exercising the associated people and financial responsibilities.

They will lead very complex work that has operational significance, set work aligned with strategic objectives for the team(s), monitor work flow and performance, and communicate expected outcomes.

As an Executive Level 1 ICT Project Manager within CIOG, you will be required to perform and achieve complex to very complex ICT project management work within an integrated workforce. You will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

Executive Level ICT Project Managers will have extensive knowledge relating to the ICT business change function, commercial and procurement function, and have the ability to translate this into strategy. They will initiate, establish and maintain strong relationships with a network of stakeholders and work toward mutually beneficial outcomes.

They will provide strategic advice to their senior management. These positions have people management responsibility and as such will be required to exercise people management skills and knowledge to lead high performing team(s).

About our Team

ICT Delivery Division (ICTDD) is the division within the Chief Information Officer Group delivering modern, secure, sustainable and scalable information environment for Defence. The Division enables current and future military and business operations through program and project management.

The Division's vision is for a strategic and innovative workplace, where we create a positive, professional, high performing and inclusive workforce. Our focus is on achieving results, delivering quality products and how we do this, particularly in terms of building professional reputation through how we work as a team and with others.

Corporate & Logistics Delivery Branch (CLDB), within ICT Delivery Division, delivers funded ICT programs for Defence Logistics, Human Resources, Education and Corporate ICT upgrade solutions.

Multiple positions are available within several Directorates in Corporate and Logistics Delivery Branch, located in Canberra.

Our Ideal Candidate

The ideal candidate will have a diverse range of experience and backgrounds in leading project teams to success, including people who have gained their experience outside Defence and Government. Successful candidates will clearly demonstrate their ability to manage staff and outsourced service providers to deliver quality outcomes.

The scale and complexity of these projects often translates to a need for business operating model changes. Successful candidates will be comfortable working with established processes and procedures, while looking for innovative ways to improve the efficiency and effectiveness of delivery.

An EL1 ICT Project Manager will require considerable experience in Project Management, including Risk and Issue Management, Schedule Management, Contract Management, legislation compliance, procurement policies, processes and procedures.

They may be responsible for coordinating/managing Branch reporting, business support activities and performing/managing procurement planning, tender evaluations, drafting of correspondence and contract formation for both acquisition and support contracts for ICT Projects.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Ms Heather Clarke, phone number withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AA6304BB-F254-B6BE-1571-C8BE693E54C8

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Defence

Vacancy VN-0708825

Department of Defence

Closing Date: Sunday 21 August 2022

Capability Acquisition and Sustainment Group
Rotary, Aerospace & Surveillance Systems Division / Aerospace Systems
Division

Job Title	Director Acquisition Project Office (S&CSPO) & Director Project Management Unit (AWSPO)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Williamstown NSW
Salary	\$123,159 - \$147,828
Classification	Executive Level 2
Position Number	CASG/02415/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=73FD8190-74E0-EBDA-40D1-C8BE6ACCEAC4>

Duties

The Role

As the Director Acquisition Project Office (S&CSPO) / Director Project Management Unit (AWSPO) you will have a critical role delivering major and minor acquisition projects to Defence for Surveillance and Control Systems Program Office (S&CSPO) or Air Warfare Systems Program Office (AWSPO).

Leading a team, you will deliver exceptional project governance and controls, provide clear and consistent communication, set clear performance and behavioural standards, manage team and industry performance, delegate responsibility, enhance project management acumen and stimulate workforce growth.

You will provide high level advice and support to the Officer Commanding/SPO Director and work closely with Defence senior executives to shape and deliver organisational outcomes to deliver and improve Defence air surveillance and control or air combat capabilities. The Director will provide a strategic level of very complex specialist, professional and technical expertise to the Branch Executives within Rotary Aerospace Surveillance Systems Division or Aerospace Systems Division. In addition they are required to initiate, establish and maintain strong trusted relationships with a network of stakeholders internally and externally.

The Director will lead and manage a diverse team of Australian Public Service (APS), Air Force and contractor personnel.

About our Team

By supporting S&CSPO's mission to deliver and support leading edge Surveillance and Control Systems and Services through the Enterprise you will play an instrumental role in shaping Surveillance and Control systems for Defence. You will be joining a team that is focused on acquiring and managing both Major and Minor Capital Equipment Acquisition projects to upgrade and enhance assigned airspace control, surveillance and communication systems and introducing these systems into operational service.

You will have access to generous working conditions as an Australian Public Servant in Defence. You will be supported in balancing work life with family and other priorities, with a variety of flexible working arrangements available. Information on Defence employees' working conditions, including an attractive remuneration package with a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

Our Ideal Candidate

The successful candidates for these two project executive positions will have a strong background and experience in project management and project governance (ideally within an acquisition project environment). You will have demonstrated capability to manage a diverse team of APS, Air Force and Contractor personnel to deliver capability outcomes in a high tempo work environment. You should have the capability to deliver clear and compelling communication to Government and to Defence senior leaders.

You will show the flexibility to respond to the changing context and shifting priorities of our work and have the agility to realign resourcing to meet that new demand. You will be a leader who provides support and guidance to your team to ensure they are sensitive to Defence strategic direction and equipped to excel in their capabilities. As someone who is interested in self-development, you will keep your knowledge current and relevant which will enable you to provide solutions to very complex issues.

You will be a strategic thinker, have exceptional leadership and communication skills and be adept at developing and maintaining strong interpersonal relationships with a wide range of key stakeholders. The successful candidate will demonstrate:

- Effective project and risk governance skills and experience.
- Effective leadership, management, staff supervision skills and experience.
- Highly developed analytical and communication skills, with the capability to draw attention to relevant details and concepts.
- Excellent emotional intelligence, stakeholder engagement and relationship management skills.
- Ability to lead and develop teams.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	S&CSPO: GPCAPT Vince Chong, 02 6150 8678
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=73FD8190-74E0-EBDA-40D1-C8BE6ACCEAC4

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Defence

Vacancy VN-0708842

Department of Defence

Closing Date: Sunday 14 August 2022

Capability Acquisition and Sustainment Group
Maritime Systems

Job Title	Office Manager
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	CASG/04895/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BB3FE837-AC14-E328-9BAA-C8BEA25850D0>

Duties

The Role

Within the Administration function an APS5 Administration Officer is accountable under limited direction to perform and achieve complex procedural, operational, administrative and business support work within an integrated workforce. They are accountable to have and maintain a well-developed understanding of and compliance to with relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS5 Administration Officer will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the administration function based on legislation, policy and procedures. They will undertake specialist research and analysis, conduct reviews, assessments and perform procedural, clerical, administrative support work to achieve results.

The APS5 Administration Officer may coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They may be a team coach or supervise a team and be accountable to set work priorities, allocate work, and manage workflows and performance. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work

unit.

The APS5 Administration Officer will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Please note, the successful candidate will be required to obtain a Baseline Security Clearance prior to commencement, with the expectation that this is upgraded to Negative Vetting 1.

About our Team

The Destroyer, Guided System Program Office (DDG SPO) is part of the Major Surface Ships Branch (MSS) within Maritime Systems Division (MSD) and the Capability Acquisition and Sustainment Group (CASG). DDG SPO leads the Destroyer Enterprise in sustaining the Hobart Class DDGs: HMAS Hobart (III), HMAS Brisbane (III) and HMAS Sydney (V).

You will report to the APS6 Assistant Business Manager and be a valued member of the Business Management Team within DDG SPO which is strongly committed to value-adding to the business, and driving strategic efficiencies and innovation.

Our Ideal Candidate

You will have front line customer service experience as you will be responsible for carrying out administrative duties relating to security management, office management, records management and facilities management. You will also have supervisory experience as you will be managing an APS4 Administration Officer.

You will be a team player with excellent interpersonal and verbal communication skills and the ability to liaise with a broad range of stakeholders, including contractors, APS and ADF members. You will also have highly developed written communication skills.

You will be someone who genuinely fosters a curiosity for innovative possibilities and an enthusiasm to learn and drive change in order to gain efficiencies. You will display an ability to learn rapidly and adapt quickly to changing complex situations and uncertainty. Finally, you will be comfortable and confident taking ownership of outcomes and leading tasks to completion and success.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Naval Shipbuilding Recruitment, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BB3FE837-AC14-E328-9BAA-C8BEA25850D0

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Defence

Vacancy VN-0708851

Department of Defence

Closing Date: Sunday 14 August 2022

Defence People Group
Head People Capability

Job Title	Workforce Planning Officers
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	DPG/04087/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B41451DA-6A49-E275-5C6B-C8BEA2E7B48B>

Duties

The Role

Do you welcome new challenges and wish to develop your Enterprise HR capabilities?

Workforce Planning Branch is seeking the right people to play a key role in helping build the people dimension of Defence capability. Defence is undergoing a transformation and Workforce Planning has a significant role to play in shaping the future and informing the development of the organisations' workforce. As a Workforce Planning Officer you will have opportunity to work to your strengths and develop new skills. You will provide workforce information and analysis to support Government and Senior Leadership decisions, build your knowledge of strategic workforce planning and work collaboratively with a broad range of stakeholders across Defence.

You do not require previous experience in workforce planning to apply for these roles. We are interested in your growth mindset and capacity to develop the required skills through professional development, on-the-job training, direction and supervision.

Candidates will be selected to fill vacancies available in the following roles:

- APS5 Human Resources/Workforce Planning Officer
- APS5 Data Analyst/Capability Analyst
- APS5 Research Officer

About our Team

The Branch is offering opportunities for self-motivated and enthusiastic individuals to join the Team. Our ideal candidates will demonstrate curiosity and a passion for excellence.

We are seeking candidates who can work in an integrated workforce under limited direction to support strategic workforce planning, data analysis and research tasks. We seek people who deliver quality and timely work outcomes, and have good teamwork and

stakeholder management skills.

Do you build and sustain productive working relationships and enjoy working collaboratively to achieve business objectives?

Are you are organised, willing to learn and possess good written communication skills?

Are you customer and results focused, and have stakeholder engagement experience?

At the APS 5 classification level you may be required to supervise others.

A merit pool will be established from this process to fill further vacancies over the next eighteen (18) months.

Our Ideal Candidate

Workforce Planning Branch is an inclusive and supportive team. We deliver a diverse range of enterprise wide workforce planning services and support to Defence. These include:

- Workforce modelling and analysis
- Workforce costing and management
- Personnel reporting and guidance trails
- Human Resources management including APS position establishment and classification management
- APS Job Families design and delivery
- Military (including Reserve) workforce establishment review and analysis
- Strategic people research
- Coordination, evaluation and reporting of the ADF Total Workforce System
- Strategic workforce information analysis for ADF and APS workforces.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Libby Ferguson, 02 5109 5971
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B41451DA-6A49-E275-5C6B-C8BEA2E7B48B

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Defence

Vacancy VN-0708862

Department of Defence

Closing Date: Sunday 14 August 2022

Capability Acquisition and Sustainment Group
Maritime Systems

Job Title	Certification and Safety Manager
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	CASG/04877/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=94366D19-CD59-C873-3708-C8BEA3863736>

Duties

The Role

The EL1 Certification and Safety Manager is part of the Hydrographic Systems Program Office (HSPO) Engineering team. As Certification and Safety Manager, your core responsibility is the management of the Certification Basis and the Safety Case for the Hydrographic, Army Marine and Rapid Environmental Assessment capabilities. You will enhance and contribute to established engineering systems, processes and performance in order to maintain Safety and Certification compliance with the Defence Seaworthiness Management System.

You will also be required to liaise with a number of stakeholders, both external and internal such as: suppliers, contractors, Project Managers, and senior leadership across both Defence and Industry. You will also need to effectively communicate with colleagues across your team, branch, division and groups within Defence.

About our Team

The Australian Government is laying the foundations for a nationwide naval shipbuilding enterprise to support the Naval Shipbuilding Plan. The Plan outlines the Australian Government's vision for the Australian shipbuilding enterprise and significant investment required in coming decades. In addition to being involved in building Australia's future military fleet, at Hydrographic SPO you will also have access to generous and attractive working conditions as an Australian Public Servant in Defence.

Working for Defence will support a work life balance with family and other priorities. Access to flexible working arrangements, including part-time work, occasionally working from home and working hours that aren't always nine to five. Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the 'Employment Agreement' section of this information pack.

Our Ideal Candidate

As Certification and Safety Manager, you will work in a dynamic and diverse environment requiring a number of key competencies:

- In-depth experience and qualifications in Systems Safety and Certification, and experience (or desire to learn) of Engineering Change Management, Configuration Management and Integrated Logistic Support.

- Ability to apply, develop and share specialist and detailed technical expertise, whilst also understanding other Engineering disciplines and how they relate to one another.
- Adept in analysing information, probe for clarity, produce solutions, make judgements and have the ability to think systematically, particularly as it pertains to risk and engineering issues.
- Ability to write clearly, succinctly and correctly. Your strong ability in analysing, synthesising and presenting technical information and data in a clear and concise manner, will aid key decision making.
- Ability to learn rapidly, gather and understand information quickly, and ensure an organisational learning approach.
- You will show leadership, hold to the highest standards of professional ethics and be uncompromising in the delivery of sound engineering advice.
- You will work well within a diverse network of Navy, Army and civilian government personnel and contractors mentor, share knowledge and create opportunities for development.
- As an Engineer within Defence, you will be someone who can following procedures and instructions, showing commitment and keeping to safety and legal guidelines. You will hold a high attention to detail, along with a strong sense of self management; the ability to manage tasks that are given to you and prioritise workloads.

Eligibility

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

Notes

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

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To Apply

Position Contact	Naval Shipbuilding Recruitment, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=94366D19-CD59-C873-3708-C8BEA3863736

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Defence

Vacancy VN-0708864

Department of Defence

Closing Date: Sunday 14 August 2022

Security and Estate Group
Service Delivery Division

Job Title	Senior Graphic Designer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	SEG/04481/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4CC1C11C-AFE1-BB26-4063-C8BE6B114BFE>

Duties

The Role

As a team member in the Defence Corporate Graphics section, you will have the opportunity to work in a busy, friendly environment, catering to the Department as well as the Services of Army, Navy and Air Force. You will play an important role in shaping the visual communications within Defence by developing complex graphic design solutions while working to five corporate brands across a wide range of print and digital (video, animation and interactive) products.

Whilst being a key member of a close team, you will have the independence to explore your creativity and the communication possibilities of the Defence, Navy, Army, and Air Force brands. You will work closely with customers to help solve their design problems, and see projects through from client briefing and conceptual work, through to finished artwork and the final product.

About our Team

The Corporate Graphics team has a wealth of corporate design experience, with team members spread across the country. The Corporate Graphics team has a long history within Defence, working closely with our Print Procurement team to produce corporate level design solutions for internal and external audiences.

With a strong history in print design, the team is working hard to bring the digital age into the Department, and the enthusiasm and interest for both forms of communication has allowed us to explore new opportunities. This is an exciting opportunity to join a growing team of creatives, and help shape the communication landscape of a prominent Department.

Our Ideal Candidate

Under the direction of the Production Manager and Design Lead, you will work (largely autonomously) on corporate level design projects, for both external and internal audiences. You will be a highly proficient graphic designer (minimum five years experience). You will be able to work within brand guidelines, and develop appropriate design assets to support numerous brands.

You will be responsible for the development and delivery of both print and digital graphic design solutions for external and internal facing Departmental audiences. You will:

- Develop complex print and digital graphic design solutions, using Adobe CC software and Microsoft Office (on occasion),
- Conform to Departmental and Services (Army, Navy, Air Force) brand guidelines,

- Liaise confidently with customers and manage your design projects,
- Provide accurate print ready and web accessible (WCAG 2.0 AA PDF and Word) artwork files, and
- Maintain and provide accurate and timely project data for the Corporate Graphics Production Manager.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	John Illingworth, 02 6155 9952
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4CC1C11C-AFE1-BB26-4063-C8BE6B114BFE

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Defence

Vacancy VN-0708936

Department of Defence

Closing Date: Sunday 14 August 2022

Security and Estate Group
Service Delivery Division

Job Title	Environmental & Sustainability Manager
Job Type	Full-Time, Ongoing
Location	Fremantle WA, Various locations - WA WA
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	SEG/04853/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=FBCF873A-3117-1C67-0AB6-C8BEDF392D68>

Duties

The Role

Service Delivery Division, East and West Zone, is seeking an experienced senior environmental manager to join the Defence Environment and Sustainability team based in Perth, WA. The Environment and Sustainability team supports environment, heritage and sustainability outcomes across a large and diverse estate and stakeholder group.

The Environment and Sustainability Manager (ESM) role includes the oversight, input and implementation of a broad range of environmental and heritage programs, policy and initiatives to support the sustainable use and management of the Defence estate. The Defence estate is large and contains a range of diverse landscapes, key fauna and flora species, and heritage sites and values. The role involves a mix of office and site based work, with sites located in metropolitan, regional and remote locations.

Key outcomes of the Environment and Sustainability Manager role includes:

- Provision of environment and heritage legislative, policy and technical advice;
- Implementation of Defence environmental policy and strategies;
- Environmental assessments of infrastructure projects and military activities;
- Environmental risk and incident management;
- Operating within an information and spatial management system; and
- Undertaking a broad range of stakeholder engagement and liaison including the delivery of environmental awareness briefings.

About our Team

As part of a wider and connected team located across several states, the environment and sustainability team makes a vital contribution to Defence being a leader in sustainable environmental management to support the Australian Defence Force capability to defend Australia and its national interests.

In practice this means team members apply their environmental expertise to enable both today's Defence needs and longer term objectives. Defence environmental management work can at times be unique, diverse, busy and often challenging. This is a key reason why our team members love coming to work to expand their professional experience and make an important difference.

This position is primarily in the East Fremantle area but the role will require regular work from other Perth Metropolitan locations including Karrakatta and Swanbourne, Garden Island near Rockingham and Bullsbrook.

Our Ideal Candidate

The successful candidate will be a motivated self-starter who is adaptable and agile, seeks to be innovative, has a willingness to learn and is collaborative and team-focused. In addition, the successful candidate will have environmental management experience with the proven ability to deliver outcomes and be a very effective communicator.

You should consider applying for this position if you:

- Are an experienced professional with extensive relevant experience in the field of environmental management.
- Possess multidisciplinary skills and knowledge in environmental and heritage management with demonstrated experience in providing advice, undertaking environmental assessments, risk identification and management, interpreting and applying environmental legislation and policy, and the implementing environmental management plans and programs.
- Have a sound understanding of the relevant legislative context.
- Can make informed strategic decisions, considering a range of competing priorities.
- Possess professional and effective communication and engagement/liaison skills.
- Enjoy collaborating with a diverse range of stakeholders to develop pragmatic solutions and achieve positive environmental outcomes.
- Are motivated to develop professionally and stay informed of local and national organisational and environmental issues, supporting and seeking support from a broader team.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Scott Laidlaw, 02 5109 2419
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FBCF873A-3117-1C67-0AB6-C8BEDF392D68

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Defence

Vacancy VN-0708944

Department of Defence

Closing Date: Sunday 14 August 2022

Security and Estate Group
Service Delivery Division

Job Title	Estate Management & Planning Officer
Job Type	Full-Time, Ongoing
Location	Various locations in NSW NSW
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	SEG/04860/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6E0A5AE5-C81D-CAB1-94EC-C8BEDFABCD04>

Duties

The Role

East & West Zone (EWZ) is looking for two enthusiastic and professional individuals to join our teams as the APS5 Estate Management & Planning Officers located at RAAF Williamtown and Defence Plaza Sydney, NSW.

The APS 5 Estate Management and Planning Officer is responsible for conducting and tracking a variety of Estate related activities including: processing, assessing and tracking submissions and related documentation; accessing and analysing data; as well as supporting project planning and deliver through to whole of life requirements of the estate.

The successful applicants will have strong organisational skills with demonstrated abilities in achieving results, work prioritisation, communication, supporting productive working relationships with a strong customer focus and ability to understand and support the organisations strategic intent.

About our Team

The East West Zone is responsible for managing the estate across a large geographical footprint, which includes NSW (excluding the Riverina), ACT and Western Australia. The customer base includes the three Australian Defence Force Services, supported by both Australian Public Servants and Contractors. As the APS 5 Estate Management & Planning Officer you will be expected to undertake some travel to various Defence sites within NSW.

There may be a requirement for occasional inter and intrastate travel requiring overnight accommodation. You will be accountable to contribute to ongoing team and self-improvement and development. These positions form part of two multi-skilled, dynamic teams based in the Greater Sydney Region including the Sydney CBD, the Shoalhaven and the Hunter Region. These positions will suit applicants who wish to work within a professional team environment which holds a degree of flexibility with minimal direction.

Our Ideal Candidate

In order to support a dynamic and diverse capability, the APS 5 Estate Management and Planning Officers will be required to have strong organisational skills and an enthusiasm in order to learn and apply Defence's Estate legislative obligations, related policies, processes and systems. These roles require high levels of accountability with a customer-centric focus to ensure effective delivery of projects, estate upkeep and planning.

Other key attributes include:

- Attention to detail
- An ability to manage your own workload
- Capacity to work under pressure and manage competing priorities
- An ability to work with limited direction
- Highly developed communication skills (written, verbal and ICT)
- An ability to adapt to change
- Work as a member of a team

You are encouraged to make contact with Sarah Wilkes to explore these opportunities further.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Sarah Wilkes, 0407 315 184
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6E0A5AE5-C81D-CAB1-94EC-C8BEDFABCD04

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Defence

Vacancy VN-0708974

Department of Defence

Closing Date: Sunday 14 August 2022

Security and Estate Group
Service Delivery Division

Job Title	Environmental & Sustainability Officer
Job Type	Full-Time, Ongoing
Location	Albury NSW, Melbourne VIC, Puckapunyal VIC, Wagga Wagga NSW
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	SEG/02099/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9022A134-5C83-D378-1C35-C8BEE107EA18>

Duties

The Role

Within the Estate Policy and Environment function an APS5 Estate Environmental Officer is accountable under limited direction to perform and achieve complex environmental management work within an integrated workforce. You will be accountable to have and maintain a well-developed understanding of and compliance with relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

You will also be accountable for organising your workflow and making independent decisions relating to your area of responsibility. You will be required to interpret and provide advice within the estate policy and environment function based on legislation, policy and procedures. You will also undertake specialist research and analysis, conduct reviews and perform procedural, clerical, administrative support work to achieve results.

The APS5 Estate Environmental Officer is required to coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. You may be a team coach or supervise a team and be accountable to set work priorities, allocate work, and manage workflows and performance. You are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

You will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. You will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

You will be joining a dynamic team of environmental professionals based in the South East Zone which stretches from Wagga Wagga to Hobart. There are 9 members of the Zone environment team covering this area contributing skills across all aspects of environmental management including heritage, biodiversity management, pollution prevention and resource minimisation.

The team is highly operational and continuously seeks out innovative ways to protect and enhance Defence environmental assets while ensuring capability continues. You would become a valued member of this team expected to use and develop your environmental area of expertise, enthusiasm, commitment to best practice and making our ISO14001 system robust and accurate.

Our Ideal Candidate

You will demonstrate the following characteristics:

1. A qualification and/or experience in environmental management.
2. Participate in the delivery and perform environmental management activities in accordance with Defence environmental policies, procedures and relevant legislation.
3. A demonstrated knowledge in one or more areas of environmental management including, but not limited to, soil conservation, biodiversity, pollution prevention and rehabilitation.
4. Contribute to Defences environmental and estate management programs and the Defence ISO14000 aligned environment management system.
5. Understand and apply Defence's environmental legislative obligations to ensure compliance with Defences environmental management responsibilities.
6. Identify environmental management required on Defence estates in order to align with Defence's obligations, policies or management plans.
7. Build and sustain relationships with key internal and external stakeholders in order to represent and communicate Defences environmental requirements, policies and activities.
8. Demonstrated understanding and/or experience in community education of environmental issues and motivating people to act.
9. Work collaboratively within a geographically dispersed team environment in order to deliver Defence environmental objectives and contribute to building whole team knowledge.
10. Employ sound and informed judgement and advice on environmental management issues.
11. Analyse and initiate improvements to business practices to further Defences environmental policy objectives.
12. A demonstrated ability to use Defence systems and standard software programs such ArcGIS, Objective, MS Office, environment management systems, GEMS etc....
13. Understand and act on environmental related risks associated with operating in a Defence context.
14. Good written, verbal, negotiation and communication skills, and the confidence to engage with stakeholders at all levels to achieve environmental outcomes.

Essential

1. Resilience, personal drive and a focus on enabling others in support of Defence capability
2. Willingness to learn, be challenged, and an ability to adapt to change in a positive manner.
3. A driver's licence and a willingness to travel.

If you are looking for a position where you will be contributing to the future of Defence capability by sustaining and improving the living and working environment and you enjoy coming to work with variety, responsibility and a sense of achievement, then we recommend you engage with the Contact Officer and discuss the position further. **Eligibility**

Security Clearance:

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

Notes

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To Apply

Position Contact	Kate Booth, 0429 527 648
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9022A134-5C83-D378-1C35-C8BEE107EA18

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Defence

Vacancy VN-0708982

Department of Defence

Closing Date: Sunday 14 August 2022

Capability Acquisition and Sustainment Group
Maritime Systems

Job Title	Business Support Officer
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$69,811 - \$76,215
Classification	APS Level 4
Position Number	CASG/03960/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B4F99B49-44B8-4220-B967-C8BEE19AA0C3>

Duties

The Role

The business management team currently consists of four Australian Public Service (APS) positions. The role of the Business Support Officer (BSO) is responsible for:

- Security and Facility Management, assisting the Security and Facility Manager who ensures Anzac SPO remains compliant with Defence Security policy and managing building maintenance and repairs. Act as the Security and Facility Manager when required.
- Business administration support to the Anzac SPO Director and other senior managers including management of travel, emails and diaries.
- Office administration duties, including payment of invoices, purchase order creations, induction and separation of staff, and electronic filing.
- Administrative project work using Defence mandated records management tool, Objective.

About our Team

The Anzac Systems Program Office (Anzac SPO) sits within the Capability Acquisition and Sustainment Group (CASG) / Maritime System Division (MSD) / Major Surface Ships (MSS) Branch. The headquarters for the Anzac SPO is located in Rockingham, Western Australia, with a project infrastructure located at Henderson Maritime Precinct, in Henderson, WA and Fleet base East, HMAS Kuttabul, NSW.

The Anzac SPO is a dynamic and challenging work environment responsible for through life support of the Anzac Class FFH warships. The Anzac SPO is a strategic planning governance and assurance organisation, that optimises the through life support of the Anzac Class warships. Through collaboration with Navy and Defence Industry, the Anzac SPO efficiently delivers safe, reliable and capable warships on time, every time.

The Business Management Team are a small group of motivated and professional individuals within the Commercial and Governance Group within Anzac SPO. The Business Management Team is responsible for providing enabling support administration functions. We value team focused people with ideas and the ability to present them persuasively; as well as the drive and skills to see them implemented. We take pride in our reputation for acting with integrity, leading change and contributing to the capability of our Australian Defence Force (ADF).

Our Ideal Candidate

The successful applicant reports to the Anzac SPO Security and Facility Manager. To perform the role of the BSO, the ideal candidate will have:

- Knowledge or Experience relating to implementing Defence Security (highly considered); or the ability to learn and comprehend quickly Defence Security requirement.
- Experience in managing administrative and executive support functions to a high standard.
- The ability to work in a busy environment, meets deadlines and be able to prioritise their work.
- A high degree of self-motivation and a positive/can-do attitude.
- Excellent interpersonal skills with the ability to communicate clearly and with influence.
- Experience in records management and or an understanding or willingness to learn Defence Records Management and Information Management policy requirements.
- You must also hold, or be able to obtain, a Negative Vetting 1 security clearance.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Charlotte Harvey, 0428 843 326
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B4F99B49-44B8-4220-B967-C8BEE19AA0C3

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Defence

Vacancy VN-0708990

Department of Defence

Closing Date: Sunday 14 August 2022

Security and Estate Group
Service Delivery Division

Job Title	Product Delivery Officer
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$69,811 - \$76,215
Classification	APS Level 4
Position Number	SEG/04498/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=A8888358-8894-BE87-21A8-C8BEA677E55A>

Duties

The Role

The APS 4 Customer Service Officer role works as part of a team contributing to integrated service delivery in a Contact Centre environment. You will perform moderately complex customer service and administrative work under limited direction in accordance with policy, process and legislative frameworks. This includes telephony support (taking calls) as directed. You will have an ability to understand and follow service delivery processes and competently use associated systems.

The role requires a collaborative and innovative mindset with the ability to understand alternate perspectives impacting our staff and customers. You will be required to review data and information to provide support training and education to telephony operators, whilst identifying and escalating potential issues and resolutions. Additionally, communicating with both internal and external stakeholders on current and emerging issues relating to efficient service delivery will be a regular function of the role

About our Team

The Defence Customer Service Network is looking for enthusiastic people to join our team working in a Contact Centre environment. We are a dynamic service delivery organisation that comprises call centre, face to face and email services. Our dedicated people ensure the network provides high quality customer service to serving and ex-serving ADF Members, Veterans, Reservists, Defence APS as well as the general public.

You will be working with your team to enhance the customer experience. You will be agile in your thinking, proactive in engaging with your peer network and stakeholders as well as actively identifying opportunities to implement improvements to service delivery, meeting current needs whilst looking to the future.

Our Ideal Candidate

Our ideal candidate will have a background and passion to deliver exceptional customer service with the ability to problem solve, adapt to changes in work priorities including contributing to direct customer service during peak periods (taking calls). Applicants must be able to demonstrate highly effective communication skills via phone and written correspondence and the ability to provide support to other service delivery staff at a variety of levels in multiple locations.

You will demonstrate the following characteristics:

- Genuine interest in providing customers and staff with a positive and professional streamlined experience.
- Excellent communication skills, both written and verbal and the confidence to engage with stakeholders at all levels.
- Ability to collaborate to support and inform improvements and enhancements to service delivery functions and systems.
- Resilience, personal drive and a focus on enabling others in support of Defence capability.
- Willingness to learn, be challenged and a commitment to ongoing development.
- Ability to adapt to change in a positive and flexible manner Ability to take rostered phone calls as required.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Amy Karja, 0448 136 564
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A8888358-8894-BE87-21A8-C8BEA677E55A

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Defence

Vacancy VN-0709022

Department of Defence

Closing Date: Friday 12 August 2022

Security and Estate Group
Service Delivery Division

Job Title	Assistant Team Leader - Travel
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$69,811 - \$76,215
Classification	APS Level 4
Position Number	SEG/04257/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DBBD52F5-E2C9-EAD8-576D-C8BF8FB08569>

Duties

The Role

The Travel Assistant Team Leader located in Townsville, assists with supervision and management of approximately eight staff. The team primarily facilitates domestic travel for Australian Defence Personnel.

Responsibilities include:

- Assists in managing and leading a customer focused team in a process driven environment.

- Day to day supervision of staff, including allocation of workloads, monitoring work priorities, providing assistance in resolving more complex transactions and enquiries through liaison and negotiation with customers, internal and external stakeholders.
- Supporting the Team Leader with conducting quality assurance checks related to the teams' operational outputs, ensuring coaching and feedback is provided in a timely manner.
- Regularly providing training to staff.
- Contributing to innovation to improve business deliverables, particularly streamlining Domestic travel processing consistent with Defence Travel reforms.
- Instilling One Defence Leadership Behaviours and a "One Defence Travel Services Team" approach.

About our Team

Defence Travel Services (DTS) facilitates domestic and international travel for ADF personnel, for the following purposes: training and courses, conditions of service leave, other short-term duty, and discharge travel.

Further, DTS facilitates travel for new ADF recruits, personnel going on long term overseas postings, and international short-term official travel for personnel from two of Defence's Groups. In addition, DTS provides level 2 support to Defence personnel by responding to travel related queries escalated by the Defence Service [Call] Centre and the Customer Service Centres. DTS has teams located in Townsville, Canberra and Brisbane.

Facilitation of domestic and international travel, includes the following: coordinating travel bookings; calculating travel expense budgets and allowances; facilitating payment of allowances, where applicable; issuing consolidated travel itineraries with confirmed travel and expense budget details; acquitting travel expenses where DTS has made payments for customers' travel; and where applicable adjusting budgets/allowances associated with After Travel Certification.

Our Ideal Candidate

We are seeking a highly motivated individual, who has a positive attitude, an excellent work ethic and can meet the following requirements:

- Proven ability to successfully coordinate and assist in the management of a team in a process driven environment;
- Demonstrates a good understanding of Whole of Australian Government and Defence travel policy;
- Consistently uses a customer centric approach to service delivery;
- Very Good customer and stakeholder engagement, communication, liaison and negotiation skills;
- Provides an outstanding and consistent customer experience;
- Demonstrates exceptional attention to detail, and strong analytic and problem solving skills;
- Proven ability to pick up ICT systems and applications quickly, including bespoke systems;
- Proven ability to work collaboratively with other team members and stakeholders to ensure service delivery outcomes are to a high standard and achieved in a timely manner.

If this position is suited to you, we recommend you engage with the Contact Officer to discuss further. **Eligibility**

Security Clearance

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

Notes

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To Apply

Position Contact	Katrina Garrety, 0437 625 674
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DBBD52F5-E2C9-EAD8-576D-C8BF8FB08569

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Defence

Vacancy VN-0709032

Department of Defence

Closing Date: Sunday 14 August 2022

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Foundation Geospatial Production Program
Job Type	Full-Time, Ongoing
Location	Bendigo VIC
Salary	\$61,630 - \$76,215
Classification	APS Level 3;APS Level 4
Position Number	DIG/02864/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3C8B8655-E797-485D-DA1E-C8BEE0FD8C70>

Duties

The Role

The successful applicants will undertake the AGO Trainee Program, which is a civilian competency-based training program in which participants undergo workplace-based training while completing a Certificate IV in Spatial Information Services.

The work of the Foundation Geospatial Analyst function in Defence: Acquire knowledge and experience by performing applicable technical practices and processes. Work collaboratively, investigate, interpret and to comply with legislative policy and regulatory frameworks in support of the Defence materiel capability life cycle.

Within the Technical Trainee function a Technical Trainee is accountable under close direction to undertake basic technical trainee tasks and activities. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence's mission and business objectives.

They will be limited to a range of basic technical trainee tasks, will contribute to team discussions to achieve outcomes and will seek assistance when required.

The Technical Trainee may have limited stakeholder engagement and will be required to respond under direction to changes in stakeholder needs and expectations to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

The Australian Geospatial-Intelligence Organisation (AGO) makes a critical contribution to protect the lives and safety of Australians at home and overseas by providing accurate and timely geospatial intelligence (GEOINT) to support decision makers at all levels. The geospatial intelligence we provide is recognised as a critical element supporting Australia's National Security and Defence interests.

AGO Bendigo offers a unique opportunity to develop a challenging and rewarding career while enjoying the benefits of regional living. AGO offers flexible working arrangements and is committed to learning and development for all staff. We value the diversity of our workforce and the benefits this brings for our customers. Bendigo is a vibrant and growing contemporary regional centre. The region provides an affordable and relaxed lifestyle for families and access to sporting and cultural amenities and activities across a wide range of interests.

Our Ideal Candidate

To be successful in this role our ideal candidate will:

- Be flexible, self-motivated and resourceful.
- Have an attention to detail and be able to identify and provide solutions to complex problems.
- Possess good communication skills and work collaboratively within a team environment.
- Develop innovative approaches to a variety of technical tasks.
- The applicant may need to be assessed as suitable to hold and maintain a Positive Vetting Level security clearance.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Contact Officer, (03) 4431 2715
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3C8B8655-E797-485D-DA1E-C8BEE0FD8C70

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Defence

Vacancy VN-0709035

Department of Defence

Closing Date: Sunday 14 August 2022

Security and Estate Group
Defence Security & Vetting Service

Job Title	Customer Service Officer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$69,811 - \$76,215
Classification	APS Level 4
Position Number	SEG/04988/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A77642C5-DE9C-E9C6-E713-C8BF917C5AED>

Duties

The Role

AGSVA is seeking a high performing APS4 Customer Service Officer to contribute in delivering high quality customer service to Defence and AGSVA customers and stakeholders. Duties of the position include but are not limited to:

- Servicing and answering enquiries on all security clearance related queries
- Processing and administering AGSVA security clearance related products
- Working within established priorities and procedures while exercising some autonomy about how the work is performed
- Understanding and applying standard procedures to meet stakeholder requirements and achieve AGSVA Customer Service outcomes of Key Performance Indicators
- Identifying and championing efficiencies through process improvements
- Undertaking quality assurance practices to promote the delivery of exceptional customer service

About our Team

AGSVA is the central agency for the processing and granting of security clearances for the majority of Australian Government agencies and state and territory agencies. The Directorate of Vetting Customer Service is a fast paced, dynamic team, supporting AGSVA's customers and stakeholders. You will be joining a customer service team that is respectful, trusted and proven, contributing to a positive service delivery culture in a high tempo environment.

Our Ideal Candidate

As an APS4 customer Service Officer, you will operate with limited direction to perform and achieve moderately complex customer service and administrative work within a fast paced high temp service delivery environment. You will be required to have a good understand and comply with relevant legislative frameworks, whole-of-government decision-making and Defence's mission and policy requirements. Our ideal candidates will have the following skills and attributes:

- Ability to operate and produce high quality customer service in a fast paced environment with competing priorities
- Strong communication skills in liaising with a diverse range of stakeholders
- Skills to achieve results and customer service outcomes

- Developed interpersonal and organisational skills with the ability to manage competing deadlines

Eligibility

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

Notes

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

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To Apply

Position Contact	Kelly West, 02 5108 3616
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A77642C5-DE9C-E9C6-E713-C8BF917C5AED

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Defence

Vacancy VN-0709042

Department of Defence

Closing Date: Friday 12 August 2022

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Program Management Office Coordinator
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	CASG/04528/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=CC3521D6-9B84-D104-A97D-C8BD3CA8219B>

Duties

The Role

Explosive Materiel Branch (EMB) within Capability Acquisition and Sustainment Group is seeking enthusiastic and highly motivated individuals to join our team to deliver program governance and assurance outcomes. You will be an out posted representative of the Program Management Office (PMO) working directly in our business units. You will:

- Provide governance and support specific acquisition and sustainment management teams to ensure their processes and project are consistent with EMB and broader Defence governance and assurance frameworks;
- Nurture and grow a joint working culture between the central PMO and appointed business unit;
- Manage, assist and ensure timely responses to requests for information on projects/sustainment projects within your appointed business unit;
- Undertake other PMO support functions as directed.

About our Team

The PMO provides a central governance role within EMB. The team is responsible for ensuring a common approach to both acquisition and sustainment projects across EMB. This ranges from developing and maintaining processes, workflows and templates to actual 'hands on' experience. To support this role there are a number of staff deployed into EMB business units to provide a direct conduit to and from the central PMO. The PMO also has an experienced team providing both direct and indirect logistics support to EMB. These staff are primarily based in Amberley with some in Sydney. We also have a small team that manages tasking and internal communications within EMB. The overall work undertaken by the PMO is diverse and covers a number of facets all of which form a critical component of our overall intent which is about capability delivery and ongoing support for the ADF. To give some context we are currently supporting 28 acquisition projects and the sustainment of more than 1000 different munition types including 35 types of complex guided weapons.

Our Ideal Candidate

Our ideal candidate will be able to undertake complex management activities under broad direction. You will need to ensure the approach being taken is consistent across all EMB business units and is compliant with relevant legislation, established principles, work practices and procedures. You will need to ensure all tasks are being completed on time and to the expected

standard. This will require an attention to detail, strong communication and excellent stakeholder engagement. You will also be expected to provide assistance to all urgent and important tasks as they arise and where necessary assist in deconflicting and prioritising tasks. This will require strong negotiation skills together with an understanding on setting priorities and using initiative to get the job done. As you will be working with project managers in both the acquisition and sustainment space, you will need to have a good knowledge or sound conceptual understanding of materiel logistics and/or project management. **Eligibility**

Security Clearance

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

Notes

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To Apply

Position Contact	Natalie Bell, (02) 5109 8554
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CC3521D6-9B84-D104-A97D-C8BD3CA8219B

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Defence

Vacancy VN-0709050

Department of Defence

Closing Date: Sunday 14 August 2022

Capability Acquisition and Sustainment Group
Submarines

Job Title	Configuration Officer
Job Type	Full-Time, Ongoing
Location	Osborne QLD
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	CASG/04945/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=0B778101-CCEE-1067-617B-C8BEA55EF0EB>

Duties

The Role

As part of the Configuration Management team, you will support configuration and maintenance baseline changes within the Collins program and take a lead to support the CM changes associated with the Collins Class Life of Type Extension (LOTE) project.

In the CM Officer role you will be responsible for:

- Providing LOTE project with advice on CCSM CM processes and helping the development of CM artefacts;
- Providing support to wider CM activities including Configuration Change Proposals, Concessions and Defective Material Design Reports (DMDRs); and
- Providing support to assurance checks against maintenance OQE and baseline changes.

In this role you will be part of an 8 person CM team located in both SA and WA, this position is SA based to be co-located with the LOTE program, the Collins engineering team and the prime contractor ASC.

About our Team

The Collins Submarine Program within CASG is responsible for the maintenance and programmed upgrade of Australia's Collins Class submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability the strategic submarine capability to the nation.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

Our Ideal Candidate

The idea candidate will be self-motivated, with demonstrated experience delivering complex engineering support to multiple submarines concurrently. Direct experience with submarine

systems is not essential but is preferred. The ideal candidate will demonstrate high levels of flexibility and the ability to respond to changing priorities and challenges that are present in the Collins Class program.

Sound decision making skills, excellent communication and stakeholder engagement skills are key attributes required for the position. Demonstrated skills for establishing work priorities, motivation of team members and delivering clear and consistent advice to stakeholders are also core attributes needed for this position.

The candidate will be able to learn and apply the principles of the core Collins Class Configuration Management Policy documents, and demonstrate an ability to navigate and utilize the Submarine Information Management System (SIMS). The candidate should be a self-starter with a demonstrated ability to work in an unsupervised environment, ideally applying systems based knowledge to identify and solve problems within the CCSM CM policy framework. **Eligibility**

Mandatory Qualifications

This technical position requires the individual to have obtain 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.

Security Clearance

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

Notes

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About the Department of Defence

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To Apply

Position Contact	Naval Shipbuilding, Phone Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0B778101-CCEE-1067-617B-C8BEA55EF0EB

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Defence

Vacancy VN-0709051

Department of Defence

Closing Date: Sunday 14 August 2022

Security and Estate Group
Service Delivery Division

Job Title	Data Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	SEG/04319/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9C4C2B77-99DE-D6EB-44AD-C8BF931B783C>

Duties

The Role

Your duties as an APS 6 Data Officer in the Estate Data Management team would include:

- Supervision of a high performing data management team, ensuring effective prioritisation and coordination of workloads.
- Oversight of the creation and maintenance of compliant Estate data for Services and Asset Management throughout the Estate Lifecycle.
- Maintaining a high level of stakeholder engagement in relation to complex data and information needs.
- Improving reporting outcomes through innovative thinking and implementing best practice business intelligence concepts.
- Identifying connections between systems and data (mainly structured data sets) and working on new ways to simplify, automate and standardise key processes.
- Assessing, evaluating and supporting information management strategy, initiatives, projects, policy and procedures, and engaging in continuous improvement initiatives.

About our Team

Security and Estate Group (SEG) is responsible for providing infrastructure and associated support services to in excess of 90,000 ADF and civilian staff. Service Delivery Division provides essential, on-the-ground services and support to Defence personnel around Australia.

The Directorate of Estate Information Systems Governance (DEISG) within Base Service Transformation and Estate Data Systems Branch is accountable for the implementation and

management of SEG information frameworks in Defence. DEISG's data management team maintains estate data to ensure it is accurate and consistent.

We:

- Create and maintain estate data,
- Establish and maintain estate data governance,
- Validate technical data compliance with estate data systems,
- Deliver estate data supply services,
- Identify and communicate estate data quality issues,
- Provide guidance on estate data management and modelling, and
- Engage with business areas to facilitate estate information management.

Our Ideal Candidate

A background in data analysis with teamwork and strong communication skills is essential. Your experiences have given you the ability to translate data and strategy into business outcomes to create a shared sense of purpose. You'll be curious, exercise good judgement, think critically, demonstrate initiative and have a focus on continuous improvement. You'll also actively seek out collaboration opportunities with others and value diversity. You are committed to learning, experimentation and enjoy using technology to enable smarter, more efficient ways of working.

You'll share a team commitment to supporting stakeholders with delivering outcomes through the provision of high quality service with an ability to respond flexibly and positively to change. You'll be able to identify, anticipate and respond to stakeholder needs and expectations to achieve work unit and Defence outcomes. In addition, you'll have team management experience, or be ready to step into a leadership role. **Eligibility**

Negative Vetting 1 (NV1):

Security Clearance:

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

Notes

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To Apply

Position Contact	Holly Russell, 0408 868 151
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9C4C2B77-99DE-D6EB-44AD-C8BF931B783C

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Defence

Vacancy VN-0709052

Department of Defence

Closing Date: Sunday 14 August 2022

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Williamstown NSW
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	CASG/04149/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A9A06692-DE19-3CC7-B4E4-C8BF9336BB66>

Duties

The Role

The Phase 5A Project Manager is responsible for achieving the outcomes of the AIR5077 Phase 5A - Wedgetail Interoperability Compliance Upgrade, in conjunction with other Wedgetail upgrades within the broader product Sustainment program. Wedgetail is one of only a few developmental capabilities in Capability Acquisition and Sustainment Group's Air Domain and its upgrade program is critical for the Royal Australian Air Force (RAAF) to ensure that the E-7A Wedgetail capability remains interoperable with Joint and Coalition Forces.

As the Project Manager you will lead a multi-disciplinary team including program management, engineering, integrated logistics, financial and commercial functions. The Project Manager is responsible for managing an annual budget in the order of \$100m, delivering critical capabilities to Air Force through partnership with Industry.

An additional 15% Individual Flexibility Arrangement payment (10% salary and 5% performance) may be applicable to the annual salary. The additional payment is an Individual Flexibility Arrangement (IFA) payment which enables Defence to attract, develop and retain employees with the required skills, knowledge and experience essential to delivering Defence capability. Applicants engaged into an IFA position must consider the following: IFAs provide remuneration in addition to the salary under term of the current Defence Enterprise Agreement (EA), and the performance component is subject to annual review.

The successful candidate may commence on a "Baseline" security clearance, however must then be able to attain and maintain a security clearance of "Negative Vetting Level 2" upon commencing in the role.

About our Team

The Airborne Surveillance Control and Intelligence Systems Program Office (ASCISPO) is responsible for in-service support and upgrade of the RAAF's six E-7A Wedgetail and into the future four MC-55A Peregrine. The team is a mixture of Australian Public Servants, Military and Contractor personnel working collaboratively with Australian and overseas industry to achieve the desired Defence outcomes.

The Phase 5A Project Manager is part of ASCISPO Project Management Unit. The unit is responsible for major capability upgrades of the E-7A 'Wedgetail' aircraft which are highly-modified Boeing 737-700's, and the supporting ground and training systems.

Our Ideal Candidate

The successful candidate will demonstrate:

- Experience in leading a multi-disciplinary project team and co-ordinating project activities to achieve complex outcomes;
- Capability to engage with a broad range of stakeholders to manage expectations and integrate Fundamental Inputs to Capability elements to meet project milestones;
- Ability to show judgement and provide strategic direction, particularly in an environment of high technical and execution risk;
- Highly developed business and commercial acumen;
- Highly developed written and verbal communication skills.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Mr Peter Kiss, 02 4077 9643
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A9A06692-DE19-3CC7-B4E4-C8BF9336BB66

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Defence

Vacancy VN-0709054

Department of Defence

Closing Date: Sunday 21 August 2022

Capability Acquisition and Sustainment Group
Submarines

Job Title	Seaworthiness Engineering Manager
Job Type	Full-Time, Ongoing
Location	Osborne QLD
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	CASG/04962/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=35567E8F-CE3E-D8D9-1BC9-C8BEA6656324>

Duties

The Role

As part of a multi-disciplinary engineering team, you will conduct technical and engineering work in support of Collins class submarines. You will be contributing to the development of Seaworthiness artefacts and the establishment of Seaworthiness claim(s) for each platform within the class. You will be performing engineering work of a complex and/or critical nature.

In the Seaworthiness Manager role, you will be responsible for:

- Coordinating development of the Collins enterprise Seaworthiness approach;
- Establishing Collins Submarine Program (CSMP) Seaworthiness processes within an existing quality management system;
- Providing Seaworthiness input to CSMP Sustainment, Update and Upgrade activities;
- Supporting engineering review of design changes with a Seaworthiness lens;
- Supporting development and/or review of Collins Safety Cases, including the Whole of Submarine Safety Case; and
- Leading engagement within Defence Seaworthiness regulatory domain.

About our Team

The Collins Submarine Program within CASG is responsible for the maintenance and programmed upgrade of Australia's Collins class submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation.

You will have access to generous and attractive working conditions as an Australian Public

Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

Our Ideal Candidate

The ideal candidate will be a self-motivated engineer with significant demonstrated experience delivering complex engineering support to in-service platforms and responding to regulatory requirements. Direct experience with submarine systems is not essential but is preferred. The ideal candidate will demonstrate high levels of flexibility and agility to respond to changing priorities and challenges that are present in the Collins Submarine Program.

Sound decision making and judgment skills, excellent communication and stakeholder engagement skills are key attributes required for the position. Demonstrated skills for establishing work priorities, motivation of team members and delivering clear and consistent engineering advice to stakeholders are also core attributes needed for this position. The candidate will be able to demonstrate and apply technical knowledge and experience to develop and review design packages, identify risks and appropriate mitigations, provide advice for maintenance planning and provide recommendations to decision makers.

Commitment to ongoing development of colleagues and self-improvement through professional development is considered a key requirement in a candidate. **Eligibility**

Mandatory Qualifications

These engineering positions require a Bachelor of Engineering degree within the fields of Electrical/Electronic, Mechanical, Marine Engineering, Naval Architecture or other relevant engineering specialties from an Australia Institution, or a qualification gained elsewhere, that satisfies the requirement of the Washington Accord for recognition as a professional engineer.

Security Clearance

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

Notes

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

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To Apply

Position Contact	Naval Shipbuilding, Phone Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=35567E8F-CE3E-D8D9-1BC9-C8BEA6656324

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Defence

Vacancy VN-0709056

Department of Defence

Closing Date: Sunday 21 August 2022

Capability Acquisition and Sustainment Group
Submarines

Job Title	Seaworthiness Engineer
Job Type	Full-Time, Ongoing
Location	Osborne QLD
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	CASG/04956/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A6EDD4DB-068E-3964-2334-C8BEA5D902A4>

Duties

The Role

As part of multi-disciplinary engineering team, you will conduct technical and engineering work in support of Collins class submarines. You will be supporting the development of Seaworthiness artefacts and establishment of Seaworthiness claim(s) for each platform within the class. This role will require a hands on approach and will require you to access workshops and the submarine regularly including confined spaces. You will be performing engineering work of a complex and/or critical nature.

In the APS 6 Seaworthiness Engineer role, you will be responsible to assist the Seaworthiness Engineering Manager with:

- Coordinating development of Collins enterprise Seaworthiness approach;
- Establishing CSMP Seaworthiness processes within existing quality management system;
- Providing Seaworthiness input to Sustainment and Upgrade activities;
- Supporting engineering review of design changes with seaworthiness lens;

- Supporting development and/or review of Collins Safety Cases, including Whole of Submarine Safety Case; and
- Leading engagement with Defence Seaworthiness regulatory domain.

About our Team

The Collins Submarine Program within CASG is responsible for the maintenance and programmed upgrade of Australia's Collins Class submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability the strategic submarine capability to the nation.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

Our Ideal Candidate

The ideal candidate will be self-motivated, with demonstrated experience delivering complex engineering support to in-service platforms. Direct experience with submarine systems is not essential but is preferred. The ideal candidate will demonstrate high levels of flexibility and the ability to respond to changing priorities and challenges that are present in the Collins Class program. Sound decision making judgment skills, excellent communication and stakeholder engagement skills are key attributes required for the position.

Demonstrated skills for establishing work priorities, motivation of team members and delivering clear and consistent advice to stakeholders are also core attributes needed for this position. The candidate will be able to demonstrate and apply technical knowledge and experience to develop and review design and maintenance packages, identify risks and appropriate mitigations, provide advice for maintenance planning and provide recommendations to decision makers.

You will be expected to assist in the ongoing upskilling and development of colleagues and self-improvement through professional development. **Eligibility**

Mandatory Qualifications

These engineering positions require a Bachelor of Engineering degree within the fields of Mechanical, Marine Engineering or Naval Architecture from an Australian institution, or a qualification gained elsewhere, that satisfies the requirement of the Washington Accord for recognition as a professional engineer.

Security Clearance

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

Notes

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To Apply

Position Contact	Naval Shipbuilding, Phone Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A6EDD4DB-068E-3964-2334-C8BEA5D902A4

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Defence

Vacancy VN-0709067

Department of Defence

Closing Date: Sunday 14 August 2022

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Electrical Engineer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	CASG/05017/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=A7ABE717-43A4-D924-7E73-C8BF93B27AF3>

Duties

The Role

As an Electrical Engineer at Future Intelligence, Surveillance and Reconnaissance Systems Program Office (FISRSP) in the Air 7000 Ph1B project, you will perform an important role in the delivery of the MQ-4C Triton Remotely Piloted Aircraft System (RPAS) capability. You will work in a dynamic and diverse environment requiring a number of key skills to undertake the following tasks that

are commensurate with the duties of an APS6 Engineer Professional – Electronics-Electrical (note: not all duties are required to be performed during a 12 month performance cycle):

- Perform critical and complex engineering activities and provide advice in the field of electronics-electrical engineering under broad direction working to agreed priorities and outcomes. Tasks and activities could relate to integration, airworthiness certification, verification and validation, and testing activities.
- Accountable for exercising assigned engineering authorities and any Technical Regulatory Authority delegations.
- Apply engineering knowledge and experience to identify issues and uncertainties and take these into account in planning, decision making and priority setting.
- Demonstrate electronics-electrical engineering knowledge and provide advice and recommendations on the development of advancements to established engineering principles, techniques, methods and regulations.
- Build and sustain positive relationships with team members, actively participate in team work and motivate and mentor developing engineers.
- Tailor communication style and language to communicate effectively with internal and external stakeholders.
- Assess technical and design packages including scoping, planning, reviewing, provide recommendations and contribute to the implementation of actions.
- Evaluate that the delivered materiel meets requirements and legislative, policy and regulatory frameworks, provide recommendations and contribute to the implementation of actions.
- Monitor and ensure safety aspects of Defence materiel systems are considered and incorporated into electronics-electrical engineering activities.
- Manage workflows, resources, prepare work area and team plans detailing measurable milestones and expected outcomes.

About our Team

FISRSPPO is the acquisition agency for leading edge aerial ISR capability. We acquire, integrate and transition into service capabilities which provide the joint force with a warfighting advantage.

Whilst FISRSPPO is currently responsible for AIR7000 Ph1B MQ-4C Triton RPAS acquisition and its introduction to service, there will be future projects coming through the pipeline, aligned with the Defence Integrated Program of Works. These projects are scheduled to commence between 2025 and 2028.

The materiel we acquire includes crewed and uncrewed aerial systems and ground control segments, training systems, and associated infrastructure and support systems.

FISRSPPO is also responsible for the integration of all elements of the Fundamental Inputs to Capability (FIC), to ensure seamless transition to service of the acquired capability, enabling achievement of Initial Operational Capability (IOC), and Final Operational Capability (FOC) on time and on budget.

FISRSPPO is a matrixed organisation comprising functional areas of Engineering, Logistic, Business and Project Management Units structured to manage multiple acquisition projects, each at varying stages of the One Defence Capability Life Cycle. This structure enables us to focus on professional development and the maintenance of skills and knowledge while providing strong leadership in core functional areas of expertise.

FISRSPPO is an integrated workplace with approximately 60-combined ADF, APS and contracted personnel. As an organisation committed to flexible work practices, FISRSPPO has a number of personnel who work remotely or are on flexible work arrangements.

Ultimately, FISRSPO is committed to supporting an innovative workforce which can add value through their:

- Expert understanding of aerial ISR capabilities and how they are utilised to create joint effects.
- Awareness and knowledge of the national innovation ecosystem and industrial base, which enables FISRSPO to provide leading edge ISR technology.
- Knowledge and experience in acquiring strategic technology from the US and UK through cooperative arrangements.
- Acquiring and integrating capability solutions, which seamlessly integrate with the joint force and key coalition partners.
- Understanding of the aerospace regulatory frameworks for safe operation of ISR capabilities and comfortable working with ADF regulatory bodies to drive change to accommodate emerging technology.
- Ability to optimise resources (people, facilities, and budget) and risks.
- Commitment to people's wellbeing, development, career aspirations, and values.

Our Ideal Candidate

The ideal candidate should:

- be a confident avionics/electrical/mechatronics engineer with a strong background in electronics-electrical systems including experience in airworthiness certification, integration and/or testing;
- have strong communication and stakeholder management skills to support the heavy engagement required with internal and external project stakeholders;
- have experience in avionics/electrical/mechatronics engineering, or have transferrable skills from a similar field;
- be able to complete complex engineering work and research with limited direction;
- be comfortable learning and applying standards;
- have a genuine interest in Defence aviation, RPAS, and supporting the Australian Defence Force; and
- be innovative and able to think of and communicate approaches to unique problems in airworthiness and certification to support first-of-type ISR projects.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	FLTLT Joshua Vicino, 08 7374 3255
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A7ABE717-43A4-D924-7E73-C8BF93B27AF3

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Defence

Vacancy VN-0709089

Department of Defence

Closing Date: Sunday 14 August 2022

Joint Capabilities Group
ADFHQ - Office Chief Joint Capabilities

Job Title	Group Risk Coordinator
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	JCG/05011/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7E4028E6-254A-1A7A-91B4-C8BF9507D8B6>

Duties

The Role

Joint Capabilities Group (JCG) Headquarters is seeking a highly motivated Group Risk Coordinator to provide strategic oversight along with group level coordination and analysis of risk across JCG. Experience with enterprise, finance and security risk will be highly valued.

The Group Risk Officer will be responsible for risk coordination, analysis, performance monitoring and reporting, advice relating to the group framework and providing strategic support and advice to the Chief of Joint Capabilities and Deputy Chief of Joint Capabilities on risk matters. The role is also required to identify, build and maintain strategic relationships with risk professionals across the Defence organisation.

The Group Risk Officer is accountable under broad direction to perform and achieve complex to very complex risk management work within an integrated workforce, applying expertise to design, recommend and implement solutions and assess and evaluate risk management strategy, initiatives, projects, policy and procedures, and engage in activities to achieve continuous improvement.

About our Team

Headquarters JCG provides high level support to the Group Head, the Chief of Joint Capabilities (CJC), by directing and coordinating Group operations across a range of functions. Headquarters JCG works closely with the Divisions, Commands and Elements within JCG and also the other groups within Defence to contribute to JCG and Defence wide outcomes.

The Group Risk Coordinator will work as an integral part of the Business and Governance team within Headquarters JCG. This position will work closely with the Deputy Director Business and Governance and JCG elements to ensure the risk responsibilities and outcomes of the group and Headquarters are achieved.

The broader Headquarters team currently comprises of the Office of the Chief of Joint Capabilities, the Office of the Deputy Chief of Joint Capabilities, Ministerial team, Workforce and Culture team, Media and Communications, Web management and Legal.

Our Ideal Candidate

Our ideal candidate is someone who has sound experience in risk coordination and processes. A proven ability to interpret and adapt policy/process as well as the ability to provide support and advice to senior leaders is imperative.

Strategic communication and networking skills will be highly beneficial, the candidate will need the ability to work collaboratively, developing and maintaining strong working relationships with internal and external stakeholders. This role will require the ability to work effectively with JCG's Divisions and Commands and other groups across Defence to achieve Group and Defence wide outcomes.

The successful candidate will need to have, or be able to quickly acquire, extensive knowledge of legislative and regulatory frameworks, government decision-making and Defence's mission and policy requirements.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Alison Fitzsimon, 02 5108 9944
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7E4028E6-254A-1A7A-91B4-C8BF9507D8B6

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Defence

Vacancy VN-0709103

Department of Defence

Closing Date: Sunday 14 August 2022

Security and Estate Group
Service Delivery Division

Job Title	Archives Officer
Job Type	Full-Time, Ongoing
Location	Queanbeyan NSW
Salary	\$54,105 - \$60,825
Classification	APS Level 2
Position Number	SEG/04060/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=51ED6CD4-92A1-A930-4E2C-C8BFCC4F34CE>

Duties

The Role

The Defence Archives is part of Defence Archives and Services Centres (DASC) Directorate which sits within Defence Customer Service Network (CSN). The CSN is a dynamic service delivery environment that comprises Call Centre, email and face to face services and archives functions. Our dedicated people ensure the role of the network provides high quality assistance and customer service to ADF serving, ex-serving and Reserve members, APS and the general public.

The APS 2 Archives Officer role requires candidates that can work as part of a local team contributing to a national integrated service delivery culture. Candidates may have limited stakeholder engagement and will be required to respond under direction to changes in stakeholder needs and expectations to achieve outcomes. They will be required undertake straightforward tasks and will contribute towards ongoing self-improvement and professional development.

These roles are the frontline of Defence Archives delivering records management services.

The role will work as part of a team in:

- Performing straightforward information and records management activities in accordance with relevant legislative and Defence policies and procedures;
- Contributing to the maintenance of security classified information material in accordance with departmental requirements;
- Understanding and applying information and records management policies and procedures;
- Acquiring understanding of governance requirements and relevant information and record management systems;
- Sharing information with the team and contributing to team discussions; and
- Working collaboratively and operating as an effective team member.

About our Team

This role is a part of the Defence Archives Centre Queanbeyan team, assisting with the management of the collection of records and responding to requests from internal and external customers (the public and other agencies) for access to the records.

The successful applicant will work alongside a team of approximately 35 staff undertaking records digitisation. You will support the management team by ensuring services are provided to the required standard, be engaged, productive and providing a high standard of customer service.

Our Ideal Candidate

The successful candidate will have experience working in teams to achieve organisational goals whilst contributing to building a high performance service delivery culture.

To be successful in this role you will have:

- Experience working with a team in a service delivery environment.
- Ability to identify issues and deliver continuous improvement activities.
- Candidates for this role will be able to think critically and have the ability to learn new systems in a fast paced service delivery environment.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Matthew Agius, 02 6155 9278
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=51ED6CD4-92A1-A930-4E2C-C8BFCC4F34CE

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Defence

Vacancy VN-0709107

Department of Defence

Closing Date: Sunday 14 August 2022

Security and Estate Group
Infrastructure Division

Job Title	Estate Project Administrator
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$69,811 - \$76,215
Classification	APS Level 4
Position Number	SEG/04991/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=39C2F528-DE59-4D94-E057-C8BFCCDB93E3>

Duties

The Role

Capital Facilities and Infrastructure Branch are seeking a highly motivated, proactive self-starter who wants to learn and grow in the organisation. The Branch manages a growing \$21 billion portfolio of major infrastructure and facility projects for the Department of Defence all over mainland Australia, and in some cases, remote Islands. This area develops and delivers major capital facilities and infrastructure projects to support the sustainment of the Defence estate, as well as Fundamental Input to Capability of new Defence assets.

Within this Branch is the Directorate of Quality and Compliance (DQC) who manage the procurement, contractual and compliance processes, procedures and tools that support the delivery of projects. In addition, this Directorate manages and maintains two significant whole of Government services panels and manages the integrity of the Defence Suite of Facilities contracts. The successful candidate will join this dynamic team and be part of the exciting work delivered to support the delivery of the roles.

This APS 4 Support Officer (SO) role is a busy and highly rewarding role within the Directorate. The role supports the Director led management of the compliance and quality framework that is the core role of the Directorate. The role requires a person with strong organisational skills, a drive for improvement and quality and a demonstrated ability to drive and manage the administrative framework for a dynamic area. You will assist in the management of two large whole of Government panels, assist in the quality assurance activities delivered by the team and be expected to drive the administrative framework for the Directorate.

If you are the right candidate, you will obtain a wide range of skills and experiences that are quite unique, in that the people in the team are multi skilled, well rounded individuals with a broad range of responsibilities encompassing all aspects of quality assurance, compliance, policy implementation and panel management. This role grows future leaders in the Branch, where training and experiences are afforded to those who are committed and aim for achievement and success.

About our Team

Within this Branch is the Directorate of Quality and Compliance (DQC) who manage the compliance framework, the procurement and contract management processes, procedures and tools that support the delivery of projects. In addition to these, this Directorate manages and maintains two significant services Panels for Defence and manages the of the Defence Suite of Facilities

contracts.

Our Ideal Candidate

This role will suit people with an understanding of and passion in applying quality principles, will be highly motivated, adaptable and resilient in their approach to contributing to delivering outcomes. To succeed in this role, applicants must be able to demonstrate:

- Understands quality principles and be able to align with quality activities and outcomes.
- Understands and complies with legislative, policy and regulatory frameworks.
- Willingness to learn, be challenged and support change within a compliance framework of processes, procedures and resources and implements improved work practices.
- Draws on information from multiple sources to analyse information.
- Strong written and oral communications - structures messages clearly and succinctly, and tailors communication style according to the needs of individuals or the audience.
- Builds and sustains relationships; work collaboratively team members, other teams, colleagues and clients.
- Strong time management skills and display exceptional attention to detail.
- Ability to adapt and re-prioritise work to meet deadlines in a dynamic and fast paced area.
- Demonstrate resilience and personal integrity.
- Ability to gain or have knowledge of records management principles.
- Demonstrate a good level of proficiency in the use of Microsoft Suite (Outlook, Word, Excel etc)

Eligibility

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

Notes

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

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To Apply

Position Contact	Anita Ugrinic, 02 5109 9679
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=39C2F528-DE59-4D94-E057-C8BFCCDB93E3

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Defence

Vacancy VN-0709125

Department of Defence

Closing Date: Sunday 14 August 2022

Security and Estate Group
Infrastructure Division

Job Title	APS Level 6 - Property Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	SEG/03867/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2257F418-ABA4-8E5D-49D3-C8BFCD6932FD>

Duties

Your Role

Several opportunities exist at the APS 6 level within Property Management Branch, which is part of Infrastructure Division in Security and Estate Group. The opportunities include roles focussed on contract management and administration, property management, project management and communication and stakeholder support. There may also be the opportunity to manage a small team.

The successful applicants will be offered a role that best suits their experience and interests.

Our Team

Property Management (PM) Branch is responsible for strategic management and future direction of Defence's real estate transactions in alignment with the direction of the Defence Estate Strategy 2016-36 and the Defence Transformation Program. PM Branch is responsible for elements of the entire property life cycle from acquisition to disposal, including office leasing, spatial allocation and modernisation of the workplace, managing native title obligations, managing mining and other access arrangements through leasing, licencing and overarching policy, establishing and managing public private partnerships and managing the overseas leasing program. Positions in the Branch range from project management positions, delivering new leased facilities in support of Defence capability; to communication and stakeholder support, where your ability to build and maintain stakeholder relationships to achieve outcomes will be key. We also have contract management roles, where your knowledge (or ability to develop that knowledge quickly) about Commonwealth procurement processes will be key.

Our Ideal Candidate

Because of the range of positions available within our Branch, our ideal candidates will be able to demonstrate their ability to perform at an APS 6 level in accordance with the APS Work level standards. Experience or qualifications in contract management, Commonwealth procurement or project management, and the proven ability to deliver results, will be an advantage. We are looking for strong team players with effective communication and relationship management skills, who are customer focused, and have the flexibility and drive to be responsive to changing workplace objectives, workplace pressures, priorities, and requirements.

Eligibility

Security Vetting

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

Notes

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To Apply

Position Contact	Rachel Rees-Scott, 02 5108 6578
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2257F418-ABA4-8E5D-49D3-C8BFCD6932FD

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Defence

Vacancy VN-0709129

Department of Defence

Closing Date: Sunday 28 August 2022

Defence Science and Technology Group
Sensors and Effectors

Job Title	Senior Researcher Oceanography and Acoustics
Job Type	Full-Time;Part-Time, Ongoing
Location	Edinburgh SA
Salary	\$106,074 - \$119,651
Classification	
Position Number	DSTG/04506/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=30A53F9D-7EE7-11B2-1CC8-C8BF9183715A>

Duties

The Role

Under broad direction, the S&T5 Senior Researcher Oceanography and Acoustics is responsible for undertaking research in methods to use our understanding of physical oceanography to optimise the employment of sonar systems.

In particular, the Senior Researcher will be expected to:

- Lead and contribute to the Undersea Environment and System Exploitation Science and Technology Capability's (STC) ocean environmental exploitation research activities for Defence applications.
- Develop and apply methods to characterise acoustic propagation in complex ocean environments, and methods to exploit the ocean environment for acoustic applications to undersea warfare.
- Lead and contribute to collaborative projects with scientific partners within the National Marine Enterprise, and contribute to collaborations with international partners concerned with measuring, modelling and exploiting the undersea environment for military effect.
- Deliver high quality scientific reporting including briefs, publications and presentations.
- Work collaboratively, operating as an effective team member in a multi-disciplinary environment.
- Provide domain-specific technical mentoring to less experienced staff members within the Undersea Environment and System Exploitation STC.
- Maintain currency in operational oceanography and develop and maintain currency in the ocean acoustics discipline as it relates to Defence applications.

About our Team

The Undersea Systems Major Science and Technology Capability (MSTC) of Sensors and Effectors Division works closely with the ADF to provide support to in-service and future sonar systems and conducts world leading research and development of undersea sensors, sonar system processing and displays, and capability analysis for Undersea Warfare operations in the challenging ocean environment.

The Undersea Environment and System Exploitation STC resides within the Undersea Systems MSTC. As a member of this STC, you will collaborate with a team of motivated scientists, mathematicians and engineers whose mission is to increase Undersea Warfare capability through improved employment of acoustic sensors and sonar systems, awareness of acoustic signature

effects for RAN platforms, and exploitation of ocean environmental knowledge for operational advantage.

Our Ideal Candidate

We seek a person who is passionate about finding innovative solutions to operational problems. You will be eager to apply your existing expertise in oceanography to ocean acoustics (sonar) applications and to broaden your own expertise across these domains. You will be highly motivated and have a proven ability to work under broad direction to solve complex scientific problems, drawing upon new and existing knowledge and techniques to develop and exploit science and technology capability.

You will have demonstrated experience with ocean modelling and an understanding of contemporary methodologies for improving estimates of current and future ocean states. You will have an understanding of how the ocean environment impacts acoustics and a desire to focus your own research in support of acoustic applications to undersea warfare.

You will have excellent analytical and problem solving skills, motivation, initiative, critical thinking, and attention to detail. You will be a team player with demonstrated experience in building and maintaining effective stakeholder relationships and the ability to adapt to evolving priorities.

You will communicate effectively, both verbally and in writing. You will be committed to ongoing self-improvement, professional development and provision of technical mentorship to junior staff.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Daniel Boettger, 08 8393 3170
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=30A53F9D-7EE7-11B2-1CC8-C8BF9183715A

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Defence

Vacancy VN-0709131

Department of Defence

Closing Date: Sunday 14 August 2022

NAVY
Deputy Chief of Navy

Job Title	HR Advisor
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	NAVY/02693/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=669394D1-A5B7-538A-BF09-C8BEDE1C0FD9>

Duties

The Role

Working within Navy Training Force [TF]; the HR Advisor's primary function is to enable the efficient and effective use of Training Force resources. The position is critical in providing advice on and support of the employment conditions, people policies and guidelines and the capability development frameworks that drive our diversity and inclusion strategies to support TFs capability.

The role is responsible for the information that guides the allocation of ADF/APS positions, reporting and the identification of gaps and opportunities to meet capability requirements. This also includes the support and provision of advice to managers and employees on matters relating to: diversity and inclusion, learning and development, skills analysis, workforce planning and HR issues or workplace relations.

About our Team

The HR Advisor is a team leader within the Business Enterprise Management Team, Training Force Headquarters. This team delivers centralised business management functions, and has personnel geographically located around Australia with regional areas, with responsibility to support the delivery of training to our mariners.

Reporting to the Deputy Director Business and Resource Management, within the Business Enterprise Management Team, Training Force Headquarters, this role will work with other team members who are geographically dispersed.

Our Ideal Candidate

The HR Advisor will be highly resilient and able to work in a small team in a multidisciplinary environment and roles with competing priorities. To be successful in the role, the ideal candidate should soundly identify with and demonstrate Defence values and behaviours, as well as exhibit the following qualities, skills and behaviours:

- A passion for, and experience in HR and providing HR Services to personnel and managers who are geographically dispersed,

- Be able to manage a challenging workload across a broad HR portfolio with quality and a high attention to details,
- Have outstanding customer service skills and be able to demonstrate they can build relationships with key stakeholders to ensure the delivery of seamless HR services that continues to meet the changing needs of our customers,
- Have a solutions-focused approach and be able to demonstrate initiative, innovation and agility to ensure the Defence workforce is well positioned to deliver Government priorities, and
- Have the ability to deal with HR issues and change in a proactive, positive and dynamic way.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Clare O'Loughin, 02 6246 7360
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=669394D1-A5B7-538A-BF09-C8BEDE1C0FD9

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Defence

Vacancy VN-0709146

Department of Defence

Closing Date: Sunday 21 August 2022

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Maritime Business and Service Analyst
Job Type	Full-Time, Ongoing
Location	Wollongong NSW
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	DIG/03078/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=72B5369A-469D-66E3-95E6-C8BEDF37EEB2>

Duties

The Role

The Maritime Business and Service Analyst positions will work collaboratively with Maritime Geospatial Branch (MGB) and Australian Geospatial Organisation (AGO) stakeholders to ensure that customer requirements and service needs are articulated, managed and achieved in a prioritised manner.

About our Team

The MDI team is primarily responsible for ensuring MGB systems remain operational, contemporary and aligned with business requirements.

Our Ideal Candidate

As a member of the Maritime Data Infrastructure (MDI) team the ideal candidate will demonstrate:

- The capacity and flexibility to undertake a range of ICT-related activities as part of the cross-functional team,
- Excellent communication skills, written and verbal, and an
- Ability to understand and communicate complex technical requirements and issues.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Contact Officer, 0407 641 218
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=72B5369A-469D-66E3-95E6-C8BEDF37EEB2

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Defence

Vacancy VN-0709159

Department of Defence

Closing Date: Sunday 14 August 2022

NAVY
Navy Engineering

Job Title	Assurance Managers
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	NAVY/03269/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=85D1D478-51AE-0A17-AAD1-C8BEDEB1FA3B>

Duties

The Role

The Assurance Manager leads a small team responsible for planning, conducting and reporting on assurance activities within the regulated community.

They require:

- Knowledge across the risk, safety and environment platforms, providing advice and leadership to stakeholders, throughout the assurance and planning process
- The ability to quickly acquire a sound understanding of risks pertaining to an organisation
- The ability to effectively communicate and manage relationships
- The ability to develop a sound understanding of an organisation's assurance framework, and to articulate that knowledge across Defence seaworthiness systems.

About our Team

The Office of the Defence Seaworthiness Regulator (ODSwR) is an independent Defence Regulator.

The ODSwR is tasked with managing the Defence Seaworthiness Management System (DSwMS), a Defence-wide maritime risk management system. It does this through:

- Scanning the maritime environment and advocating on behalf of Defence
- Providing a regulatory framework to manage maritime risks
- Assuring maritime risks are proactively considered and controlled
- Monitoring trends across the Defence Enterprise
- Providing support to the Defence maritime community through education and advice.

Our Ideal Candidate

- Proven ability to undertake complex risk based assessments for assurance; or to conduct detailed assurance investigations into specific areas of concern that span across multiple systems
- Well-developed ability to apply ranking criteria in order to develop assurance priorities; or expertise in obtaining and analysing assurance data
- Sound knowledge and experience in determining appropriate assurance mechanisms to use for priority ranked assurance focus areas
- Demonstrated experience in planning and designing assurance activities for Desktop, Field and Investigative assurance teams to conduct assurance activities
- Demonstrated ability to manage, supervise and participate in a small team, and ability to coach staff effectively.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Russell Smith, 02 6132 7907
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=85D1D478-51AE-0A17-AAD1-C8BEDEB1FA3B

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Defence

Vacancy VN-0709179

Department of Defence

Closing Date: Sunday 14 August 2022

Joint Capabilities Group
Australian Civil-Military Centre

Job Title	Assistant Director Business Operations and Governance
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Queanbeyan NSW
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	JCG/04898/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=0CBCBA27-813A-D1E0-C91C-C8BEDF981D85>

Duties

The Role

The role of Assistant Director Business Operations and Governance is to assist the Director in managing a small and dynamic team responsible for administering essential functions of the Australian Civil-Military Centre (ACMC). This will include but is not limited to: assuring proper governance and the efficient use of resources across multiple directorates; managing elements of the standalone office facilities such as security, WHS and information technology; be the lead advisor across the Centre for contract management and procurement.

You will play a key role managing the development and ongoing review of key corporate documents and internal policies. This will include critical long term program development and delivery, procurement and contract management procedures, and the implementation of Defence WHS policy. For this you will draw on your ability to network with a range of stakeholders across Defence in areas such as estate management, finance and procurement, as well as your ability to build lasting relationships with external stakeholders in both business and government.

This is an exciting opportunity to showcase your broad skills in working with a diverse team, providing clear and consistent policy advice and communications across a wide range of administrative activities. You will manage and lead governance activities, and provide advice to senior executives on diverse matters including HR, governance, risk, procurement and finance. A key responsibility of this role is providing expert advice on procurement and leading contract management activities for ACMC. Engaging with and negotiating with contractor stakeholders is a critical part of this role and you will develop confidence engaging with stakeholders both in Australia and internationally.

About our Team

The Australian Civil-Military Centre, located in Queanbeyan NSW, mission is to support the development of national civil-military-police capabilities to prevent, prepare for and respond more effectively to conflicts overseas and disasters domestically and overseas.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Excellent team and interpersonal skills with the ability to liaise, collaborate and build productive relationships across reporting lines, including engaging with senior executives,
- Self-motivation and a positive attitude to inspire team members,
- Able to be a key contact across the organisation providing sound advice across finance and corporate elements,
- Sound judgement and the ability to communicate with a wide range of stakeholders,
- Experience managing procurement and contract activities, and
- A commitment to drive continuous improvement across teams.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Troy Allen, 0410 681 211
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0CBCBA27-813A-D1E0-C91C-C8BEDF981D85

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Defence

Vacancy VN-0709185

Department of Defence

Closing Date:Friday 12 August 2022

Air Force
Air Command Australia

Job Title	Work Health Safety Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Amberley QLD
Salary	-
Classification	APS Level 5
Position Number	AF/02243/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=CBC9D59D-1CB3-8429-3888-C88F5F264F9B>

Duties

The Role

Headquarters Combat Support Group (Safety) has an exciting opportunity for one APS5 Work, Health & Safety Officers to join their dynamic team. In your role, you will provide support to senior management on WHS practices as required by the Work Health and Safety (WHS) Act. As part of a specialised team at the Headquarters level, responsible for maintaining and promoting a Safety Management System that addresses current and emerging safety related issues across Combat Support Group.

Combat Support Group is responsible for approximately 5000 personnel covering a diverse range of trade groups dispersed throughout fourteen establishments across Australia. As part of the broader Air Force safety team you will have the opportunity to, under limited direction, perform complex work health and safety activities and influence WHS performance and culture within an integrated Australian Military/Australian Public Service workforce. You will undertake extensive interaction with a wide variety of internal and external stakeholders including, Foreign/Australian/State safety agencies, Defence Flying Safety Bureau, Air Force Safety and Fuel Services Branch, Air Force COMCARE Liaison Officer, and importantly Combat Support Group Unit personnel. Travel to these establishments may be required.

If this is the type of role you are looking for to expand your skill and knowledge base across the Safety realm please call the contact officer on the front of this Information Pack for further information.

About our Team

The APS safety team operate within the HQCSG framework in support of the Executive and operational Units on WHS strategic and tactical matters.

The team is made up of experienced WHS professionals who bring a wealth of skills and experience to the business. Being operationally focused, agile, and innovative in approach, makes them successful and effective in providing services and developing products for the Air Force.

The WHS team feel well supported by the Executive Leadership to create an enduring safety culture and effect genuine change.

The team is proud to be able to apply their talent in an iconic Australian organisation.

Our Ideal Candidate

As a valued and supported team member you will uphold and model the values of the Air Force.

Ideally you will have demonstrated technical competency and operational WHS experience in high risk industries in a tactical role and be able to think strategically in planning and delivery.

Demonstrated ability to build credibility, trust and influence that is demonstrated through being valued as the 'Go to' for WHS expertise.

Whilst excellent verbal and written communication is a key attribute of the role, effective and sensitive communication is equally so.

Agility and responsiveness whilst prioritising multiple competing priorities in a complex environment are imperative in meeting the business unit needs.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Steve James, 07 5362 2780
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CBC9D59D-1CB3-8429-3888-C88F5F264F9B

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Defence

Vacancy VN-0709215

Department of Defence

Closing Date: Sunday 14 August 2022

Defence Science and Technology Group
Science Strategic Planning and Engagement

Job Title	Assistant Director Events and Awards
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT, Edinburgh SA, Fishermans Bend VIC
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	DSTG/04952/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BB0A5995-8269-3981-4198-C8BF55BDACAE>

Duties

The Role

As Assistant Director, Events and Awards you will be responsible for managing the Defence, Science and Technology Group (DSTG) Events and Awards portfolio which includes corporate events for the organisation both internal and external, virtual and physical, as well as delivering a comprehensive awards and recognition program for DSTG, sponsorship management and official visits to DSTG sites.

Key responsibilities:

- Providing supervision and guidance to the Events and Awards team to develop and deliver DSTG's program of major events, as well as promote the exemplary efforts and outstanding contribution of staff through the DSTG awards and recognition program. Key events include awards ceremonies, seminars, online events and the biennial Australian Defence Science, Technology and Research Summit.
- Managing the DSTG Visits team to deliver a strategic official visits program which is designed to share information with stakeholders such as Defence clients, industry partners, Australian government officials, and representatives from Allied countries.
- Seeking out and managing sponsorship for external events and awards that support our aim to shape innovation, science and technology within Defence and across the nation.
- Assisting to demonstrate the value and success of DSTG using various engagement activities such as attendance at industry trade shows and key industry events.

- Engaging, collaborating and influencing stakeholders and subject matter experts to deliver on Defence's business objectives and strategic priorities.

About our Team

DSTG Events and Awards is part of the Defence Science Communication (DSC) team, which sits within the Science Strategic Planning and Engagement Division.

As a multidisciplinary team of trusted communication experts, DSC partners with internal and external stakeholders to produce diverse, dynamic and engaging communication that enables collaboration, shapes attitudes, builds relationships and promotes trust in Defence.

The Science Strategic Planning and Engagement Team is responsible for strategically positioning DSTG to deliver maximum impact for Defence. The division co-ordinates and develops DSTGs external engagements and leads the development of science policy, the formulation of strategic research programs, and the investment of resources into Defences science and technology capabilities.

Our Ideal Candidate

The successful candidate will:

- Have demonstrated experience and the ability to manage a team by providing clear and consistent communication, setting clear performance standards, fairly delegating responsibility, managing performance honestly and respectfully, and guiding and developing people.
- Be a self-motivated individual who has impeccable stakeholder engagement, organisational, communication and project management skills.
- Have demonstrated experience managing a range of events from 20 – 1000 PAX and be confident working with budgets and negotiating with suppliers.
- Have demonstrated skills problem solving and who can react proactively and excel under pressure and in constant changing environments, whilst delivering and keeping the project plan on time.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Edwina Callus, 0466 995 744
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BB0A5995-8269-3981-4198-C8BF55BDACAE

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Defence

Vacancy VN-0709218

Department of Defence

Closing Date: Sunday 14 August 2022

NAVY
Deputy Chief of Navy

Job Title	Course Planning and Governance Support
Job Type	Full-Time, Ongoing
Location	Jervis Bay ACT
Salary	\$69,811 - \$76,215
Classification	APS Level 4
Position Number	NAVY/05047/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6BADAAC3-3A88-171E-F897-C8BFD0952380>

Duties

The Role

In this role, you will support the planning, resourcing, scheduling and delivery of training for Navy personnel while working within a team that is responsible for the policy and procedural governance across Navy's Training Authority for Initial Training Leadership and Management. This includes, but is not limited to the development and management of orders, instructions and procedures required to support delivery of Navy Training, and scheduling all training courses; assisting in development of course outlines; arranging training and learning resources; stakeholder engagement and customer service; logistical support of travel and accommodation for visiting lecturers; coordinating applications for learner's participation on courses; and management of learner administration.

Course Planning Staff work alongside professional Naval Officers and Sailors in a dynamic, integrated environment to support all facets of Navy Training.

About our Team

An exciting opportunity exists within Defence for a motivated and enthusiastic APS 4 Administration and Customer Service - Governance Officer to join as the Policy Manager with the Training Team at Navy Base HMAS Creswell in stunning Jervis Bay. The team supports the delivery of Initial Entry Training (IET) for all Navy personnel and career development training for sailors and officers. This leadership, management and professional development training equips each sailor and officer to perform to their full potential as ethical leaders through their career.

Our Ideal Candidate

To be successful in this role you should have:

- Initiative, ability to effectively multi-task and demonstrate key attention to detail;
- Excellent communication skills to deal directly with customers;
- Organisational skills to work to deadlines, prioritise tasks and demonstrate good time management;
- A practical understanding of learning and development with experience in the training sector;
- Experience scheduling courses, training, or learning programs;
- Ability to interpret policies and develop into written local orders;
- Ability to work collaboratively in a team based environment, actively participating in and contributing to team meetings and exchange information to influence the work area and team objectives;
- Skills in data entry/analysis and the use of electronic learning management systems;
- Experience in managing training materials and learning resources.

Eligibility

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

Notes

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

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To Apply

Position Contact	Kristin Chick, 02 4428 1460
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6BADAAC3-3A88-171E-F897-C8BFD0952380

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Defence

Vacancy VN-0709219

Department of Defence

Closing Date: Sunday 14 August 2022

Capability Acquisition and Sustainment Group
Maritime Systems

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	CASG/05035/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=439A43E5-1986-A3C9-E5E3-C8BFD095262E>

Duties

The Role

The Project Support Officer (PSO), within the Directorate of Major Surface Ships Projects (DMSSP) will be required to perform a range of duties within the integrated team supporting the delivery of Defence capability.

Key duties of the PSO position will include commercial/contract functions, budget tracking and a range of administrative support to project staff including, but not limited to, record keeping and contract deliverables/correspondence management.

Within the Capability Acquisition and Sustainment Group (CASG) Project Control function an APS5 PSO is accountable under limited direction to perform and achieve complex project work within an integrated workforce. They are accountable to have and maintain a well-developed understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS5 PSO will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the Project Control function based on legislation, policy and procedures. They will undertake specialist research and analysis, conduct reviews and perform procedural and administrative support work to achieve results.

About the Team

The Maritime Systems Division (MSD) within the CASG provides through-life asset management to support Royal Australian Navy capability. Our vision is to have balanced, effective and affordable capability and availability across every class. The Directorate of Major Surface Ships Projects (DMSSP) supports the MSD vision by ensuring new capability is being set up for efficient and effective transition into service and ongoing sustainment success.

Our Ideal Candidate

The ideal candidate will have experience in a project team or be looking to commence a career in project controls/management and develop strong skills in stakeholder communication, procurement and commercial administration, budget tracking, and administration. Experience within Defence is ideal, however experience working in a similar organisation with a variety of stakeholders requiring strong communication skills will be considered.

The ideal candidate will be able to perform the following duties as an APS5 Project Support Officer in Defence (note: not all duties are required to be performed during a 12 month period):

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

Eligibility

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

Notes

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

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To Apply

Position Contact	Gavin Hua, 02 9537 1437
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=439A43E5-1986-A3C9-E5E3-C8BFD095262E

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Defence

Vacancy VN-0709230

Department of Defence

Closing Date: Sunday 14 August 2022

Defence People Group
People Services

Job Title	Senior HR Officer
Job Type	Full-Time, Ongoing
Location	Williamstown NSW
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	DPG/05033/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BA3373BD-53B5-8B94-B1E5-C8C00B62DCCB>

Duties

The Role

As a leader in the HR function, you will provide business leadership, synthesis and integration of HR solutions that support business strategy and associated business plans: including achievement of corporate objectives, compliance with legislative and governance requirements and driving best practice for the Australian Government. As a natural leader and proven HR professional, you will be comfortable challenging and contributing to management of the wider business, sometimes beyond the HR remit, in order to create a high achieving organisation through its people.

In our national team, you will be responsible for supporting employees and managers of APS employees to manage complex HR matters relating to performance, behaviour, health, change and other aspects.

Key activities include:

- Holistic management of complex people cases, integrating HR expertise to get appropriate HR outcomes for employees and managers
- Building manager capability through the development and implementation of people projects, strategies and initiatives to coach and enable managers to make informed decisions
- Partnering and stakeholder engagement, being proactive in growing and maintaining strong connections
- Provision of advice and strategies for individuals and managers experiencing interpersonal conflict and/or unacceptable behaviour to support resolution

Within Defence, the role is titled as a HR Team Leader, so you may be responsible for a small team in the future. The majority of the role requires supervision of limited numbers of staff, usually only one direct report.

The role is based at RAAF Base Williamstown with a requirement to occasionally travel to other sites in the Hunter Valley/ Newcastle to meet with stakeholders as required.

About our Team

This role is in the HR Services Directorate and collectively we rely on each other's knowledge and strengths to achieve results. You will support the Assistant Director HR Services NSW, based in Penrith NSW by ensuring that services are provided across your team's footprint, staff are engaged, productive, trained, and supported and by providing a high standard of customer service. The HR Services Directorate is a national team, regularly interacting and working together across the multiple domains both locally and across the country to achieve successful outcomes for Defence as one team.

The successful applicant may be responsible for leading a small team, some of who could be remote. You will support the Assistant Director by providing up to-date and relevant information on complex, critical or high profile matters.

Our Ideal Candidate

To be successful in your role as an APS 6 Senior HR Advisor, you will have:

- A passion for, and experience in HR and providing HR Services to personnel and managers who are geographically dispersed;
- Be able to manage a challenging workload across a broad HR portfolio with quality and a high attention to details;
- Have outstanding customer service skills and be able to demonstrate they can build relationships with key stakeholders to ensure the delivery of seamless HR services that continues to meet the changing needs of our customers;
- Have a solutions-focused approach and be able to demonstrate initiative, innovation and agility to ensure the Defence workforce is well positioned to deliver Government priorities; and
- Have the ability to deal with HR issues and change in a proactive, positive and dynamic way
- Have excellent communication skills whilst responding to a range of HR related enquiries often of a complex nature, working collaboratively with others, presenting at various forums and actively engaging with stakeholders.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Jane Walker, 0428 503 214
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BA3373BD-53B5-8B94-B1E5-C8C00B62DCCB

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Defence

Vacancy VN-0709236

Department of Defence

Closing Date: Sunday 14 August 2022

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Commercial Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	CASG/05086/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=CD58333D-3218-BBC3-0252-C8BFCFF34443>

Duties

The Role

The Commercial Manager will lead the commercial team within the Future Intelligence, Surveillance and Reconnaissance Systems Program Office (FISRSPO) Business Management Unit to manage the contracting framework, strategy and commercial activities being carried out within the SPO for current and future ISR Projects.

The Commercial Manager will be required to work closely with SPO executives across the disciplines of project management, finance, engineering and integrated logistics support to ensure that commercial aspects are integrated with other work conducted by the SPO.

Key commercial activities are extensive and diverse, and include the execution of US Co-operative Program International Agreements, establishment and management of acquisition and initial sustainment contracts, and use of a Major Service Provider Contract for the SPO-based integrated support workforce.

About our Team

Future Intelligence, Surveillance and Reconnaissance Systems Program Office (FISRSPPO) is the acquisition agency for leading edge ISR capability. We acquire, integrate and transition into service capabilities which provide the joint force with a warfighting advantage.

Whilst FISRSPPO is currently responsible for AIR7000 Ph1B MQ-4C Triton Remotely Piloted Aircraft System acquisition and its introduction to service, there will be future projects coming through the pipeline, aligned with the Defence Integrated Program of Works. These projects are scheduled to commence between 2025 and 2028.

The materiel we acquire includes crewed and un-crewed aerial systems and ground control segments, training systems, and associated infrastructure and support systems.

FISRSPPO is also responsible for the integration of all elements of the Fundamental Inputs to Capability (FIC), to ensure seamless transition to service of the acquired capability, enabling achievement of Initial Operational Capability (IOC), and Final Operational Capability (FOC) on time and on budget.

FISRSPPO is a matrixed organisation comprising functional areas of Engineering, Logistic, Business and Project Management Units structured to manage multiple acquisition projects, each at varying stages of the One Defence Capability Life Cycle. This structure enables us to focus professional development on the maintenance of skills and knowledge while providing strong leadership in core functional areas of expertise.

FISRSPPO is an integrated workplace with approximately 60-combined ADF, APS and contracted personnel. As an organisation committed to flexible work practices, FISRSPPO has a number of personnel who work remotely or are on flexible work arrangements.

Ultimately FISRSPPO is committed to supporting an innovative workforce which can add value through their:

- Nuanced understanding of ISR capabilities and how they are utilised to create joint effects.
- Awareness and knowledge of the national innovation ecosystem and industrial base, which enables FISRSPPO to provide leading edge ISR technology.
- Knowledge and experience in acquiring strategic technology from the US and UK through cooperative arrangements.
- Acquiring and integrating capability solutions, which seamlessly integrate with the joint force and key coalition partners.
- Understanding of the aerospace regulatory frameworks for safe operation of ISR capabilities and are comfortable working with ADF regulatory bodies to drive change to accommodate emerging technology.
- Ability to optimise resources (people, facilities, and budget) and risks.
- Commitment to people's wellbeing, development, career aspirations, and values.

Our Ideal Candidate

FISRSPPO seeks an enthusiastic and motivated candidate, responsible for operating under broad direction to plan, manage and contribute to complex commercial activities including (but not limited to) development of contracts and delegate approval documentation; conduct of approaches to market and subsequent evaluation; preparation of negotiation directives and ongoing contract management.

The Commercial Manager will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements. The ideal candidate should possess exceptional interpersonal and communication skills, both written and verbal, and be able to lead and influence outcomes within a team environment.

Please note that remote working arrangements will be considered for this role. **Eligibility**

Security Clearance

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

Notes

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To Apply

Position Contact	WGCDR Bronwen Harrigan, 02 4077 9021
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CD58333D-3218-BBC3-0252-C8BFCFF34443

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Education, Skills and Employment

Vacancy VN-0709273

Australian Research Council

Closing Date: Sunday 07 August 2022

Corporate Services
Research Grants Services

Job Title	Senior Program Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra Airport ACT
Salary	\$84,076 - \$93,895
Classification	APS Level 6
Position Number	ARC22-059
Agency Website	www.arc.gov.au

Job Description

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

About the Positions

There are several positions available for the right people to undertake the role of Senior Program Officer, within the Research Grant Services Section

Further information regarding the work area is available on our website

The Research Grant Services provides grants administration services including support using ARC systems to other Australian Government entities who are managing grant programs focussed on the research sector. There are two types of positions available in this section:

- Operations Team – managing grant program administration for other Australian Government entities
- Corporate Support – supporting clients through onboarding, policy and website services.

Duties

Duties and Tasks

In the Research Grants Services Operations position, the APS 6 Senior Program Officer will also be responsible for:

- Support RGS client engagement, onboarding and management, including preparing induction documentation.
- Provide business and ICT support for RMS staff users in client agencies.
- Support and/or manage grants administration for Client Entities
- Prepare a suite of standard planning documentation for RGS standard grants administration pathways.
- Provide updates and input into RGS website content.
- Work closely and liaise with ARC ICT and Finance teams to establish requirements, develop and manage systems that support client agencies.
- Prepare and co-ordinate RGS performance reporting to ARC and Client Entities
- Undertake other RGS duties, project management and secretariat support, as required.
- Support planning and development activities as well as business improvement practices.
- Foster collaboration and manage professional relationships with internal and external stakeholders, including customer centric approach.
- Prepare and review high-level documents, reports, policy briefings, correspondence and conduct complex data analysis, including input for Senate Estimates, Annual Report and Risk Management.
- Deliver high quality outcomes to tight timeframes.
- Supervise and mentor employees by providing regular feedback and supporting the continual development of employee capability.

In the Research Grants Services Corporate Support position, the APS 6 Senior Corporate Officer will also be responsible for:

- Facilitate new client engagement and onboarding documentation including risk assessments and stakeholder assessments.
- Prepare collaborative agreements and service schedules and manage variations to these agreements.
- Support development of RGS Policy development.
- Develop content for, and subsequently prepare and co-ordinate updates of the RGS website and RGS communication artefacts in consultation with stakeholders.
- Manage RGS Corporate input including briefings for Senate Estimates, Annual Report, Corporate and Operational Plans.
- Support planning and development activities as well as business improvement practices.

- Foster collaboration and manage professional relationships with internal and external stakeholders, including customer centric approach.
- Deliver high quality outcomes to tight timeframes.
- Supervise and mentor employees by providing regular feedback and supporting the continual development of employee capability.

Required Skills and Knowledge

- Ability to think strategically and identify opportunities for innovation and business improvement
- Excellent interpersonal skills with the ability to mentor and lead staff as well as manage high level stakeholder relationships
- Demonstrated experience managing projects and/or programs including time management and organisational skills; and the ability to meet tight deadlines and remain calm under pressure
- Have a high level of oral and written communication skills
- Good IT skills, particularly in word processing, spreadsheets and database manipulation, ability to learn ICT systems and support colleagues in their use
- Knowledge of the Commonwealth Grants Administration Framework, policy issues and research training, including the role of the ARC.

Eligibility

- Must be an Australia citizen
- Undergo ID verification check
- Undergo a Police Check

Notes

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

About the Australian Research Council

The role of Australian Research Council (ARC) provides advice to Government on research matters and delivers policy and programs that advances Australian research and innovation globally, as well as benefit the Australian community. The ARC funds the highest quality research through the National Competitive Grants Program (NCGP), a core component of the Australian Government's investment in research and innovation. We also evaluated the quality, engagement and impact of research, through the Excellence in Research for Australia (ERA) and the Engagement and Impact (EI) assessment, by comparing Australia's university research effort against international benchmarks. Our people are experts in their fields and enjoy challenging work. We work together to share knowledge and build our capability to support the research sector. This helps us work smarter and more effectively. We are located in Canberra and our culture is inclusive and supportive. Our people are confident, capable and committed. We nurture curiosity and encourage our people to keep learning. We are the flexible workplace champions for 2019 and have flexible work arrangements and a supportive environment. We help our people balance their whole life and be the best version of themselves.

To Apply

Position Contact	Genevieve Nicoll, 02 6287 6751
Agency Recruitment Site	https://www.arc.gov.au/about-arc/careers-arc

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Foreign Affairs and Trade

Vacancy VN-0709314

Austrade

Closing Date: Sunday 21 August 2022

Corporate Services
People

Job Title	Senior Advisers and Business Partners
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$105,366 - \$118,522
Classification	Executive Level 1
Position Number	3471_07/22
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade's People Branch is looking for experienced Human Resource (HR) professionals to join the team. The People Branch works in partnership with the business to deliver strategic and operational workforce services that enable organisational capability and manage workforce risks. We provide advice and services in areas including workplace relations, wellbeing, workplace health and safety, diversity, belonging and inclusion, performance management, learning and development, business partnering, workforce planning, talent management, recruitment and pay services.

Austrade currently has a number of vacancies across these key function areas. While a merit pool will be established for future vacancies, the roles that are currently available are in the Learning and Development, Workplace Relations, and Business Partnering teams.

Duties

The Senior HR Advisers and Business Partners will have:

- previous experience working as a HR professional in one or more key function areas (learning & capability, workplace relations or business partnering)
- initiative and confidence to drive strategic goals and planning activities
- a highly collaborative approach to quickly build strong and trusted relationships

- excellent communication skills – written and verbal
- a willingness to embrace change and contribute to managing business transformation
- a desire to actively identify opportunities and lead process/service improvement and innovation
- a passion for working with a culturally diverse organisation and actively promote an environment of mutual respect for diversity and cultural differences
- demonstrated experience in leading teams – providing direction, guidance, feedback, coaching and mentoring.

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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

About the Austrade

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

To Apply

Position Contact	Lauren Davidson, 02 9392 2015
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Job Title	Executive Assistant Temporary Employment Register
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW, Adelaide SA
Salary	\$71,441 - \$77,633
Classification	APS Level 4
Position Number	3429_07/22
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

THE ROLE:

Are you organised, enjoy a fast-paced environment, and looking for a new challenge? Do you enjoy working in a team and solving problems?

Austrade is seeking highly motivated, adaptable, and reliable Executive Assistants to join our Agency. This opportunity is open to people with both public and private sector backgrounds and candidates who have transferrable skills – including administrative experience, familiarity with the Microsoft Outlook suite, events management and client liaison – are encouraged to apply.

Working as an APS4 Executive Assistant for Austrade is an exciting opportunity for candidates interested in a career in the Australian Public Service (APS). This role is ideal for anyone looking to learn more about the APS, how it functions, and to understand what a career in the APS could look like.

Duties

- The ability to quickly adapt to new technology
- Familiarity with Microsoft Office Suite, in particular Microsoft Outlook
- Extremely organised and with strong time management skills
- Able to manage competing and changing priorities
- Excellent interpersonal skills and the ability to build enduring relationships with the wider Executive Assistant community and Austrade teams
- Proactive and able to perform under pressure.
- Pride in delivering high quality work.

We welcome applications from candidates with a background in both public and private sectors, as well as those with diverse backgrounds including Aboriginal and Torres Strait Islander peoples, those from non-English speaking backgrounds, and people with disability.

Eligibility

- **Australian citizenship** – Our successful candidates must be an Australian citizen.
- **Security clearance** – These positions requires candidates to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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

About the Austrade

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

To Apply

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

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Health

Vacancy VN-0709241

Australian Digital Health Agency

Closing Date: Thursday 18 August 2022

Policy Programs and Engagement
Enterprise Portfolio Office Enterprise Portfolio Management Office

Job Title	Portfolio Analyst
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	\$88,178 - \$99,480
Classification	APS Level 6
Position Number	NP
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

The Australian Digital Health 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.

About the Role

The Portfolio Analyst will be required to undertake work that is complex in nature and work under limited direction with the opportunity for reasonable autonomy and accountability.

The Portfolio Analyst will have a considerable level of public contact in relation to difficult or sensitive issues and may liaise with a range of stakeholders, support the relationships and interfaces between the Enterprise Portfolio Management Office and program and project delivery teams.

Key to this role are:

- Exercising both initiative and judgement in the application of practices and procedures
- A solutions focus with well-honed analytical and problem-solving skills
- Experience in undertaking project health checks and stage gate assurance
- High level of knowledge and understanding of Microsoft Excel, Project and Office systems including Office 365
- Experience in supporting portfolio prioritisation and planning

Duties

The Portfolio Analyst is responsible for supporting:

Portfolio Prioritisation and Planning

- Prioritisation and investment optimisation
- Work Plan Development
- Schedule Planning
- Resource Planning and Management
- Benefits Monitoring

Portfolio Performance

- Performance Reporting and Analysis
- Program and Project Management (PPM) Support
- Risk and Issues
- Governance and committee support

Portfolio Systems and Capabilities

- Assurance Monitoring and Review
- Methods and Tools Support
- Project Portfolio Management (PPM) system support
- Knowledge Management

You can view the position description [here](#) .

Qualifications

- Tertiary Qualifications in project management would be desirable
- Program and project management certification in MSP, Prince2, PMBOK, Agile or related methodologies would be desirable

Eligibility

- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain national police check.
- Ability to obtain and maintain a security clearance at a level designated by the Agency on request.

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

A p p l i c a t i o n

The position may be filled in Brisbane, Sydney, or Canberra. To apply please click on the relevant link below and submit your resume and a cover letter of no more than 2 pages outlining your relevant experience within the context of the five relevant duties as outlined in the position description: Leadership and Accountability, Management Diversity and Span, Job Context and Environment, Independency and Decision-making, and Stakeholder Management.

[B_r_i_s_b_a_n_e](#)
[S_y_d_n_e_y](#)
[C_a_n_b_e_r_r_a](#)

Please contact us via career@digitalhealth.gov.au

Notes

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

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

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	Eliza Hawken, (07) 3023 8455
Agency Recruitment Site	https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company

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Health

Vacancy VN-0709293

National Mental Health Commission

Closing Date: Sunday 14 August 2022

National Mental Health Commission
National Suicide Prevention Office Partnerships, Engagement and Accountability

Job Title	Senior Program Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	-
Classification	APS Level 6
Position Number	20030283
Agency Website	https://www.mentalhealthcommission.gov.au/About

Job Description

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

THE ROLE

The Senior Program Support Officer is responsible for delivering efficient and effective administrative and executive support to the Head of the NSPO, and, as part of the Partnerships, Engagement and

Accountability team, for assisting the team achieve its core engagement, communications and reporting objectives.

The role includes supporting the Head of the NSPO by managing document workflow, coordinating internal communications, liaising with other organisations on routine matters, arranging meetings and travel, and preparing supporting material for engagements. The Senior Program Support Officer will also assist the Head of the NSPO with the daily operations of the organisation including budget management, procurement, effective records and information management, and maintenance of office systems.

The Senior Program Support Officer will also contribute to the work of the Partnerships, Engagement and Accountability Team. This includes supporting the team's engagement with a diverse range of stakeholders, and helping ensure the transparency and accountability of the NSPO by assisting with monitoring of deliverables and KPIs, and delivery of organisational communications and reports.

The Senior Program Support Officer will be expected to work flexibly and play a role in developing the foundations for the NSPO, including the establishment and administration of team processes to ensure efficient operations, and ensuring compliance with Australian Public Service procedures.

This position provides a unique opportunity to be part of establishing the NSPO to drive suicide prevention systems reform at a national level at a critical time in suicide prevention in Australia and gain valuable exposure to leaders across government and the suicide prevention sector.

Ideal Candidates

The role is suited to highly motivated candidates with a passion for the National Suicide Prevention Office's vision for reducing suicidal distress and ending suicide in Australia by empowering a coordinated whole-of-governments approach. The ideal candidate will have experience in supporting organisational operations, communications, stakeholder relationships and/or project management. Experience working in government departments and/or in mental health or suicide prevention will be highly regarded.

The successful applicant will have the ability to prioritise high-level administrative tasks and undertake complex administrative support functions and activities to meet challenging deadlines. They will show initiative in managing their own workload as well as team workflows and resources, and can provide recommendations to achieve outcomes. They will also operate with a high level of emotional intelligence, have the ability to build strong relationships and engage and communicate professionally and respectfully with internal and external stakeholders. They will have demonstrated exceptional and productive working relationships, with the ability to work collaboratively with stakeholders at all levels.

People with a lived experience of suicide are strongly encouraged to apply.

Duties

The key duties of the position include:

Key Responsibilities

- Support the Head of the NSPO by coordinating internal communications, managing document workflow, liaising with other organisations on routine matters, arranging meetings and travel, and preparing supporting material for engagements.
- Support NSPO operations including assisting with budget processes, procurement, programme reporting and tracking activities, effective records and information management, and maintenance of office systems.
- Support stakeholder engagement, including coordination of meetings and stakeholder forums, and ensuring that input and feedback informs the broader work of the NSPO.
- Support maintenance of transparency and accountability by assisting with monitoring of deliverables and KPIs, and delivery of organisational communications and reports, including the NSPO Annual Report.

- Engage and communicate professionally and with a diverse range of internal and external stakeholders.
- Build strong relationships and work effectively with external stakeholders and staff across the NSPO and National Mental Health Commission.
- Work collaboratively as part of a small team situated across different locations.
- May be required to be available outside of normal business hours on occasions.

Eligibility

To be employed by the National Mental Health Commission applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship. All successful applicants for this position will be asked to complete pre-engagement checks including a police check.

Notes

About the National Mental Health Commission

The Commission monitors and reports on investment in mental health and suicide prevention initiatives, provides evidence based policy advice to Government and disseminates information on ways to continuously improve Australia's mental health and suicide prevention systems, and acts as a catalyst for change to achieve those improvements. This includes increasing accountability and transparency in mental health through the provision of independent reports and advice to the Australian Government and the community. We work with stakeholders, particularly people with living experience of mental health, their families and other support people to ensure mental health reforms are collectively owned and actioned. We work across all areas that promote mental health and prevent mental illness and suicide – not just government and not just health, but education, housing, employment, human services and social support, so that all Australians achieve the best possible mental health and wellbeing. The Commission is an executive agency established on 1 January 2012 under the Public Service Act 1999 and is a non-corporate Commonwealth entity under the Public Governance, Performance and Accountability Act 2013. We are accountable to the Australian Parliament through the Health Portfolio.

To Apply

Position Contact	Janet Papasidero, 0409 456 490
Agency Recruitment Site	https://www.mentalhealthcommission.gov.au/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0709277

Australian Maritime Safety Authority

Closing Date: Thursday 11 August 2022

Corporate Services
Administrative Support

Job Title	Business Support Officer
Job Type	Full-Time, Ongoing
Location	Braddon ACT
Salary	\$68,509 - \$77,109
Classification	APS Level 4
Position Number	2444
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

ABOUT THE ROLE

Reporting to the Senior Officer, Business Support in the Office of the Chief Operating Officer (COO), this position supports the Corporate Services management team (COO plus six) by delivering administrative, business support and coordination services.

You will be responsible for:

- coordination services, including individual diary management (where requested)
- maintaining systems for the recording, storing and retrieving of data and information
- coordinating corporate governance processes, including planning, reporting, and information requests
- arrange and acquit domestic and international travel for Corporate Services and the management team as required
- organise, coordinate and plan seminars and workshops
- deliver administrative support, including invoicing support, stationery ordering and reporting

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- demonstrated experience providing business and secretariat support
- ability to communicate with a broad range of stakeholders
- proved experience handling confidential and sensitive situations
- ability to learn new approaches and systems quickly
- proficiency using the Microsoft Office suite of applications

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2016-2019](#).

AMSA BENEFITS

We are committed a supportive and collaborative work environment, which is why AMSA offers:

- Flexible work including work from home arrangements
- Health and wellbeing programs including annual flu vaccinations and an annual healthy lifestyle reimbursement
- Discounted gym memberships
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- An ability to work for an organisation charged with protecting our marine environments and saving lives

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit [our website](#).

DIVERSITY AND INCLUSION

At AMSA we acknowledge the value diversity brings. Given the diversity of our role and our impact and influence on communities right across Australia, it is essential that we can draw on the diversity of our people in order to successfully deliver against our mission as a regulator of *“ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”*.

AMSA has developed and is implementing a Gender Equity Action Plan, which establishes a clear pathway for the organisation to achieve gender equity from the inside out.

We also encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. You can find more information about AMSA diversity and inclusion initiatives set out in our *Diversity and Inclusion Plan* [here](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by **11th August 2022, 11:55pm.**

You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Cody Moran on Cody.Moran@amsa.gov.au.

If you have any questions about the recruitment process, please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the APS Act. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

Eligibility

Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Cody Moran, N/A
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0709282

Australian Maritime Safety Authority

Closing Date: Thursday 11 August 2022

Operations

Job Title	Advisor, Safety Liaison - Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing
Location	Darwin NT, Cairns QLD, Thursday Island QLD
Salary	\$112,199 - \$130,853
Classification	Executive Level 1
Position Number	2423
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally. Our operations are diverse; from regulating fishing boats to 345 metre liquefied natural gas tankers, and everything commercial in between. We help protect Australia's precious marine environments like the Great Barrier Reef from the impacts of shipping, and rescue people in distress in waters surrounding Australia. AMSA's functions include vessel and seafarer safety, incident management and responding to ship sourced pollution events.

We work with a range of stakeholders across governments, industry and the community reflecting the complexity, challenges and opportunities of our business. Our vision connects them all and inspires our talented people to make a real difference every day – *"Safe and clean seas, saving lives"*.

AMSA offers unique and interesting career opportunities, and we employ around 440 people across Australia. To learn more about our organisation please visit [our website](#).

ABOUT THE ROLE

Reporting to the Principal Advisor Human Factors, the Advisor Safety Liaison - Aboriginal and Torres Strait Islander will manage relationships between AMSA and a diverse group of stakeholders, mainly focusing on Indigenous stakeholders. Through these relationships, this role will assist to improve maritime safety regulation outcomes for Indigenous and Torres Strait Islander People and their communities.

ABOUT THE PERSON

To be successful in this position, you will have the following:

- an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.
- Strong written and verbal communication skills, able to tailor messages to different audiences
- Stakeholder engagement skills with the ability to listen and understand concerns and find compromises and solutions, while maintaining a robust regulatory relationship.
- A current motor vehicle driver's licence
- Relevant tertiary qualifications in safety or maritime will be beneficial but not essential.

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2016-2019](#).

DIVERSITY AND INCLUSION

At AMSA we acknowledge the value diversity brings. Given the diversity of our role and our impact and influence on communities right across Australia, it is essential that we can draw on the diversity of our people in order to successfully deliver against our mission as a regulator of *"ensuring safe vessel operations, combatting marine pollution and rescuing people in distress"*.

We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. You can find more information about AMSA diversity and inclusion initiatives set out in our *Diversity and Inclusion Plan* [here](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by **11:55 PM, Thursday 11 August 2022**. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Michelle Grech on 02 6279 5045 or michelle.grech@amsa.gov.au

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

ACCESS TO FLEXIBLE WORKING OPTIONS

AMSA supports flexible work in recognition of the importance of balancing work and personal commitments. AMSA is committed to a performance-based culture where flexibility is an accepted part of how work gets done.

AMSA does not engage staff under the APS Act. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA

Eligibility

Notes

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

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Michelle Grech, 02 6279 5045
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0709249

National Film and Sound Archive of Australia

Closing Date: Thursday 18 August 2022

Corporate
People & Culture

Job Title	People and Culture Advisor
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$75,070 - \$79,422
Classification	APS Level 5
Position Number	89455
Agency Website	https://www.nfsa.gov.au/

Job Description

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

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive – responsible for collecting, preserving and sharing our cultural heritage. The collection of over 3.3 million items represents moving image and sound production from its earliest analogue formats to today's digital media and includes related artefacts and documentation such as equipment, photographs, scripts, props and costumes.

This position is responsible for delivering, client focussed People and Culture advice and assistance to the NFSA, as well as providing support to all members of the People and Culture Team. If you are someone who demonstrates initiative, has great organisational skills, a strong attention to detail, can problem-solve and work as part of a small team to deliver quality outcomes - then we want you!

Duties

Under limited direction you will:

- Assist the agency with the following functions. These functions are a sample of the service the team provides to the NFSA.
 - Performance management,
 - Learning and Development
 - Organisational Chart maintenance
 - General Administrative tasks
 - Workplace health and safety
 - Health and wellbeing
- Communicate effectively and develop and maintain productive working relationships, both internally and externally.

- Actively participate in a variety of projects to achieve results within short timeframes and under pressure in an operational environment.
- Work effectively both with a team and autonomously and contribute to a positive team environment.
- Assist the team to produce team, branch, and strategic outcomes.

Selection Criteria

1. Demonstrated effective written and oral communication skills ensuring accuracy and attention to detail.
2. Establish and maintain positive relationships with various staff teams and internal and external stakeholders.
3. Proven ability to work on multiple projects simultaneously, prioritise activities and see projects through to completion whilst managing client expectations.
4. Demonstrated ability to apply discretion, sound judgement and ensure trust and appropriate confidentiality is always maintained.

Eligibility

Experience using HR management systems, Aurion, Learning Management systems and other HR related systems would be an advantage for this position.

Eligibility

To be eligible for this position you must:

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

The other eligibility that may be included in a job would also include the following

- Obtain and maintain an Australian Government Baseline Security Clearance.
- Obtain and maintain a Working with Vulnerable People registration.

Assessment Process

The assessment process for this position will include:

- A written application addressing the selection criteria;
- Resume;
- Interview; and
- Referee checking.

Notes

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

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

About the National Film and Sound Archive of Australia

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

To Apply

Position Contact	Stacey Colyer Senior Manager, People and Culture, 02 6428 2082
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0709274

Australian Institute of Family Studies

Closing Date: Thursday 11 August 2022

Research
Data Management and Linkage

Job Title	Lead, Data Management and Linkage
Job Type	Full-Time;Part-Time, Ongoing
Location	Southbank VIC
Salary	\$123,324 - \$142,160
Classification	Executive Level 2
Position Number	22-19
Agency Website	https://www.aifs.gov.au/

Job Description

<http://aifs.gov.au/work-with-us>

A rare opportunity has arisen for an experienced manager to lead a small team that supports other teams across the wider data governance, longitudinal studies, data management and data linkage activities within the Australian Institute of Family Studies, as well as external clients.

The Data Management and Linkage (DML) team works across the Institute's longitudinal studies and the Data Linkage and Integration Authority activities, exposing team members to an array of interesting data-driven tasks. Currently, the Institute hosts a number of flagship longitudinal studies:

- Growing Up in Australia: The Longitudinal Study of Australian Children
- Ten to Men: The Australian Longitudinal Study on Male Health
- Building a New Life in Australia: The Longitudinal Study of Humanitarian Migrants.

The DML team manages all aspects of the data life cycle, adhering to industry best practices. Team members provide expertise in data governance, data management, data linkage and data analytics for all these longitudinal studies.

The Institute is also an Accredited Integration Authority. This means we are an authorised government agency that can provide data linkage and integration services for high-risk data linkage projects using Commonwealth data for statistical and research purposes. Our accreditation allows us to negotiate and facilitate access to a rich array of administrative and other data sources.

The DML team is able to provide many services, including data scoping; data linkage and integration; secure hosting; analysis and research of linked data; and advice and collaboration.

The successful person will have:

- Demonstrated experience and a track record in end-to-end data management activities, including complex survey data manipulation, data cleaning, preparation of final datasets and production of associated documentation
- A high level of competency and demonstrated experience in the data linkage software SAS (SAS EG for analytical project management) for data processing and other relevant software as a prerequisite
- Demonstrated experience in leading and developing a high-performing, engaged team, fostering a culture of excellence, responsiveness and flexibility
- Demonstrated highly developed interpersonal skills, including the capacity to work collaboratively as an effective team member and use high-level influencing skills to work with external organisations
- Relevant qualifications or equivalent experience in an appropriate science discipline such as Statistics, Biostatistics, Data Science or related field.

Duties

Under the direction of the Research Director, Demographics and Data, this position is required to:

- Provide leadership in managing longitudinal study data throughout the project life cycle, including management of contact data, survey data, linked data and meta/para data.
- Standardise and increase the efficiency of AIFS' end-to-end data management, resulting in more convenient and cost-effective data processing by reusing metadata across collections and within the collection cycle of longitudinal studies.
- Develop the capability to acquire, validate, store, protect and process in a manner that ensures data are accessible, reliable and timely to meet the needs of researchers and data users.
- Maintain and improve data governance and data management technical capacity and infrastructure.

- Shape AIFS' strategic role within the national data linkage environment and provide leadership in specialised data services that include the full range of tailored data integration activities.
- Manage linkage projects, stakeholder activities, clients and facilities (facilities include secure data access arrangements).
- Manage linkage methodology processes and infrastructure for data linkage, including data integration, data validation, metadata and data standard support, and expert data curation support.
- Maintain and implement privacy and security protocols for data linkage and integration.
- Oversee the management of data linkage projects and clients.

Eligibility

To be eligible for engagement, applicants must be Australian citizens unless special approval is given. For example, applicants with permanent resident status who have applied or intend to apply for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and security clearance) apply to this position.

Notes

We provide a family-friendly and flexible workplace that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing activities, a healthy promotion allowance and a Christmas closedown period with no deduction from leave credits. Our salaries and conditions of employment are set out in our Enterprise Agreement.

AIFS is committed to providing an inclusive and diverse workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, those from culturally and linguistically diverse backgrounds, people who identify as LGBTIQ+, and people with parenting and/or caring responsibilities.

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne CBD. We create and communicate knowledge to accelerate positive outcomes for families and communities. We provide a family-friendly workplace that supports the wellbeing and professional development of a diverse workforce.

To Apply

Position Contact	Human Resources, 392147888
Agency Recruitment Site	http://aifs.gov.au/work-with-us

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0709275

Services Australia

Closing Date: Thursday 11 August 2022

Various
Various Various

Job Title	Senior Test Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Canberra ACT
Salary	\$123,292 - \$146,620
Classification	Executive Level 2
Position Number	EXT-EL-2022-1565
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

We're transforming our services and looking for people who want to deliver a simple, helpful, respectful and transparent experience for our customers.

The Senior Test Manager is responsible for performing objective assessments of the software products to enable developers and managers to make appropriate corrective decisions.

The Senior Test Manager will have responsibility for defining and implementing an overall testing strategy. Senior Test Managers ensure that all test effort is effectively planned, monitored and executed in accordance with agreed test guidelines and aligns to business requirements.

Senior Test Managers play a strategic role in developing business and policy responses to testing performance issues. They also ensure the development of operational policy and procedures.

Duties

- Oversee the planning, development and management of test cases
- Implement and support the test process, policies, procedures and best practices
- Analyse functional requirements to determine the application testing requirements
- Define the approach for scripting, test data requirements gathering, and test data gathering and define the inventory of test scenarios
- Oversee the operations of a team, including managing business performance
- Oversee the management of teams, including managing performance, attendance, health and wellbeing
- Develop staff capability through coaching, mentoring and succession planning to increase performance, engagement and retention.

Eligibility

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

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

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

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

Notes

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

About the Services Australia

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

To Apply

Position Contact	Sharon Webster, 02 6143 7956
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0709300

Services Australia

Closing Date: Thursday 11 August 2022

Various
Various Various

Job Title	Test Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC
Salary	\$106,541 - \$118,056
Classification	Executive Level 1
Position Number	EXT-EL-2022-1570
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

We're transforming our services and looking for people who want to deliver a simple, helpful, respectful and transparent experience for our customers.

The Test Manager assists with the implementation and definition of overall testing strategies. Ensures that all testing activities are effectively planned, monitored and completed in accordance with agreed test guidelines and aligns to business requirements.

The Test Manager exercises a considerable degree of independence, with decision-making substantially dependent on their high-level judgement and consideration of wider agency implications, with work being performed under the general guidance of senior staff.

Duties

- Manage the timely delivery of testing outcomes and the quality of testing processes
- Plan, develop, and manage different types of testing through various stages on appropriate testing platforms
- Monitor and manage work output and quality, against established performance standards through interpretation of quality analysis and reporting
- Prepare and review a range of written material including technical and corporate documentation
- Provide subject matter expertise and technical analysis to ensure the functionality meets requirements
- Monitor and report on testing activities to ensure test cases are running to project schedule
- Liaise with project teams and stakeholders to ensure appropriate methodology and testing tools are used for testing processes.

Eligibility

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

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

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

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

Notes

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

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To Apply

Position Contact	Sharon Webster, 02 6143 7956
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0709239

National Disability Insurance Agency

Closing Date: Wednesday 17 August 2022

National Delivery Division
Participant Experience Delivery

Job Title	APS 5 Service Delivery Opportunities (National Recruitment)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - WA WA, Darwin NT
Salary	-
Classification	APS Level 5
Position Number	0819_07/22_BULK
Agency Website	https://www.ndis.gov.au

Job Description

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

The NDIA are currently recruiting for multiple opportunities at the APS5 level across Australia.

Current roles at this level include:

- APS 5 Compensation
- APS 5 Complaints Officer
- APS 5 Internal Review Officer
- APS 5 National Review Officer
- APS 5 Operations & Housing Support Officer
- APS 5 Planner
- APS 5 Quality Officer
- APS 5 Remote Planner

Please note, roles may work within any team or branch in the Participant Experience Delivery Group which includes Internal Reviews and Complaints, National Access and Reassessments, Operations and Housing Support, Performance Management and Quality and National Delivery.

Duties

APS5 roles play a key role for the NDIA by gathering information from participants and external stakeholders. By utilising and interpreting legislation, policy and practice guidance the roles will review, process and assess documentation to ensure a planning or access decision/s are made and/or resolved in accordance with policy and legislation. The position will be required to communicate with a range of internal and external stakeholders and will be required to communicate with and provide advice on a range of matters to resolve moderately complex enquiries.

APS5 roles need to be attentive towards the principles, standards and timelines set out in the [Participant Service Charter](#) which outlines the NDIA's commitment to participants.

For further information on the specific roles please refer to the corresponding position description and the candidate information pack.

On submission, you will be prompted to register your preferred roles/s and location/s.

If you are interested in this role and have the right skills set, we encourage you to submit an application by **11.30pm AEST Wednesday 17 August 2022**.

Applicants are unable to edit submitted applications. Should you need to edit your application, you will need to submit a request via email to national.ndia@dfp.com.au

Affirmative Measures provisions are also open for these positions.

The affirmative measure positions are to improve employment opportunities for people with disability and Aboriginal and/or Torres Strait Islander people in the Australian Public Service. They are open only to people with disability or Aboriginal and/or Torres Strait Islander people.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

This position will be offered either ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

NDIA is committed to becoming a model employer for people with disability who are specifically encouraged to apply.

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

Remote working arrangements may be negotiated for some roles/ candidates

The NDIA conducts interviews both virtually or in person. For interviews and assessments that are held virtually, adjustments have been made to ensure we continue to deliver an optimal experience to our candidates. Where face to face interviews are conducted, appropriate measures are in place to ensure the safety of candidates and our people remains our top priority.

For more information on NDIA employment, position descriptions and to apply, visit www.ndis.gov.au or contact DFP Recruitment on telephone 1300 558 870 or email national.ndia@dfp.com.au

The NDIA welcomes and encourages applications from Aboriginal and Torres Strait Islander people, people with diverse culture and linguistic backgrounds and people with disability. Except where otherwise provided by law, it is the policy of NDIA to provide equal employment opportunity (EEO) to all persons regardless of age, colour, national origin, physical or mental disability, race, ethnicity, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by applicable federal, state or local law. In addition, NDIA will provide reasonable adjustments for qualified individuals with disabilities.

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	DFP Recruitment, 1300 558 870
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0709244

National Disability Insurance Agency

Closing Date: Wednesday 17 August 2022

National Delivery Division
Participant Experience Delivery

Job Title	APS 5 Service Delivery Opportunities Affirmative Measures
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - WA WA, Darwin NT
Salary	-
Classification	APS Level 5
Position Number	0819_07/22_BULK
Agency Website	https://www.ndis.gov.au

Job Description

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

The NDIA are currently recruiting for multiple opportunities at the APS5 level across Australia.

Current roles at this level include:

- APS 5 Compensation
- APS 5 Complaints Officer
- APS 5 Internal Review Officer
- APS 5 National Review Officer
- APS 5 Operations & Housing Support Officer
- APS 5 Planner

- APS 5 Quality Officer
- APS 5 Remote Planner

Please note, roles may work within any team or branch in the Participant Experience Delivery Group which includes Internal Reviews and Complaints, National Access and Reassessments, Operations and Housing Support, Performance Management and Quality and National Delivery.

Duties

APS5 roles play a key role for the NDIA by gathering information from participants and external stakeholders. By utilising and interpreting legislation, policy and practice guidance the roles will review, process and assess documentation to ensure a planning or access decision/s are made and/or resolved in accordance with policy and legislation. The position will be required to communicate with a range of internal and external stakeholders and will be required to communicate with and provide advice on a range of matters to resolve moderately complex enquiries.

APS5 roles need to be attentive towards the principles, standards and timelines set out in the [Participant Service Charter](#) which outlines the NDIA's commitment to participants.

For further information on the specific roles please refer to the corresponding position description and the candidate information pack.

On submission, you will be prompted to register your preferred roles/s and location/s.

If you are interested in this role and have the right skills set, we encourage you to submit an application by **11.30pm AEST Wednesday 17 August 2022**.

Applicants are unable to edit submitted applications. Should you need to edit your application, you will need to submit a request via email to national.ndia@dfp.com.au

Affirmative Measures provisions are also open for these positions.

The affirmative measure positions are to improve employment opportunities for people with disability and Aboriginal and/or Torres Strait Islander people in the Australian Public Service. They are open only to people with disability or Aboriginal and/or Torres Strait Islander people.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

This position will be offered either ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

NDIA is committed to becoming a model employer for people with disability who are specifically encouraged to apply.

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

Remote working arrangements may be negotiated for some roles/ candidates

The NDIA conducts interviews both virtually or in person. For interviews and assessments that are held virtually, adjustments have been made to ensure we continue to deliver an optimal experience to our candidates. Where face to face interviews are conducted, appropriate measures are in place to ensure the safety of candidates and our people remains our top priority.

For more information on NDIA employment, position descriptions and to apply, visit www.ndis.gov.au or contact DFP Recruitment on telephone 1300 558 870 or email national.ndia@dfp.com.au

The NDIA welcomes and encourages applications from Aboriginal and Torres Strait Islander people, people with diverse culture and linguistic backgrounds and people with disability. Except where otherwise provided by law, it is the policy of NDIA to provide equal employment opportunity (EEO) to all persons regardless of age, colour, national origin, physical or mental disability, race, ethnicity, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status,

status with regard to public assistance, veteran status, or any other characteristic protected by applicable federal, state or local law. In addition, NDIA will provide reasonable adjustments for qualified individuals with disabilities.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

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

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There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	DFP Recruitment, 1300 558 870
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0709245

National Disability Insurance Agency

Closing Date: Wednesday 17 August 2022

National Delivery Division
Participant Experience Delivery

Job Title	APS5 Service Delivery Opportunities - Affirmative Measures Aboriginal and/or Torres Strait Islander
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - SA SA, Various locations - TAS TAS, Various locations - NSW NSW, Various locations - VIC VIC, Darwin NT, Various locations - WA WA
Salary	-
Classification	APS Level 5
Position Number	0819_07/22_BULK
Agency Website	https://www.ndis.gov.au

Job Description

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

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

The NDIA are currently recruiting for multiple opportunities at the APS5 level across Australia.

Current roles at this level include:

- APS 5 Compensation
- APS 5 Complaints Officer
- APS 5 Internal Review Officer
- APS 5 National Review Officer
- APS 5 Operations & Housing Support Officer
- APS 5 Planner
- APS 5 Quality Officer
- APS 5 Remote Planner

Please note, roles may work within any team or branch in the Participant Experience Delivery Group which includes Internal Reviews and Complaints, National Access and Reassessments, Operations and Housing Support, Performance Management and Quality and National Delivery.

Duties

APS5 roles play a key role for the NDIA by gathering information from participants and external stakeholders. By utilising and interpreting legislation, policy and practice guidance the roles will review, process and assess documentation to ensure a planning or access decision/s are made and/or resolved in accordance with policy and legislation. The position will be required to communicate with a range of internal and external stakeholders and will be required to communicate with and provide advice on a range of matters to resolve moderately complex enquiries.

APS5 roles need to be attentive towards the principles, standards and timelines set out in the [Participant Service Charter](#) which outlines the NDIA's commitment to participants.

For further information on the specific roles please refer to the corresponding position description and the candidate information pack.

On submission, you will be prompted to register your preferred roles/s and location/s.

If you are interested in this role and have the right skills set, we encourage you to submit an application by **11.30pm AEST Wednesday 17 August 2022.**

Applicants are unable to edit submitted applications. Should you need to edit your application, you will need to submit a request via email to national.ndia@dfp.com.au

Affirmative Measures provisions are also open for these positions.

The affirmative measure positions are to improve employment opportunities for people with disability and Aboriginal and/or Torres Strait Islander people in the Australian Public Service. They are open only to people with disability or Aboriginal and/or Torres Strait Islander people.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

This position will be offered either ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

NDIA is committed to becoming a model employer for people with disability who are specifically encouraged to apply.

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

Remote working arrangements may be negotiated for some roles/ candidates

The NDIA conducts interviews both virtually or in person. For interviews and assessments that are held virtually, adjustments have been made to ensure we continue to deliver an optimal experience to our candidates. Where face to face interviews are conducted, appropriate measures are in place to ensure the safety of candidates and our people remains our top priority.

For more information on NDIA employment, position descriptions and to apply, visit www.ndis.gov.au or contact DFP Recruitment on telephone 1300 558 870 or email national.ndia@dfp.com.au

The NDIA welcomes and encourages applications from Aboriginal and Torres Strait Islander people, people with diverse culture and linguistic backgrounds and people with disability. Except where otherwise provided by law, it is the policy of NDIA to provide equal employment opportunity (EEO) to all persons regardless of age, colour, national origin, physical or mental disability, race, ethnicity, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by applicable federal, state or local law. In addition, NDIA will provide reasonable adjustments for qualified individuals with disabilities.

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

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	DFP Recruitment, 1300 558 870
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0709259

National Disability Insurance Agency

Closing Date: Wednesday 17 August 2022

Participant Experience Delivery

Job Title	APS 5 Remote Planner - Identified
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Alice Springs NT, Katherine NT, Darwin NT, Nhulunbuy NT
Salary	\$77,906 - \$83,868
Classification	APS Level 5
Position Number	0820_07/22_BULK
Agency Website	https://www.ndis.gov.au

Job Description

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

Duties

This recruitment is an **Identified position**.

*Identified Positions are roles that signify a strong involvement in matters related to, or directly involved with, First Nations Australians. Identified Positions are **not** restricted only to First Nations Australians applicants.*

The NDIA are currently recruiting for APS 5 Remote Planners for the Northern Territory. Roles are available in **Alice Springs, Darwin, Katherine and Nhulunbuy**.

The APS5 Remote Planner will undertake planning activities and tasks using available information where options are not always evident. It will be required to perform procedural, clerical, administrative and operational tasks that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

The position will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of matters to resolve moderately complex to complex enquiries. Responsibilities may include but are not limited to:

- Working with service providers and participants to gather and verify relevant information to facilitate access, plan development, ensure successful plan implementation and maintain community supports.
- Developing outcome based plans reflecting participant choice and control within a reasonable and necessary framework.
- Undertaking reviews of plans with participants, delivering and approving plans to meet targets.
- Building participant capacity to maintain effective networks by liaising with individuals, families/ carers and their communities to improve natural and community supports.
- Providing information to members of the community about the NDIS, mainstream services and community supports to improve participation and inclusion.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time) **Eligibility**

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

NDIA is committed to becoming a model employer for people with disability who are specifically encouraged to apply.

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

Flexible working arrangements may be considered where operational requirements can be met.

The NDIA conducts interviews both virtually or in person. For interviews and assessments that are held virtually, adjustments have been made to ensure we continue to deliver an optimal experience to our candidates. Where face to face interviews are conducted, appropriate measures are in place to ensure the safety of candidates and our people remains our top priority.

This position will be offered either ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	DFP Recruitment, 1300 558 870
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0709201

Australian Bureau of Statistics

Closing Date: Wednesday 10 August 2022

National Data Acquisition Division
Household Survey Operations

Job Title	Operational Team Leader
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Hobart TAS, Canberra ACT, Melbourne VIC, Geelong VIC
Salary	\$76,629 - \$86,073
Classification	APS Level 5
Position Number	22/HSO_Register
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/cp/?audienceypcode=ext+>

Did you know? Not all roles at the Australian Bureau of Statistics require Mathematical geniuses. We are seeking people with customer service and supervising experience to join our team.

The Australian Bureau of Statistics (ABS) has an exciting opportunity for individuals passionate about customer service and the ability to work in a fast-paced environment while supervising / managing a team.

Our Household Survey Operations Team are looking for full-time and part-time people who want to kick start their career in the Australian Public Service (APS). 12–18-month non-ongoing contracts are available for **Operational Team Leaders** at the APS5 Level in Geelong, Canberra, Hobart, and Melbourne.

Duties

What we are looking for:

To be successful you will have most or all of the following skills and experience:

- team management and supervisor skills, including the ability to promote high performance, cohesion and development with a team of remote Field Interviewers
- ability to manage a specific geographical area including monitoring response rates and enumeration activities
- demonstrated ability to engage effectively with stakeholders; well-developed verbal and written communication skills and presentation skills
- project management skills and the ability to achieve results within a dynamic, complex and fast-paced operational environment
- an understanding of the work health and safety challenges faced by Field Interviewers and an ability to mitigate risks and respond appropriately to any incidents
- strategic thinking and an understanding of how your team's work contributes to organisational objectives
- conceptual, analytical and creative skills, including the ability to problem solve and provide innovative solutions.

About the Team:

These roles are based in the Household Survey Operations (HSO) team within the National Data Acquisition Division (NDAD). NDAD is responsible for providing a wide range of high quality, timely and cost-effective data collection services to support production of ABS business and household population statistics.

HSO manage the operations of the household survey program including the ABS's household Field Interviewer workforce who conduct many of the ABS's surveys.

About the Roles:

Operational team leaders oversee teams that are responsible for the timely despatch and/or collection of household and business information including confidential data.

Roles and responsibilities may vary, however typical responsibilities include:

- managing teams of Field Interviewers (including the performance and development of staff) in a fast-paced data collection environment, including work allocation to deliver quality outcomes in a timely manner
- managing a team to ensure the quality and effective collection, printing and despatch of survey information and materials to meet tight deadlines
- supporting program reporting, monitoring survey response rates, resource allocations, operational planning, data analysis and quality assurance
- identifying and supporting process improvement by analysing issues and developing solutions to improve work practices.

Registrations close 11:30 PM AEST, Wednesday 10th August 2022. Eligibility

It is a general expectation that employees of the Australian Public Service (APS) are Australian citizens.

If you are identified as the preferred applicant for a job, you will be required to undergo a number of pre-employment checks, which may include a police records check and health clearance.

Notes

Whilst this position currently does not require the occupant to have a security clearance, it may at some time in the future and to continue performing those duties you must be prepared to obtain a security clearance at that time.

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	National Recruitment Unit, 1800 249 583
Agency Recruitment Site	https://abs.nga.net.au/cp/?audienceypcode=ext+

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Treasury

Vacancy VN-0708921

Australian Taxation Office

Closing Date:Friday 12 August 2022

Enterprise Solutions and Technology
Digital Delivery

Job Title	IT Midrange Application Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$79,880 - \$84,682
Classification	APS Level 5
Position Number	EXT_EST_548_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=C6B40B97-267D-6DDB-8E92-C8BEDD4CE7FB>

Duties

We are seeking experienced individuals to join our Digital Identity Services team.

As an IT Midrange Application Developer, in our Enterprise Solutions and Technology business area, you'll design, build, test and maintain frontend and backend web services to enable ATO's DIS project.

Working in an agile and DevOps environment you'll use your technical skills to design, implement and support effective solutions. You will guide and support less experienced staff through coaching, reviewing their work and providing feedback to build team capability. You'll model and encourage others to adopt an agile approach and support a culture of continuous improvement.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

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

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Suraj Suvama, 0262164197
Agency Recruitment Site	https://ato.nga.net.au/?jati=C6B40B97-267D-6DDB-8E92-C8BEDD4CE7FB

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Australian Taxation Office

Closing Date: Friday 12 August 2022

Enterprise Solutions and Technology
Digital Delivery

Job Title	IT Midrange Application Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$86,247 - \$99,027
Classification	APS Level 6
Position Number	EXT_EST_549_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=4540665E-875C-C68B-077B-C8BEDDEB8842>

Duties

We are seeking experienced professionals to join our Digital Identity Services team.

As an IT Midrange Application Developer, in our Enterprise Solutions and Technology business area, you will coordinate, design, build, test and maintain the frontend and backend web services to enable ATO's Digital Identity Services project.

Within a scrum team environment, you'll collaborate with business partners and deliver services with an agile approach. You will provide detailed technical, professional, and policy advice on complex problems to a wide range of business partners.

You will provide guidance to less experienced staff by coaching, reviewing their work and providing feedback to build team capability. You'll model and encourage others to adopt an agile approach and support a culture of continuous improvement.

Eligibility

Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

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

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Suraj Suvarna, 0262164197
Agency Recruitment Site	https://ato.nga.net.au/?jati=4540665E-875C-C68B-077B-C8BEDDEB8842

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Treasury

Vacancy VN-0708935

Australian Taxation Office

Closing Date:Friday 12 August 2022

Enterprise Solutions and Technology
Digital Delivery

Job Title	IT Midrange Application Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Canberra ACT
Salary	\$110,473 - \$120,439
Classification	Executive Level 1
Position Number	EXT_EST_550_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=DEB61548-7756-06D2-01EF-C8BEDF168557>

Duties

We are seeking enthusiastic and experienced leaders to join our Digital Identity Services team.

As an IT Midrange Application Developer, in our Enterprise Solutions and Technology business area, you will lead the design, build, test and maintain the frontend and backend web services to enable ATO's Digital Identity Services project.

Within a scrum team environment, you'll collaborate with business partners and deliver services with an agile approach. You'll

provide high-level advice across a range of technologies and platforms. You'll work with business partners across multi-client and multi-vendor projects, driving workshops, create technical documentation and delivering outcomes.

You'll build team capability through coaching, training and providing feedback. You'll model and encourage others to adopt an agile approach and support a culture of continuous improvement.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

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

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

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To Apply

Position Contact	Suraj Suvarna, 0262164197
Agency Recruitment Site	https://ato.nga.net.au/?jati=DEB61548-7756-06D2-01EF-C8BEDF168557

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Communications and the Arts

Vacancy VN-0709144

Australian Communications and Media Authority

Closing Date: Sunday 21 August 2022

Communications Infrastructure
Licensing and Infrastructure Safeguards Infrastructure and Equipment
Safeguards

Job Title	Senior Regulatory/Regulatory Policy Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$77,240 - \$96,410
Classification	APS Level 5;APS Level 6
Position Number	A220205
Agency Website	http://www.acma.gov.au

Job Description

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

We are looking for APS Level 5 and APS level 6 staff to fill a variety of immediate and future vacancies in the Infrastructure and Equipment Safeguards Section. Full-time, part-time, ongoing and non-ongoing positions are available in Melbourne.

These opportunities are ideal for people who have a policy, research, social sciences or legal background who want to build their career and help shape Australia's changing communications and media environment.

As an APS 5 and an APS 6 at the ACMA, you will be required to undertake work that is moderately complex to complex in nature and operate under limited direction. You will be accountable for organising your own workflow and making independent decisions relating to an area of responsibility.

Duties

You may undertake research and analysis, provide regulatory advice and manage projects. Employees may have a considerable public contact role and may be required to communicate with and provide advice to a wide variety of customers and external stakeholders.

Our APS 5 and APS 6 roles require the ability to quickly attain the relevant regulatory policy understanding, as well as strong communication, teamwork, stakeholder management, problem-solving skills and the ability to be highly organised and adept at managing competing priorities.

These roles will be responsible for undertaking program and project activities across a range of activities such as regulatory development and management of regulatory/statutory processes.

Eligibility

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

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

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles

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

About the Australian Communications and Media Authority

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

To Apply

Position Contact	Naomi Turton, (03) 9963 6825
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0709191

Australian Communications and Media Authority

Closing Date: Sunday 14 August 2022

Communications Infrastructure
Spectrum Allocations Various

Job Title	Policy Officers
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Pymont NSW, Belconnen ACT, Melbourne VIC
Salary	\$77,240 - \$96,140
Classification	APS Level 5; APS Level 6
Position Number	A220204
Agency Website	http://www.acma.gov.au

Job Description

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

We are seeking candidates who has proven capability to contribute to the development of policy through undertaking research and analysis to inform decision-makers.

Our ideal candidates are keen to engage with, evaluate, and solve complex policy issues relating to the allocation, licensing and use of spectrum. They will work professionally, and to a high standard under limited direction and autonomously, as required.

To succeed in the role, you will have strong communication skills and be able to convey and justify complex ideas to a wide range of audiences, while building positive working relationships with internal and external stakeholders. You will be able to communicate clearly, confidently and concisely.

Duties

We are seeking to recruit into three teams within the Spectrum Allocations Branch, including the Spectrum Licensing Policy, Major Spectrum Allocations and Economic Advisory sections. Each of these teams helps work towards the branch's overall objectives of supporting the long-term public interest derived from the efficient allocation and use of spectrum within Australia.

As a policy officer, you will collaborate with economic, technical, legal, policy and regulatory experts, as well as engage with a variety of stakeholders, including government and spectrum users.

You will undertake research and complex analysis, prepare high-quality research, quantitative analysis and written work (briefings, reports, consultation, and board-level decision papers), and be involved in bringing a policy lens to resource allocation and regulatory reform issues.

Eligibility

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

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

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Australian Communications and Media Authority

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

To Apply

Position Contact	Matt Bye, (03) 9963 6811
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