



Commonwealth of Australia
APSJobs - Vacancies Daily
PS31 Daily Gazette Monday - 01 August 2022.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette 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

Phone: (02) 6202 3559

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Vacancies

Vacancy VN-0708814

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

Closing Date: Monday 15 August 2022

Australian Charities and Not-for-profits Commission
Education and Public Affairs

Job Title	Australian Charities and Not-for-profits Commission Communications Media Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$86,247 - \$99,027
Classification	APS Level 6
Position Number	EXT_ACNC_540_22
Agency Website	https://www.acnc.gov.au/about

Job Description

<https://ato.nga.net.au/?jati=28C9FC8E-4B7C-6C41-6DB5-C8BE69D6C7C2>

Duties

We are seeking an exceptional communications professional to join our Education and Public Affairs team.

As a Communications Media Officer at the Australian Charities and Not-for-profits Commission you will hold a senior position in a small team and provide trusted communications advice to senior leaders and organisational business partners. You will take a lead in preparing charity guidance that is clear and legally correct, and also develop content in various formats in line with ACNC style guidelines, including communications to government.

You will oversee the production of publications and reports, and produce webinars and podcasts, translating complex concepts into materials for diverse audiences. You will be media savvy and adapt at scanning the environment for issues and risks.

You will be an excellent communicator with a growth mindset, willing to learn and take on various tasks and challenges. You will guide and mentor less experienced staff to help build capability and continuous improvement within the team. You will manage projects to improve communications or promote new products, programs or initiatives to charities and the public.

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 Charities and Not-for-profits Commission (ACNC)

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

To Apply

Position Contact	Karen Coghlan, 0386324751
Agency Recruitment Site	https://ato.nga.net.au/?jati=28C9FC8E-4B7C-6C41-6DB5-C8BE69D6C7C2

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Vacancy VN-0709317

Australian Competition and Consumer Commission

Closing Date: Sunday 14 August 2022

Consumer & Fair Trading Division
Enforcement - Northern and Eastern Branch

Job Title	General Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Sydney NSW, Perth WA, Brisbane QLD, Townsville QLD, Darwin NT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	EA2022/221
Agency Website	https://www.accc.gov.au/

Job Description

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

Consumer and Fair Trading Division

The Consumer and Fair Trading Division aims to protect the interests of consumers, and support fair trading in markets affecting consumers and small business. It does so by delivering compliance and enforcement outcomes under the Australian Consumer Law, which forms part of the Competition and Consumer Act 2010. Consistent with this aim the Division also has responsibility for the ACCC's specialist agriculture and small business and industry codes functions.

Duties

The General Manager, Consumer and Fair Trading Division, Enforcement - Northern and Eastern Branch will be responsible for the overall leadership of one of the three specialist enforcement branches within the Consumer and Fair Trading Division. The General Manager will need to work closely with the Commission, Executive General Manager, Consumer and Fair Trading and other senior managers in relevant areas across the organisation.

The Branch has approximately 35 staff, primarily located in Darwin, Townsville, Brisbane, Sydney and Canberra. The General Manager reports to the Executive General Manager, Consumer and Fair Trading. The General Manager also works closely with the Chair of the Enforcement Committee (EC) advising on the progress of enforcement cases.

Key priorities for this role include:

1. Providing strategic and expert advice to the Commission and its Enforcement Committee on enforcement investigations and litigation under the Competition and Consumer Act 2010 and implement the decisions of Commission and committee decisions.
2. Providing a high level of leadership and management for the operation of the Commission's Investigations, Consumer and Fair Trading division.
3. Directing the strategic focus and provide a high level of professional expertise to inform investigations activity, guide information gathering and shape the ACCC's position on issues within broad guidelines set by the ACCC's executive management.

4. Directing the appropriate use of limited resources consistent with the Commission's strategic priorities and the delivery of timely and effective outcomes.
5. Cultivating effective and extensive liaison and communications with the State Government, industry and consumer associations, regulatory bodies and other relevant parties.
6. Contributing to the achievement of the ACCC's roles and functions as part of the Commission's senior management team.

The General Manager is an Officer under the Workplace Health and Safety Act 2011.

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

How to apply

When applying, you will be asked to upload your resume and provide a short one page cover letter (of up to 500 words in length) outlining your suitability for the role as per the selection criteria.

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: Total reward of \$249,000 including base salary and superannuation

Contact Officer: Rami Greiss (02) 6243 1226

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

Eligibility

Notes

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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	Rami Greiss, (02) 6243 1226
Agency Recruitment Site	https://accs.bigredsky.com/page.php?pageID=106

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Vacancy VN-0709231

Australian Electoral Commission

Closing Date: Sunday 21 August 2022

Service Delivery
Tasmania State Office Tasmania Operations

Job Title	Team Leader, Tasmania
Job Type	Full-Time, Ongoing
Location	Launceston TAS
Salary	\$85,083 - \$95,362
Classification	APS Level 6
Position Number	2022-098 11314
Agency Website	https://www.aec.gov.au/

Job Description

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

The Team Leader is responsible for the leadership and management of staff within their designated office and delivering a public facing service as required. The Team Leader works closely with the Assistant Team Leader and reports into the Operations Manager- Tasmania.

You will join a team of 151 team leaders across the country that ensures the proper conduct of the election and upholds the Electoral Integrity Framework. You will work across a diverse and dispersed network, working closely with our State Office, National Office and the other States and Territories.

Duties

We are looking for an agile, energetic, self-motivated, and results-driven professional to lead and manage divisional election planning, delivery, and evaluation.

The Team Leader manages the daily operations of the divisional office, including leading, managing, and developing a team of staff to deliver electoral roll management, undertaking community engagement, and project management of election activities. You will join the leadership team committed to learning and self-development and responsible for building technical capability and fostering the career development of its people.

During preparation phase of the electoral cycle, you will lead your team in preparing towards the next federal event including the management of supporting all aspects of election project delivery. You will be responsible for the preparation of complex operational delivery plans, reports, and statistical analysis to ensure the delivery of a successful election event.

You will contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives, including setting priorities for the work area, maintaining team cohesion, and ensuring quality of outputs for the work area.

During the election delivery phase, your local workforce responsibilities increase, and you will be responsible for the overall supervision of our temporary election staff, using your leadership skills to support the expanding workforce requirements seamlessly and efficiently.

You will join the leadership team committed to learning and self-development and responsible for building technical capability and fostering career development of its people.

To excel you'll have:

- Experience in the administration of major logistical events or managing operations in a highly regulated environment, with demonstrated ability to persist with, and focus on achieving objectives.
- The ability to lead and manage a team of staff, demonstrating agile leadership in exercising high level decision making and judgement through a risk-based approach.
- Ability to remain positive and respond to pressure in a calm manner, while committing energy and drive to see that goals are achieved.
- A sound understanding of business planning and project delivery, with highly developed written skills.
- 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 and support the AEC's strategic direction.

Eligibility

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

The candidates that are shortlisted might be required to participate in Assessment Centres as part of the recruitment process.

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

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	Sharee Cooke, (03) 6235 0520
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0709248

Australian Electoral Commission

Closing Date: Sunday 21 August 2022

Service Delivery
LWU of Launceston Tasmania Operations

Job Title	Assistant Team Leader, Tasmania
Job Type	Full-Time, Ongoing
Location	Launceston TAS
Salary	\$76,863 - \$84,236
Classification	APS Level 5
Position Number	2022-097 11315
Agency Website	https://www.aec.gov.au/

Job Description

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

The Assistant Team Leader supports the Team Leader in the management of staff within their designated office and delivering a public facing service as required.

You will join a team of 151 team leaders across the country that ensures the proper conduct of the election and upholds the Electoral Integrity Framework. You will work across a diverse and dispersed network, working closely with our State Office, National Office and the other States and Territories.

This position is located at our Launceston office and reports to the Operations Manager - Tasmania, based in Hobart. Offices are staffed by full and part-time APS personnel working as a team to deliver the AEC's program outcomes.

Duties

We are looking for an agile, energetic, self-motivated, results-driven, and experienced professional, to lead a team in managing divisional election planning, delivery, and evaluation. A proactive individual who can work under pressure, work independently and under limited guidance, while being comfortable working within a team environment. You will join the leadership team who are committed to learning, self-development and are responsible for building technical capability and fostering the career development of its people.

During preparation phase of the electoral cycle, you will be responsible for ensuring the accuracy and completeness of the electoral roll for approximately 80,000 electors within your division to exercise their franchise at the federal, state, and local government elections. Whilst doing this, you will also be leading your team in preparation towards the next federal event. You will contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives. This will include setting priorities for the work area, maintaining team cohesion, and ensuring quality of outputs for the work area.

Once we move to the mobilisation phase of the electoral cycle these critical roles run the largest peace time activity, mobilising up to 100,000 staff. You will be responsible for the overall supervision of our temporary election staff, using your leadership skills to efficiently support the expanding workforce requirements.

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.
- Confidence and ability to effectively communicate, collaborate and negotiate with team members, business areas and external stakeholders at all levels of seniority.
- Ability to remain positive and respond to pressure in a calm manner, while committing energy and drive to ensure goals are achieved.
- 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.
- You may be required to undertake psychometric testing as part of this recruitment process.
- 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

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To Apply

Position Contact	Sharee Cooke, (03) 6235 0520
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0709256

Australian Electoral Commission

Closing Date: Sunday 14 August 2022

Service Delivery
Operations Tasmania State Office

Job Title	Project Officer- Multiple, Tasmania
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$68,915 - \$84,236
Classification	APS Level 4;APS Level 5
Position Number	2022-096 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Tasmanian State Office is divided into two key areas; the Operations Delivery section who are responsible for overseeing and administering the 5 Tasmanian electoral divisions, and the Project Support Unit that undertakes the governance and corporate support services for the state, including financial and administrative services.

You will join a high performing and dynamic team that facilitates the readiness of the agency and the proper conduct of the election, upholding the Electoral Integrity Framework.

Duties

Project Officers support the work of the State Office in the administration and delivery of matters relating to corporate, governance and election readiness functions, including participating in section planning for short term tasks and work area planning for longer term initiatives.

Project Officers also contribute to the administration of specific projects relating to the conduct of an Electoral Event. The role assists in monitoring project timeframes, budgets and reporting and ensuring that project goals and timeframes are met.

The roles are responsible for undertaking work that is moderately complex to complex in nature, under limited direction, utilising expertise, and knowledge to support the delivery of corporate, compliance and governance functions, election events and project outcomes.

The positions require agility and a growth mindset and during the election cycle will be required to contribute to the delivery of different projects across the State Office as agency priorities necessitate and as directed by management.

The ability to quickly form positive working relationships and establish and curate stakeholder relationships is an important function of these roles.

To excel you'll have:

- Resilience and positivity with the ability to respond and adapt to changing operational environments.
- Confidence and the ability to communicate, collaborate, negotiate, and sustain productive relationships with team members and key stakeholders to achieve project/program and agency goals.
- A strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.
- Experience in successfully setting priorities and contributing to the delivery of quality results for medium to large sized projects or programs.
- Demonstrated use of general analytical skills to make evidence-based and effective decisions.
- Ability to achieve results within legislative, program, budget, and policy parameters.

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.
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- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.
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To Apply

Position Contact	Sharee Cooke, (03) 6235 0520
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0709308

Australian Electoral Commission

Closing Date: Sunday 14 August 2022

Organisational Transformation
Digital Technology Digital Development and Management

Job Title	Senior Front-End Web Developer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,083 - \$95,362
Classification	APS Level 6
Position Number	2022-090 10275
Agency Website	https://www.aec.gov.au/

Job Description

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

The Web and SharePoint team is a small, centralised team in the Digital Technology Branch that manages the AEC Intranet, website, and the corporate application template.

Duties

The Senior Front-End Web Developer supports the Digital Communications Manager in the day-to-day management of matters relating to the delivery of a range front-end web development tasks and web publishing services to support AEC business.

You will lead the front-end development of the AEC's web channels in line with Australian government standards and best practice, and design, develop, implement, and test web solutions that meet business requirements.

Working as part of a small team, you will be responsible for delivering the team's "business as usual" operations, including managing the team's work take-on.

To excel you'll have:

- Highly developed front-end web developer technical skills in:
 - o HTML5, CSS3 and JavaScript
 - o jQuery
 - o Responsive design (Bootstrap framework)
 - o Web accessibility (WCAG)
- Experience with React and SPFx.
- Demonstrated knowledge in web design, development and maintenance and a proven ability to apply this to the maintenance of websites and intranets.
- Ability to provide sound and clear technical advice to stakeholders on web related projects and recommend innovative solutions.

- A demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

Eligibility

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

Position Contact	Ryan Bray, (02) 6271 4591
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0709208

Department of Home Affairs

Closing Date: Tuesday 16 August 2022

Health Services
Staff Health & Wellbeing Biopsychosocial Risk Program

Job Title	Staff Health Account Managers
Job Type	Full-Time, Non-Ongoing
Location	Various locations - ACT ACT, Various locations - TAS TAS, Various locations - WA WA, Various locations - VIC VIC, Various locations - SA SA, Various locations - QLD QLD, Various locations - NT NT, Various locations - NSW NSW
Salary	-
Classification	APS Level 6
Position Number	118339
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=118339&company=DIAC>

Overview of the Branch and Section:

The Biopsychosocial Risk Program is an integrated, clinically underpinned best practice approach to identifying job demands and the health related risks inherent in high-risk roles across the Department and the Australian Border Force. This includes the interconnection between biology, psychology, and socio-environmental demands of a role.

The Program's key outcome is to set a preventative approach to managing occupational health risks by providing a more comprehensive understanding of possible health risks and mitigation strategies to enhance the well being of staff. The Biopsychosocial Risk Program staff also assist business areas in implementing health risk mitigation recommendations identified in Biopsychosocial Job Profiles.

The program will enhance the Departments ability to support staff including:

- How roles are designed
- Matching individuals to those roles
- How staff are supported to minimise risk
- Maximise success and health benefits of good work, and
- Define career pathways from early in an employee's career.

About the role:

The Biopsychosocial Risk Program Implementation and Support Account Managers influence and embed best practice Human Resource (HR) strategies through the provision of professional guidance to work areas on implementation of health risk mitigations identified for specific high-risk roles. As the nominated contact, the Account Manager works with clients to gain a thorough understanding of their business priorities, resultant workforce needs and challenges, and the best way to implement health-risk mitigation strategies identified in a Biopsychosocial Job Profile.

The primary focus of an Account Manager is strategic and systemic implementation of strategies that support and protect staff working in high-risk roles. By drawing together HR and clinical specialists from across Health Services Division and People and Culture Division, an Account Manager helps build relationships with internal and external stakeholders to assist in planning, development and implementation and evaluation of tailored health risk mitigation strategies.

Our ideal candidate:

We are seeking applications from experienced allied health professionals to be part of an exciting new program that is an integrated, clinically underpinned best practice approach to identifying biopsychosocial demands of a role and mitigation strategies to address the health-related risks inherent in high-risk roles across the Department and the Australian Border Force. The Biopsychosocial Risk Program is a significant undertaking and will potentially have implications in relation to how roles are designed, how individuals are matched to those roles, how staff are supported to minimise risk, and define career paths and gateway requirements from early in an employee's career. **Duties**

Specific duties/responsibilities:

- Lead provision of support on complex enquiries and the implementation of health risk mitigation strategies in accordance with relevant legislation, departmental policies and procedures
- Manage relationships with stakeholders to achieve business area goals
- Collaborate with Human Resource areas to support the implementation of the Biopsychosocial Risk Program role specific risk mitigation strategies
- Manage and/or participate in relevant committees and networks
- Lead working group discussions to identify and develop initiatives and products
- Plan and manage stakeholder communications regarding initiatives
- Contribute to the design, development and implementation of identified biopsychosocial initiatives that improve staff performance, engagement and wellbeing
- Consult and implement feedback in the implementation and evaluation of health risk management strategies, policies and plans in response to changing business needs or legislation.

Role requirements/qualifications:

Mandatory:

- Qualifications and/or experience in public health or other allied health discipline.

Desirable:

- Qualifications and/or experience in occupational health.

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	Katrina Ashcroft, 02 6195 6053
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=118339&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-0709228

Department of Home Affairs

Closing Date: Tuesday 16 August 2022

Cyber & Infrastructure Security Ops
Regulatory Compliance Compliance Vic/Tas/SA

Job Title	Transport Security Inspector
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - TAS TAS, Various locations - NT NT, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - SA SA, Various locations - WA WA
Salary	\$75,381 - \$81,196
Classification	APS Level 5
Position Number	119198
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=119198&company=DIAC>

Overview of the Branch and Section:

We are diverse:

The Cyber and Infrastructure Security Centre Division (CISC) within the Department of Home Affairs is multi-disciplined and diverse, offering opportunities and exposure to multiple Government functions. Our officer's focus on preventing unlawful interference in the aviation and maritime sectors while also contributing to broader national security efforts, including in counter-terrorism, critical infrastructure resilience and cyber-security. CISC offers opportunities to work in areas of policy, program management, compliance, change management, analytics and administrative and enabling support to deliver outcomes for the aviation, maritime and offshore oil and gas sectors.

We are collaborators:

CISC officers work closely with a wide range of stakeholders across the Department and its portfolio agencies, as well as the broader Australian Government and industry. We work in cooperation with intelligence partners to design regulatory solutions that ensure travellers and goods moving through Australia's ports remain safe and secure. We regulate more than 2000 industry participants, meaning on any given day CISC officers are working with stakeholders such as major airlines, airports, United Nations bodies, exporters, logistics providers and cruise and freight shipping companies and major ports.

We are dynamic and agile:

CISC operates in a challenging, fast paced environment, where officers use their analytic, strategic thinking and collaborative skills to make a positive difference to Australia's security interests. CISC responds to emerging threats in real-time, working to safeguard trade and travel both within Australia and internationally.

We deliver:

CISC has a reputation for delivering innovative, effective and timely policy and operational outcomes for the Department and the Australian Government. CISC officers work to identify gaps, amend policies, implement operational requirements and foster transport security innovations. CISC officers are able to see firsthand the impact of their policy and regulatory decisions on Australia's aviation and maritime transport sectors.

The Branch:

The Regulatory Compliance Branch is responsible for the delivery of regulatory assessments, compliance and enforcement under the Australian Government's Cyber and Infrastructure Security Centre legislation (*Aviation Transport Security Act 2004* and Regulations, and the *Maritime Transport and Offshore Facilities Security Act 2003* and Regulations). The Branch is geographically dispersed with Canberra-based Sections providing operational planning, governance and regulatory business systems support to the regional offices. Regional Compliance Teams are located in Adelaide, Brisbane, Darwin, Melbourne, Perth and Sydney.

About the role:

As a part of the Compliance Teams, APS5 Transport Security Inspectors work in a challenging, fast-paced environment and use well-developed analytic, strategic thinking and collaborative skills to make a positive difference to Australia's security interests. They work closely with the intelligence community and industry stakeholders to design regulatory solutions and ensure that travellers and goods moving through Australia's sea and airports remain safe and secure.

Transport Security Inspectors undertake a broad range of operational compliance functions, including undertaking audits, system tests and inspections under the Australian Government's Cyber and Infrastructure Security Centre legislation and to meet the requirements of the CISC National Compliance Plan. In addition, they undertake the on-site validation component of the regulatory approvals process to confirm that arrangements set out in regulatory submissions accurately reflect operations on the ground.

As part of a small team led by an APS6 Senior Transport Security Inspector, Transport Security Inspectors support the Department in regulating the security arrangements of Industry Participants (IPs) in the aviation, maritime, offshore oil and gas and air cargo sectors. Transport Security Inspectors will operate across all transport modes that CISC regulates, and maintain a well-developed understanding of relevant legislation and policy frameworks.

Transport Security Inspectors undertaking compliance work are likely to spend a significant proportion of their working day in the field. Fieldwork may require regular or significant travel utilising different means of transport. It can include work outside normal working hours, as compliance activities will be conducted at times that reflect the variability of industry operations. Fieldwork can be physically demanding, and may require staff to be on their feet for long periods of time and cover large distances.

Duties

Our ideal candidate:

We are looking for people who enjoy working in a challenging and forward-thinking environment. Our ideal candidate will have strong oral and written communication skills and the ability to engage and collaborate with key stakeholders to achieve outcomes and facilitate cooperation. The ideal candidate will have the ability to support the delivery of compliance activities, manage your own workload within the team and the ability to identify and promote solutions to sensitive compliance issues. The ideal candidates will be confident and self-driven and seek to influence the key outcomes of the Organisation.

Problem solvers:

CISC operates across complex regulatory, policy and operational environments and needs officers able to contribute to the matching of big, complex and long term problems with effective solutions. Applicants need to be problems solvers, able to think outside the box and able to contribute to providing innovative policy solutions.

Eager learners:

Within CISC we're a team. That's why we need people who are flexible team players able to work well with others to achieve a common goal. Applicants will need to have a strong work ethic and be able to work well both within a team and independently, sometimes under limited supervision, and be able to see their work through to completion.

Strong communicators:

As the Transport Security policy leader and regulator, CISC operates in a unique stakeholder environment. Applicants will need to be strong communicators, with the ability to work with a broad range of audiences and build and maintain strong networks and relationships.

Specific duties/responsibilities:

In their role, Transport Security Inspectors are expected to:

- Contribute to a team of Transport Security Inspectors
- Understand, interpret and apply legislation and regulations and be able to explain application of the law in a straightforward manner
- Understand and apply risk management principles in a dynamic threat and risk environment
- Assess IPs' compliance by making impartial observations against Transport Security Programs under the relevant transport security legislation
- Understand and apply administrative law decision-making principles
- Apply work knowledge, policy, procedures and guidelines to situations and make rational judgements and decisions from the available information, including when to refer them to senior managers
- Prepare correspondence and write high quality and accurate reports on non-compliance and observations
- Investigate non-compliance with legislation and regulations, collect and record evidence that may be used in subsequent enforcement processes
- Collate high quality data relating to the functionality of the transport security system
- Represent the Department by professionally engaging with industry and maintain a high level of integrity and independence during compliance activities.

Role requirements/qualifications:

Applicants must hold, or have the ability to obtain, the following qualifications:

- An Open Australian Driver's License
- A Firearms license/permit (for certain States/Territories)
- Both a Maritime Security Identification Card and an Aviation Security Identification Card
- A Certificate IV in Government Investigations (Regulatory Compliance).

TSIs are critical roles and are required to be 'up to date' with COVID vaccinations as per Federal and Departmental requirements **Eligibility**

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To Apply

Position Contact	Nick Anderson, 03 9244 8314
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=119198&company=DIAC

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Vacancy VN-0709237

Department of Home Affairs

Closing Date: Tuesday 16 August 2022

Data Division
Data Services Statistics and Reporting

Job Title	Statistical Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$69,127 - \$74,562
Classification	APS Level 4
Position Number	JR 119333
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=119333&company=DIAC>

Overview of the Branch and Section:

The Data Services Branch is responsible for:

- Our data products which include statistical publications and customised statistics
- Our services include complex statistical analysis, clearance of statistics for external release and advice on available statistics as well as regular and ad hoc reporting services to a large number of internal and external users.

The Branch works closely with business areas to understand their data and analytical needs and the outcomes they are trying to achieve. Through provision of authoritative data and statistics, we support the Department's informed policy-making, program management and operational decision-making.

Statistics and Reporting Section:

The Statistics and Reporting Section (SARS) is responsible for delivery and maintenance of a wide range of data products including statistical publications and customised statistics as well as provision of data services such as clearance of statistics for external use and advice on available statistics to the Ministers' offices, program management and policy development areas at the Department.

About the role:

- Utilise technical expertise in the use of data, through a variety of programming languages, software and systems, to inform decision making, and policy and program outcomes
- Utilise exemplary levels of personal integrity, confidentiality and discretion, with conceptual and analytical skills to identify and drive business improvements
- Communicate and engage with stakeholders on complex issues and presents logical and compelling arguments about technical matters to technical and non-technical audiences.

Our ideal candidate:

You are a team member who works collaboratively, flexibly and pro-actively to achieve results. You have technical expertise, and a passion for the use of data to inform decision making, help improve policy and program outcomes.

You have demonstrated conceptual and analytical skills and the ability to identify and drive business improvements. As a member of a data product and service delivery team, you are a clear communicator who engages with stakeholders on issues and presents logical and compelling arguments about technical matters to non-technical audiences. You explain clearly what is being delivered and present your work professionally investigating and analysing any material inconsistencies. You will maintain secrecy and privacy. **Duties**

Specific duties/responsibilities:

- Contribute to data products development and maintenance including build processes with a good understanding of underpinning data sources and available statistics published by other agencies e.g. Australian Bureau of Statistics
- Contribute to completing data related priorities while remaining as flexible as possible to meet urgent requests as required by Executives
- Respond to moderately complex statistical and analytical information requests, including providing subject matter advice on non-humanitarian visas
- Analyse data requests, extract and manipulate data using reporting tools such as Structured Query Language (SQL) and BusinessObjects (BobJ) to produce data products that meet business requirements, satisfy Data Division quality standards and privacy principles.

Role requirements/qualifications:

- Demonstrable experience in working with large data sets using data interrogation tools such as advance Excel, SQL, BoBJ as well as good understanding of the Department's complex technology landscape and data assets in Connected Information Environment (CIE)
- Sound interpersonal skills and the ability to facilitate effective interactions with peers and customers
- Sound written and verbal communication skills
- Ability to apply critical thinking skills to analyse complex issues to develop reasoned conclusions
- Organise work, set priorities and complete tasks within set time frames and successfully manage competing priorities and changing time frames
- Tertiary qualifications in information and communication technology (ICT), mathematics/statistics or related fields are highly desirable.

Eligibility

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To Apply

Position Contact	Eugen KOVAC, 02 6264 2995
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=119333&company=DIAC

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Vacancy VN-0709329

Department of Home Affairs

Closing Date: Tuesday 16 August 2022

Close Support Command
Air & Marine Capability Various

Job Title	Fleet Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$103,424 - \$121,292
Classification	Executive Level 1
Position Number	JR 118818
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=118818&company=DIAC>

Overview of the Branch and Section:

The Australian Border Force (ABF) is an operationally independent body under the Home Affairs Portfolio. The ABF is responsible for operational activity that supports the Australian Government's border protection, investigations, compliance, detention and enforcement functions.

Within the ABF, Air and Marine Capability Branch (AMCB) is responsible for the capability management of a fleet of air and marine surveillance, patrol and response assets. Our capabilities include ocean going patrol boats, shallow water and coastal response vessels and contracted aircrafts. AMCB operates in a complex, challenging and changing environment that is characterised by a continual high tempo of operations.

The Fleet Manager is part of either the Capital Vessel In-Service Support Section or the In-Service Support Cape Class Section in the Air and Marine Capability Branch. The Sections provide In-Service Support arrangements for the ABF fleet which is delivered through sustainment contracts.

About the role:

As a Fleet Manager based in Canberra you will assume responsibility for the technical management of eight Cape Class Patrol Boats or four larger hull and 30+ small hull vessels.

Our ideal candidate:

The Fleet Manager delivers in-service support arrangements through high risk/high value contracts. You will bring strong communication skills and team management abilities to the role. Our ideal candidate has experience in managing complex in-service support contracts in the public and/or corporate sector. You will be personable and possess strong stakeholder liaison, relationship management skills and experience in budget management. You will be able to work with a wide variety of stakeholders and industry partners, responding and engaging with client requests and working across the ABF in order to deliver high quality, robust solutions. You are organised and enjoy a busy and evolving environment without constant supervision or direction, yet you remain sharply focused on delivering outcomes.

Duties

Specific duties/responsibilities:

- Lead a small team
- Plan vessel maintenance
- Review upstream planning for all Depot Level maintenance to ensure Fleet availability
- Ensure safety remains the highest priority, monitor ISM, Code audits and ensure corrective actions
- Ensure vessel certification, documentation and surveys are completed on time
- Review spare parts procurement and usage upkeep cycles against planned needs
- Monitor corrective maintenance; vessel technical performance, repairs and costs
- Out of hours work is a requirement for this role.

Role requirements/qualifications:

- Experience in managing complex in service support contracts in the public and/or corporate sector
- Demonstrated experience in managing a small team
- Possess strong stakeholder liaison, relationship management skills and experience in budget management
- Demonstrated ability to write complex briefing material in tight timeframes
- Possess or able to obtain and maintain a Baseline security clearance
- Experience in a ship manager position, or equivalent, and/or in maritime in service support management is highly desirable, but not essential.

If you think this role sounds like you and you'd like to work in a friendly, high quality team then the Australian Border Force welcomes your application. **Eligibility**

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To Apply

Position Contact	Doris STATHIS, 02 6264 1023
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=118818&company=DIAC

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Vacancy VN-0709351

Department of the Treasury

Closing Date: Sunday 14 August 2022

Job Title	Senior Executive Assistant
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$91,553 - \$110,916
Classification	APS Level 6
Position Number	62-2022
Agency Website	www.treasury.gov.au

Job Description

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

The Treasury is seeking a Senior Executive Assistant to provide executive support and administrative activities to the Deputy Secretary including managing the Deputy Secretary's diary, email and inbox, preparing meeting agendas and minutes, developing reports and briefing documents and making relevant travel arrangements.

What the Treasury can provide to you

Executive Assistants are highly valued employees who are heavily relied on by our Senior Executives to progress work and ensure priorities are met. As a member of Treasury's Executive Assistant Network you will access valuable support and assistance from your fellow Executive Assistants, share knowledge on approaches to managing workload and provide mentoring, peer support and shared learnings with your peers. Ongoing professional development is also available.

Duties

Your important duties

The Senior Executive Assistant requires excellent written and oral communication skills and will need to be extremely proficient in a

range of computer based applications to develop correspondence, reports and presentations. As a critical member of the team that supports the Deputy Secretary and working operations of the office, you will work closely with the Executive Officer and be receptive to tasking from multiple officers at varying levels of seniority.

Working in a high-pressure environment with competing demands, the Senior Executive Assistant will have exceptional time management and prioritisation skills, ability to maintain a high degree of confidentiality, have a flexible and agile approach to work and be confident in providing advice and communicating effectively on behalf of the Deputy Secretary in a timely manner.

As an experienced Executive Assistant, in this position you will:

- provide high-level administrative assistance to the Deputy Secretary
- undertake and lead high-level administrative tasks and logistics that support Treasury business including phone and email management; scheduling tasks; records management; human resources planning and actions; procurement; meeting and event management; and travel and accommodation
- provide operational technical advice and support to Treasury staff and senior management and manage the resolution of issues or complaints
- handle sensitive information, maintain confidentiality and model ethical behaviour and practices consistent with the APS Code of Conduct and APS Values
- develop and maintain complex internal and external relationships with stakeholders and lead and guide the Executive Assistant cohort for the Group
- use Treasury systems effectively such as Expense8, TechOne and PDMS and develop complex workplace documents such as briefings, reports and correspondence
- developing and manage information resources such as procedures, processes and documents and manage or coordinate a program, project or initiative as required.
- participate in a roster system to ensure the Executive has support coverage from 08:00-17:30 each working day.

Eligibility

Employees of the Treasury are required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement.

Notes

Non ongoing opportunities will be offered for a specified term for up to three years.

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

About the Department of the Treasury

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

To Apply

Position Contact	Belinda Smith, 02 6263 2438
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0709303

Director of Public Prosecutions

Closing Date: Sunday 14 August 2022

Job Title	Senior Data Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW, Cairns QLD, Adelaide SA, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Brisbane QLD, Townsville QLD
Salary	\$104,773 - \$114,345
Classification	Executive Level 1
Position Number	22_51
Agency Website	

Job Description

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

We are looking for an enthusiastic and highly motivated individual with strong analytical/technical knowledge and demonstrated experience in extraction, manipulation and presentation of complex datasets.

As a member of a small team, the Senior Data Analyst's main responsibility will be to support the team to write Microsoft SQL queries to extract data from CDP's reporting environment to meet our ad-hoc and formalised reporting needs. We're after an innovative and positive professional who also meets the behaviours and capabilities outlined in the Integrated Leadership System EL1 profile.

Duties

Primary outcomes and accountabilities of this position include:

1. Querying and reviewing datasets and presenting this information to prosecutors, management and external stakeholders, using multiple software packages including Microsoft SQL, Microsoft Excel and Power BI.
2. Interrogating complex datasets and synthesise data into non-complex language, and apply analytical capacity to strategic and operational problem solving.
3. Providing consistent, accurate, clear and timely advice to the immediate team, internal and external stakeholders.
4. Translating technical and specialist processes and terminology into clearly articulated and understandable communications for

business areas.

5. Identifying, reviewing and consolidating business requirements to ensure projects are delivered in a timely manner.
6. Gathering and critically analysing information from diverse sources to explore ideas, provide solutions and mitigate risks.
7. Conducting quality assurance and testing of reports, document code and business rules.
8. Identifying key stakeholders and establishing networks at all levels across the CDPP, tailoring communication to meet their needs.
9. Initiating, developing and contributing to agency, branch and team deliverables, identifying risks and proposing solutions.
10. Working collaboratively in a team environment, seeking input from team, colleagues and other stakeholders.

Eligibility

To be eligible for employment with the CDPP, applicants must be Australian citizens.

Successful candidates will be required to undergo a police record check and be able to obtain and maintain a minimum Baseline security clearance. Successful applicants must be willing to disclose all relevant and required information.

Notes

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

About the Director of Public Prosecutions

To Apply

Position Contact	Priscilla Xu, 0437 248 861 03 9605 4455
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0709304

Director of Public Prosecutions

Closing Date: Sunday 14 August 2022

Job Title	Senior Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Cairns QLD, Brisbane QLD, Townsville QLD, Darwin NT, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	\$104,773 - \$114,345
Classification	Executive Level 1
Position Number	22_52
Agency Website	

Job Description

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

We are looking for an enthusiastic and highly motivated individual with strong analytical/technical knowledge and demonstrated experience in developing innovative dashboards and running SQL queries in a complex data environment.

As a member of a small team, the Senior Data Analyst's main responsibility will be to work alongside legal practice and Executive Leadership Group to develop PowerBI dashboards that will meet business needs and support decision making. We're after an innovative and positive professional who also meets the behaviours and capabilities outlined in the Integrated Leadership System EL1 profile.

Duties

Primary outcomes and accountabilities of this position include:

1. Providing expert quantitative and qualitative analysis that is complex in nature (technical advice, analysis, guidance and research).
2. Working collaboratively with Stakeholders across the CDPP to discover dashboard requirements.
3. Build, test, implement and manage PowerBI dashboards. Producing detailed design specifications with a user-centred focus.
4. Interrogating complex datasets and synthesise data into non-complex language, and apply analytical capacity to strategic and operational problem solving.
5. Identifying, reviewing and consolidating business requirements to ensure projects are delivered in a timely manner.
6. Gathering and critically analysing information from diverse sources to explore ideas, provide solutions and mitigate risks.
7. Conducting quality assurance and testing of reports, document code and business rules.
8. Identifying key stakeholders and establishing networks at all levels across the CDPP, tailoring communication to meet their needs.
9. Initiating, developing and contributing to agency, branch and team deliverables, identifying risks and proposing solutions.
10. Identifying and assisting in providing staff training to increase the data literacy and analytical skills of the CDPP.

Eligibility

To be eligible for employment with the CDPP, applicants must be Australian citizens.

Successful candidates will be required to undergo a police record check and be able to obtain and maintain a minimum Baseline security clearance. Successful applicants must be willing to disclose all relevant and required information.

Notes

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

About the Director of Public Prosecutions

To Apply

Position Contact	Priscilla Xu, 0437 248 861 03 9605 4455
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0709318

Infrastructure Australia

Closing Date: Sunday 14 August 2022

Operations
Finance team

Job Title	Finance Manager
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Classification	APS Level 5
Position Number	202207
Agency Website	

Job Description

- **Great opportunity to be part of Infrastructure Australia's Operations/Finance team**
- **Provide assistance to the Director of Finance**
- **12 months' temporary employment**

Infrastructure Australia is the nation's infrastructure advisor. We are an independent statutory body that advises the Commonwealth and other levels of government on nationally significant infrastructure needs.

We are passionate about driving change for sustainable, resilient, and productive infrastructure that benefits Australians now and in the future. To accomplish this, we provide robust, evidence-based advice on infrastructure planning, decision-making, policy, and priorities by being a collaborative and trusted advisor for infrastructure assets and services that deliver better access, quality, and affordability.

The Operations function of IA provides business and operational support covering People, Culture & Talent, Finance, procurement, risk management and office administration. Operations work collaboratively across the organisation with the aim of enabling the efficient delivery of IA's products and business activities.

We are seeking an experienced Finance Manager who will provide assistance to the Director of Finance, in relation to the financial and accounting activities of Infrastructure Australia.

Duties

Specifically, you will be responsible for:

- Assisting in the preparation of the Monthly financial statements, including general ledger analysis, journal preparation, variance analysis against budgets and preparation of balance sheet reconciliations.
- Assisting in the preparation of the year end statutory accounts, and year end audit and internal audit processes. Engaging with both the internal and external audit teams and the provision of any requested information.
- Support with monthly analysis and updates to the full year forecast.
- Assisting with procurement and contract management processes, including procurement authorization and preparation of Budget Oversight Committee minutes, preparation of supplier contracts, and management of the purchase order system.
- Supporting the payroll and accounts payables processes as required.
- Preparation of the periodical lodgements, including superannuation, PAYG payment, BAS, and FBT.
- Assisting in the continuous review of finance policies and procedures, supporting the organization on financial matters, and assisting the finance team with any ad hoc queries

Eligibility

The successful candidate will need to have a tertiary accounting qualification and experience in a generalist accounting and financial analysis role. Strong experience in Microsoft products including excel and word is required. They will have the ability to deliver quality outcomes within tight deadlines. Strong written and oral communication skills, including the ability to effectively communicate complex financial concepts to diverse audiences is required. A proficiency in financial software and systems is required (preferably MYOB Advance or similar), and an awareness of government financial and decision-making processes is desirable.

Notes

How to Apply:

- **Review the role description** for the position in the following link: [Finance Manager position description](#)
- Upload ONE document (**Covering letter + Resume**) via LinkedIn: [Link Here](#)
- This role requires the successful candidate to be an Australian Citizen or Permanent Resident
- **Closing Date: 11:59pm, Sunday, 14 August 2022**
- For any recruitment support please email rachel.gasparini@infrastructureaustralia.gov.au

Infrastructure Australia values and supports workforce diversity. We encourage applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds and people with a disability.

To find out more about our current and upcoming Job opportunities follow us on LinkedIn
[#InfrastructureAustralia](#)

About the Infrastructure Australia

To Apply

Position Contact	Rachel Gasparini, 0447605574
Agency Recruitment Site	

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Vacancy VN-0709364

Infrastructure Australia

Closing Date: Wednesday 10 August 2022

Office of the CEO

Job Title	Executive Assistant to the CEO
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	-
Classification	APS Level 5
Position Number	20220729
Agency Website	

Job Description

- Exciting opportunity to be part of the Office of the CEO at Infrastructure Australia

- **Provide administrative support to the Chief Executive Officer (CEO)**
- **Permanent full-time engagement**

Infrastructure Australia is the nation's infrastructure advisor. We are an independent statutory body that advises the Commonwealth and other levels of government on nationally significant infrastructure needs. We are passionate about driving change for sustainable, resilient, and productive infrastructure that benefits Australians now and in the future. To accomplish this, we provide robust, evidence-based advice on infrastructure planning, decision-making, policy, and priorities by being a collaborative and trusted advisor for infrastructure assets and services that deliver better access, quality, and affordability.

The Office of the CEO provides governance, reporting, logistical and administrative support to the CEO with the aim of enabling the position to engage effectively with key stakeholders and make well-informed and timely decisions about IA's operations

We are seeking an experienced Executive Assistant who will provide administrative support to the Chief Executive Officer (CEO). They will further provide administrative support as required to the IA Board, leadership team and broader organisation.

Duties

Specifically, you will be responsible for:

- Email and diary management and arrangement of all travel for the CEO and COO Liaising with government, ministerial offices and industry stakeholders to manage engagements for the CEO in collaboration with, and on the advice of, the Communications and Engagement Team
- Management of speaking requests on behalf of the CEO
- Management and coordination of the CEO's external board and committee commitments
- Providing strategic advice to the CEO and leadership team members on organisational issues
- Managing the Executive Support Officer and overseeing administrative support provided to the Chiefs and broader organisation, including co-ordination across the Executive Leadership Team.
- Working with the Company Secretary and Legal Counsel in organising and coordinating Board meetings, including meeting scheduling, board paper management, travel arrangements and Board expense preparation, and any other Board related administrative duties.
- Management of the Executive Support Officer role
- Participating in internal committees as required to promote the efficiency and effectiveness of organisational systems and processes

Eligibility

The successful candidate will need to have substantial experience gained in a similar role working directly for a CEO or senior member of a leadership team, with strong planning, time management and organisational skills. They will have a demonstrated ability to deliver work to a high professional standard. For this role you will need exemplary administrative skills, including advanced Microsoft Office, strong interpersonal skills, including an ability to engage with senior stakeholders regarding confidential or sensitive matters and a demonstrated ability to collaborate across functions to achieve shared goals. It is desirable that the candidate has an awareness and understanding of government processes and decision making and experience in "Diligent" platform.

Notes

How to Apply:

- **Review the role description** for the position in the following link: [Executive Assistant to the CEO position description](#)
- Upload ONE document (**Covering letter + Resume**) via LinkedIn: [Link Here](#)
- This role requires the successful candidate to be an Australian Citizen or Permanent Resident

- **Closing Date:** 11:59pm, Wednesday, 10 August 2022
- For any recruitment support please email rachel.gasparini@infrastructureaustralia.gov.au

Infrastructure Australia values and supports workforce diversity. We encourage applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds and people with a disability.

To find out more about our current and upcoming Job opportunities follow us on LinkedIn
[#InfrastructureAustralia](#)

About the Infrastructure Australia

To Apply

Position Contact	Rachel Gasparini, 0447605574
Agency Recruitment Site	

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Vacancy VN-0709292

Productivity Commission

Closing Date: Sunday 14 August 2022

Corporate Group

Job Title	Corporate Project Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	\$83,542 - \$101,925
Classification	APS Level 6
Position Number	PC-2210
Agency Website	

Job Description

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

The Productivity Commission is seeking applications from experienced project support officers to join our Corporate Group who undertake high-quality operational and strategic activities across a diverse range of corporate functions, including finance, human resources, information communications and technology (ICT), office and property services, and information management (records, privacy and freedom of information).

Duties

You will report directly to our Assistant Commissioner, Corporate Group and work closely with our Corporate Directors and teams, to provide advice and support to the Corporate Group and the wider Commission on Corporate matters. This includes contributing to and supporting effective information and knowledge management practices, planning and reporting requirements and to act as the first point of contact for freedom of information matters. You will assist in reviewing and publishing corporate policies and other corporate initiatives as required.

Successful applicants will demonstrate high-level administrative and project support skills, with the ability to understand and apply government policies and guidelines to daily operations. Applicants who are proactive, have high attention to detail, and can work independently while maintaining constructive working relationships are encouraged to apply for the role.

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

What we offer

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

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

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

We are committed to diversity and inclusion and encourage applications from candidates with broad experiences and diverse backgrounds. We also offer reasonable adjustments for applicants with disabilities.

Eligibility

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

Notes

About the Productivity Commission

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

To Apply

Position Contact	Jane Holmes, 03 9653 2251
Agency Recruitment Site	https://www.pc.gov.au/careers

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Vacancy VN-0709098

Therapeutic Goods Administration

Closing Date:Monday 15 August 2022

Medicines Regulation Division
Scientific Evaluation Branch Biological Science Section

Job Title	Scientific Evaluator (Several Positions)
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	\$88,439 - \$99,772
Classification	APS Level 6
Position Number	22-MRDIV-14180
Agency Website	

Job Description

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

The Biological Science Section in the Therapeutic Goods Administration (TGA) is seeking suitably qualified candidates for numerous positions as APS Level 6 Scientific Evaluators.

The Biological Science Section (BSS) is responsible for regulation of blood and blood components, evaluation of infectious disease safety aspects of therapeutic goods, evaluation of quality aspects of biological medicines, including plasma derivatives and recombinant proteins, administration of the regulatory framework for biologicals (human cells and tissues), and evaluation of quality and clinical aspects of biologicals and the authorisation of biologicals.

Duties

- Working in a small professional, specialist or technical team evaluating applications for therapeutic goods that are, or contain, biological materials or blood components
- Preparing and reviewing documents, including recommendations and reports for decisions by delegates
- Exercise limited delegations under the Therapeutic Goods Act (1989)
- Contributing to the development of standards, guidance documents, standard operating procedures and other scientific and business processes to support on-going and business improvement activities;
- Providing accurate professional, specialist and/or technical advice to internal and external stakeholders on complex matters related to blood/biologicals/biological medicines infectious disease safety and quality
- Contributing to the strategic direction of the Section, including contributing to preparing and continually improving performance standards and business processes to better deliver outcomes
- Maintaining and developing professional knowledge and awareness of current developments in blood/biological medicines/infectious disease safety/biologicals
- Supervision of staff and contribution to their capability development.
- Providing balanced input into decisions using professional judgement, expertise, knowledge and agency guidelines and processes.
- Maintaining strong relationships with other TGA staff and external stakeholders, including government agencies, representatives of industry and consumers
- Represent the TGA in relation to activities of the Section at cross agency meetings, conferences and other forums.

Eligibility

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

Mandatory Qualification:

- To be eligible for this position applicants must hold a relevant qualification in the biological sciences from an Australia tertiary institution, or comparable overseas qualifications.

Notes

- Applications close 11:30PM AEST
- Applicants should quote reference number 22-MRDIV-14180 to assist when making an enquiry.

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

About the Therapeutic Goods Administration

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

To Apply

Position Contact	Andrew Hislop, 02 6289 3200
Agency Recruitment Site	https://www.tga.gov.au/employment-job-vacancies

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Agriculture, Water and the Environment

Vacancy VN-0709203

Bureau of Meteorology

Closing Date: Monday 15 August 2022

Community Services Group
Decision Support Services

Job Title	Senior Hydrologist
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA
Salary	\$100,075 - \$112,725
Classification	Executive Level 1
Position Number	60015176
Agency Website	

Job Description

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

The Bureau of Meteorology is undergoing a significant transformation to deliver a more customer centric, unified and resilient national operation. This is an exciting strategic direction for the Bureau which will transform the way we deliver services to Australian communities.

The future operating model for the Bureau will open new career pathways and enhance our culture to empower our people to learn and grow. As part of this transformation, we are introducing new roles to assist the Bureau in delivering world class weather products and services within the newly formed Community Services Group.

This group is comprised of Decision Support Services (DSS), Environmental Prediction Services (EPS), and National Production Services (NPS) which have been configured to enable scalable, national and resilient services. The DSS program will lead customer engagement within the Community Services Group with an overarching mission to deliver tailored, relevant and timely information to enable better decision making.

The DSS program is characterised by its shared understanding of the impact that weather, water, climate and oceans have on the decisions that Bureau customers make every day.

Operating with a national capability, the program will be accountable for leading engagement with the Australian community and the emergency management sector. This will be delivered by two dedicated teams: Hazard Preparedness and Response (HPR) and Community Engagement (CE).

The state/territory Senior Hydrologist HPR is located in each capital city across Australia and will report into the State HPR Manager. The role will work alongside other state and territory based HPR and CE staff. The successful candidate will have a unique opportunity to help grow the Bureau's HPR capabilities in support of our emergency management partners. During extreme weather events, this team is expected to undertake extended working hours as directed.

Duties

The responsibilities of the role include but are not limited to:

- Maintaining an awareness of the daily weather status and / or unfolding severe weather events that might cause floods
- Building enduring, strategic partnerships with customers, partners and stakeholders in the Emergency Management and first responder communities in your local area.
- Assessing the impact and value of Bureau services with the emergency response sectors, partners and stakeholders.
- Systematically work close with the emergency response sectors to understand their needs and communicate them to product managers in the Bureau.
- Powerful collaboration across the Environmental Prediction and National Production Programs and the broader Bureau.
- Clearly communicate information and provide briefings to non-technical audiences.
- Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
- Commitment to APS Values, Employment Principles and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.

Eligibility

Mandatory qualifications

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

To be successful in the role, you will display:

- A dedicated curiosity about the impacts of the evolving weather, flood, ocean and climate landscape.
- Deep knowledge of hydrology and in particular flood forecasting with complimentary knowledge (or capacity to develop) in meteorology, oceanography and/or climatology.
- The ability to understand and articulate complex scientific and technical event-based information, as well as business and stakeholder needs and deliver relevant, high value products and services.
- A demonstrated track record in delivering new and enhanced service offerings through integration of customer focus and insights, as well as science and technical expertise.
- Experience in complex and dynamic operating environments, including project management skills.
- A proven commitment to excellence in collaboration and building partnerships and relationships both internally and with customers and other stakeholders.
- The resilience to work demanding hours, during high impact weather events to meet customer and emergency management needs.

Notes

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

About the Bureau of Meteorology

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, tsunamis 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	Kylie Egan, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0709258

Bureau of Meteorology

Closing Date: Monday 15 August 2022

Data and Digital Group (DDG)
Office of DDG

Job Title	Office of CITO Advisor
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$100,075 - \$112,725
Classification	Executive Level 1
Position Number	60017572
Agency Website	

Job Description

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

We are seeking a talented professional to join the office of the Chief Information Technology Officer. You will lead the uplift in high-quality governance across the Data and Digital Group aligned with Enterprise Governance and Risk management practices. This will include: submissions to Bureau's governance and management forums, developing, monitoring and analysing risk reporting and internal stakeholder engagement - on topics often with a high degree of complexity.

You will build relationships with subject matter experts and use your relationship and negotiation skills to elicit and synthesise content, often to very tight timeframes. You will be a strong collaborator and build mutually respectful relationships with colleagues from across the Bureau, including the Business Management and Risk, Resilience and Audit Programs. Importantly, you are a quick learner and good listener and will have the ability to translate complex scientific and technical information into meaningful and plain language to improve management outcomes.

You will facilitate the identification, assessment and lead reporting of risk at all levels ensuring risks are managed in a timely and appropriate manner by uplifting processes and risk culture through consistent engagement across the Data and Digital Group.

You will thrive in a team environment, build strong relationships within the Bureau, be able to manage a range of functions concurrently to meet deadlines and work effectively under limited direction. You will have a highly developed understanding of issues, sensitivities and reputational risks in the Australian Government context, and be confident working in a technical or scientific environment.

Duties

Operates under broad direction from the Executive Officer, Data and Digital to:

Lead the development of high quality governance management outcomes for the Data and Digital Group through -

- Leading engagement across the Data and Digital Group to uplift governance reporting and management, processes and culture within the Data and Digital Group.
- Regular liaison with the DDG Group Executive and General Managers to gain the context and perspective of the needs and requirements with respect to content development for Governance Forums often involving complex or sensitive issues.
- Developing and maintaining productive working relationships with Bureau staff including the DDG business partners to gain a full perspective of issues to provide depth and broader coverage to the content being developed.
- Facilitating the identification, assessment and reporting of risk ensuring DDG risks of major significance to the enterprise are managed in a timely and appropriate manner by providing technical governance knowledge to uplift processes and risk culture.
- Coordinating Group reporting contributions: monitor Group and Program risks and control measures, Corporate, Group and Program Plan development and performance reporting, end of year and forward year budget processes, coordinate responses and content for the Bureau of Meteorology Audit Committee and Bureau Annual Report.
- Coordinating input from Subject Matter Experts (SME) with close attention to detail to ensure that content is timely, relevant, reliable, customer focused and attuned to the strategic drivers and Governance Forum requirements. Provide advice, guidance, coaching and mentoring in the standards and methodologies required to SMEs to uplift quality of governance and risk material.
- Managing the Governance Support Officer, monitoring and evaluating progress and follow through to deliver quality outcomes.
- Contributing to the implementation of policies, processes, procedures, frameworks and systems for continuous improvements.
- Managing multiple priorities by being resilient, responsive and flexible. Including the pipeline of governance forums and ensure timely clearance of content.
- Complying with all Bureau work, health and safety policies and procedures, and take reasonable care of your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
- Commitment to APS Values and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.

Eligibility

Notes

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

About the Bureau of Meteorology

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, tsunamis 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	Michelle Hollis, 0407 247 158
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0709269

Bureau of Meteorology

Closing Date: Monday 22 August 2022

Data and Digital Group
Digital Channels and Customer Experience Design

Job Title	Digital Analytics Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$121,765 - \$136,758
Classification	Executive Level 2
Position Number	60014293
Agency Website	

Job Description

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

Would you like to work for a national organisation that has more than a billion unique page views on its website every year? Can you lead the team responsible for dramatically driving improvement to our web and mobile offerings by delivering an outstanding customer experience?

This is an exciting opportunity to work with and influence our Digital Customer Analytics Direction.

The Digital Analytics Manager is responsible for supporting DC&CED and the wider Bureau with insights gained from analysis of the engagement, satisfaction and customer behaviours across the number 1 website and mobile app in Australia.

The manager will utilise cloud tools and large data sets to find opportunities for optimising the customer experience and create models to test the effectiveness of different courses of action.

Your resource management is strong and your ability to analyse and evaluate requirements to define and develop solutions for web and mobile systems, applications, and processes.

The ideal person for this role will have a track record of successfully implementing and operating customer digital analytics hub and deliver actionable insight that improve the customer experience.

Along with digital analytics expertise, the role requires an experienced team leader who can motivate and guide staff and manage a large and diverse portfolio of work.

Duties

The responsibilities of the role include but are not limited to:

1. Refine and implement the Customer Analytics Strategy as well as implement Analytics Capability Uplift Workplan with the assistance of other team members.
2. Lead the development of vision for Customer Data and Analytics architecture and design operational analytics services as per the architecture.
3. Mentor Customer Analytics Team members in employing Advanced Analytics and Cloud tools to extract insights from disparate datasets.
4. Develop key insights and recommendations to improve Customer products and services by analysing Customer centric datasets.
5. Identifying patterns and trends in data sets in customer experience data, digital channels and customer behaviour data
6. Visualise digital and customer analytics to show valuable data driven insights and configure and maintain the digital analytics tools and platforms.
7. Apply advanced Machine Learning and Time Series Analysis based methods to predict different variables of interest related to Customer Analytics.
8. Work effectively in a team environment including liaising effectively with software engineering staff, subject-matter experts, and product owners
9. Maintain an up-to-date knowledge of latest developments in Customer analytics and drive their application to Bureau systems and operations
10. Lead your team in supporting Bureau OHS initiatives, ensure your team complies with Bureau OHS procedures and keep your own state of knowledge current in line with the industry state of knowledge for your role
11. Commitment to APS Values and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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To Apply

Position Contact	Ben Di-Lorenzo, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0709313

Bureau of Meteorology

Closing Date: Monday 15 August 2022

Community Services Group
Environmental Prediction Services

Job Title	Severe Weather Meteorologist
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	\$82,198 - \$93,456
Classification	APS Level 6
Position Number	60016829
Agency Website	

Job Description

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

Australia is regularly affected by severe weather events. These events are growing in frequency and severity, leading to increased economic impact, vulnerability and potential magnitude of harm.

To address this, the Bureau of Meteorology is undertaking significant steps to deliver a more customer focussed, integrated and resilient national operation. This is an exciting direction for the Bureau which will change the way we deliver services to Australian communities.

The future operating model for the Bureau will create new career pathways to enhance our culture, to empower our people to learn and grow. As part of this transformation, we are introducing new roles that will assist the Bureau in delivering world class weather products and services within the newly formed Community Services Group (CSG).

This group is comprised of Environmental Prediction Services (EPS), Decision Support Services (DSS) and National Production Services (NPS) which have been configured to enable scalable, national and resilient services. The EPS program is responsible for the national monitoring, analysis and reporting of hazardous conditions. During severe weather events, EPS will be deployed into

operations under the direction of NPS to deliver specialised, hazard-based advice, warning and outlook services. Operating with a national capability, this program will establish a world class centre of scientific expertise and practice. To achieve this, EPS has been configured into four predictive service units: Severe Weather, Marine and Antarctic, Water and Climate, each of which play a key role in the value chain of the Bureau's capability to deliver a suite of valuable products and services to the Australian community.

The Severe Weather Team is responsible for the daily monitoring of Thunderstorms & Heavy Rainfall, Tropical Cyclone and Fire, Heatwave & Air Quality. The team provides advice on conditions which are hazardous or may have a significant impact on the nation. Severe Weather functions as a single capability across three locations, Perth, Brisbane and Melbourne. The Tropical Cyclone team will be located in Perth and Brisbane, the Fire, Heatwave and Air Quality team in Perth and Melbourne, and the Thunderstorm and Heavy rainfall team in Brisbane and Melbourne.

Meteorologists will be asked to nominate locations they are willing to work from and what their preferred hazard is. Positions will be assigned based on a merit-ranking, organisational requirements, the person's hazard competencies, their location/s and their stated hazard preference.

The Severe Weather Meteorologists will grow and develop multiple competencies to allow for flexible support between teams during extreme weather events. You will display a dedicated curiosity about severe weather and the impacts of the evolving weather, flood, ocean, and climate landscape. This role will report into the Team Lead of their hazard specialisation and will be expected to undertake shift work and extended working hours as directed during severe weather.

Duties

The responsibilities of the role include but are not limited to:

1. Maintaining an awareness of the daily weather and / or unfolding severe weather events.
2. Undertaking monitoring, analysis and prediction for conditions that may be hazardous or significantly impact customers.
3. Supporting service delivery through the provision of severe weather forecasts and warnings.
4. Contributing your expertise to activities in the portfolio you are assigned to.
5. Contributing your expertise to activities both within EPS and across other areas of the Bureau.
6. Making evidence based decisions under pressure using good judgement, expertise, up to date science and knowledge. You will ensure decisions are governed by the application of regulations, best practice principles and the Bureau's operating instructions and procedures.
7. Ensuring your contributions to operations are collaborative, responsive, and conducted with an eye towards innovation and continuous improvement.
8. Providing expert input into National Weather Outlook, National Weather Narrative and National Hazard Outlook products and information out to wider Bureau stakeholders.
9. Providing information relating to your areas of expertise to customer facing areas of the Bureau (DSS and Business Solutions Group).
10. Supporting continuous improvement in the development of severe weather products, services, and processes.
11. Supporting product and process knowledge management for severe weather services. This will enable the delivery of services that connect seamlessly and coherently within the Bureau's national footprint.
12. Continuously build your knowledge within the Bureau's remit, specifically the Severe Weather competencies, including processes, systems, products and services.
13. Maintaining consistent collaboration with your peers and demonstrating a high level of innovation across the Bureau to contribute to the ongoing delivery of the Bureau's strategic direction.
14. You will be committed to supporting the Bureau and our customers outside standard working hours, in particular during significant weather events.
15. Commitment to APS Values and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.
16. Complying with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

A degree or diploma from an Australian educational institution or a comparable overseas qualification, which is appropriate to the duties; or other comparable qualifications, which are appropriate to the duties.

Successful completion of the Basic Instruction Package for Meteorologists (BIP-M) as defined in the World Meteorological Organisation Manual on the Implementation of Education and Training Standards in Meteorology and Hydrology: Volume I – Meteorology (WMO-No. 1083)
Operational meteorology experience within an appropriate severe weather domain.

Notes

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To Apply

Position Contact	Dean Sgarbossa, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0709271

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 15 August 2022

Biosecurity Plant
Science & Surveillance Operational Science and Surveillance

Job Title	Entomologist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Cairns QLD, Darwin NT
Salary	\$76,260 - \$83,658
Classification	APS Level 5
Position Number	2022/5161
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

The Operational Science and Surveillance (OSS) team provides diagnostic services for pests, pathogens and plants/seeds detected in imported goods and associated with conveyances and travellers, as well as National Border Surveillance (NBS) activities and vector monitoring coordination within Department of Agriculture, Fisheries and Forestry jurisdictions. The OSS team also provides technical and pest mitigation advice and delivers training to client programs within the department.

Duties

The Job

Under the general direction of the Senior Entomologist (APS6), the Entomologist will contribute to scientific services and operational and policy advice. The duties of the role will include:

- undertaking diagnostics of insects and other invertebrates to a high level
- preparing specimens for long term preservation in departmental reference collections
- providing specialist risk based biosecurity management advice to Biosecurity Officers and other stakeholders as required
- maintaining accurate computer based and manual records, using specimen and print reference databases with a high level of competency, maintaining quality management systems and undertaking associated tasks as required
- contributing to the provision of technical advice and reports to OSS client programs and other clients on policy, auditing, inspection, risk management and treatment
- participating in pest inspections, surveillance and response activities as required
- liaising, negotiating and communicating with government agencies, industry bodies and other stakeholders as necessary
- assisting with the development and delivery of training and awareness courses for inspection staff and other stakeholders
- participating in working groups and other network meetings and contributing to the development and review of national policies and procedures
- prioritising and managing your time to provide an efficient and effective service to meet internal and external client expectations, within a regulatory environment
- working independently or under limited guidance and with a high level of initiative, integrity and flexibility to support the work practices of the team and the day-to-day operations of the laboratory
- providing innovative advice and supporting changes that may affect Operational Science Services and/or delivery of key outputs to clients
- promoting and ensuring compliance with departmental WH&S policies and guidelines, and being alert for and reporting risks regarding WH&S issues.

Eligibility

What we are looking for

Knowledge and experience

A significant aspect of this position involves the operational application of technical knowledge and expertise. The successful applicant will have:

- demonstrated knowledge of insects, arachnids and/or particular invertebrate pests of biosecurity significance to Australia

- practical experience in performing accurate morphology-based identification of invertebrate specimens (additional experience in molecular diagnostics would be advantageous)
- knowledge of the Australian biosecurity environment and the application of pest risk mitigation measures.

Notes

Please note that this vacancy is being advertised as both an ongoing and non-ongoing position. If an offer of non-ongoing employment is made, the successful applicant would be employed for a period of 18 months.

The successful applicant must:

- hold and maintain a valid Australian motor vehicle drivers licence
- note that relocation assistance is subject to negotiation, wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- note that the physical requirements of the role(s) involve a combination of outdoor, laboratory and office-based work
- note that intra and interstate travel is a requirement of the position
- note that there may be a requirement to work out of hours (including on weekends and public holidays) to provide out of hours diagnostic support, participate in emergency response and other activities.

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	Tony Robinson, 07 3246 8751
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0709306

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 15 August 2022

Biosecurity Plant
Science & Surveillance Operational Science and Surveillance

Job Title	Senior Entomologist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Cairns QLD, Darwin NT
Salary	\$85,833 - \$97,454
Classification	APS Level 6
Position Number	2022/5152
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

The Operational Science and Surveillance (OSS) team provides diagnostic services for pests, pathogens and plants/seeds detected in imported goods and associated with conveyances and travellers, as well as National Border Surveillance (NBS) activities within Department of Agriculture, Fisheries and Forestry jurisdictions. The OSS team also provides technical and pest mitigation advice and delivers training to client programs within the Department.

Duties

The Job

Under the general direction of the Principal Entomologist, the Senior Entomologist will contribute to scientific services and operational and policy advice through:

- operational management and support of Entomologists to ensure effective delivery of diagnostic functions and technical advice in the OSS laboratory
- undertaking diagnostics of insects and other invertebrates to a high level
- coordinating and providing technical support to the National Operational Science Entomology Network (NOSEN) for a specialist taxonomic group or specialist technical area, as required
- preparing specimens for long term preservation in departmental reference collections
- providing specialist risk based biosecurity management advice to Biosecurity Officers and other stakeholders as required
- contributing to the deployment of quality management and innovative diagnostic technology in the OSS laboratory, including sourcing appropriate literature and diagnostic tools and undertaking auditing and verification
- maintaining accurate computer based and manual records, using specimen and print reference databases with a high level of competency, maintaining quality management systems and undertaking associated tasks as required
- contributing to the provision of technical advice and reports to OSS client programs and other clients on policy, auditing, inspection, risk management and treatment
- participating in pest inspections, surveillance and response activities as required
- liaising, negotiating and communicating with government agencies, industry bodies and other stakeholders as necessary
- undertaking the development and delivery of training and awareness courses for department staff and other stakeholders
- participating in working groups and other network meetings and contributing to the development and review of national policies and procedures
- prioritising and managing time to provide efficient and effective services to meet internal and external client expectations, within a regulatory environment
- working independently or under limited guidance and with a high level of initiative, integrity and flexibility to lead and support the work practices of the team and the day-to-day operations of the laboratory
- providing innovative advice and supporting changes that may affect Operational Science and Surveillance and/or delivery of key outputs to clients
- promoting and ensuring compliance with departmental WH&S policies and guidelines, and being alert for and reporting risks regarding WH&S issues.

Eligibility

What we are looking for

Knowledge and experience

A significant aspect of this position involves leadership and the operational application of technical knowledge and expertise. The successful candidate will have:

- demonstrated and well-developed knowledge of insects, arachnids and/or particular invertebrate pests of biosecurity significance to Australia
- practical experience in performing accurate morphology-based identification of invertebrate specimens (additional experience in molecular diagnostics would be advantageous)
- knowledge of the Australian biosecurity environment and the application of pest risk mitigation measures
- demonstrated experience in managing and motivating a team; undertaking complex tasks; prioritising effort to meet changing operational needs; negotiating the resolution of issues or conflicting points of view; harnessing the skills and knowledge of the team
- demonstrated experience in interrogation, analysis and reporting on statistical and diagnostic data utilising workplace information systems.

Notes

Please note that this vacancy is being advertised as both an ongoing and non-ongoing position. If an offer of non-ongoing employment is made, the successful applicant would be employed for a period of up to 18 months.

The successful applicant must:

- hold and maintain a valid Australian motor vehicle drivers licence
- note that relocation assistance is subject to negotiation
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- note that the physical requirements of the role(s) involve a combination of outdoor, laboratory and office-based work
- note that intra and interstate travel is a requirement of the position
- note that there may be a requirement to work out of hours (including on weekends and public holidays) to provide out of hours diagnostic support, participate in emergency response and other activities.

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Tony Robinson, 07 3246 8751
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0709361

Sydney Harbour Federation Trust

Closing Date: Monday 15 August 2022

Strategy

Job Title	Head of Digital Transformation
Job Type	Full-Time, Non-Ongoing
Location	Mosman NSW
Salary	\$124,953 - \$146,398
Classification	Executive Level 2
Position Number	038
Agency Website	https://www.harbourtrust.gov.au/en/our-story/#mod-5002

Job Description

<https://www.harbourtrust.gov.au/en/careers/>

The Harbour Trust is a small Corporate Commonwealth Entity, with a resource base of 63 FTE staff and an operating expenditure base (excluding staff costs and depreciation) of approximately \$10 million per annum.

As part of its transition to an ongoing entity, the Harbour Trust is embarking on a multi-year modernisation of its business operations and processes, supported by a transition to effective and robust ICT solutions to enhance customer and employee satisfaction, records accuracy and productivity.

Duties

The Head of Digital Transformation will develop and manage the implementation of the digital transformation roadmap.

The Head of Digital Transformation will lead the Harbour Trust's program to reform, upgrade or replace key business processes and systems in its portfolio according to the priorities and principles articulated in the recently updated ICT strategy. This involves providing strategic and forthright advice to the ICT Steering Committee and Executive team regarding ICT issues and risks to facilitate executive decision making and alignment to corporate plan as well as forming project teams within the organisation to complete requirements definition, candidate solution identification and procurement, followed by implementation of the solution including management of provider relationships and performance as well as organisational change to ensure successful process transformations.

Eligibility

To be successful in this role you will have:

- 10+ years' experience and expertise in delivering ICT programs, managing vendor relationships as well as developing ICT strategies/transformation programs.
- Skills in advocacy, stakeholder motivation and management by influence outside conventional lines of reporting and across functions.
- Strong track record of success within changing organisational environments and sound analysis and decisioning under pressure with incomplete or uncertain information.
- Strong experience anticipating and reducing risk in legacy environments with an ability to distil organisational goals into concrete proposals, assess and weigh alternatives, solid judgement, and a good understanding of digitised business models.
- Demonstrated initiative and proactive approach, with ability to prioritise, time manage and manage workload in an environment with complex and competing demands.

Qualifications:

- Relevant university degree

Notes

Please refer to our Careers page <https://www.harbourtrust.gov.au/en/careers/> for the full position description and information on how to apply for the role.

Closing date is COB 15th August 2022. Only shortlisted candidates will be contacted.

About the Sydney Harbour Federation Trust

The Sydney Harbour Federation Trust is a self-funding agency created by the Australian Government, responsible for vision planning and management of Sydney Harbour sites including Cockatoo Island and Snapper Island in Sydney Harbour, Woolwich Dock and Parklands in Woolwich, HMAS Platypus in Neutral Bay, Georges Heights, Middle Head and Chowder Bay in Mosman, North Head Sanctuary in Manly, Marine Biological Station in Watsons Bay and Macquarie Light Station in Vaucluse. The Harbour Trust's vision is to create and share extraordinary places on Sydney Harbour and amplify their stories, bringing to life our natural and cultural heritage and providing a lasting legacy for all Australians through conservation, remediation and the adaptive reuse of places in its care.

To Apply

Position Contact	Grania Hickley, (02) 8969 2163
Agency Recruitment Site	https://www.harbourtrust.gov.au/en/careers/

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Attorney-General's

Vacancy VN-0709253

Australian Federal Police

Closing Date: Wednesday 31 August 2022

Deputy Chief Police Officer
Commander Investigations Intelligence

Job Title	Intelligence Officer ACT Policing
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC
Salary	\$78,467 - \$92,243
Classification	
Position Number	Job Vacancy 10243
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/10243/>

Applications are sought from suitably qualified applicants wishing to be considered for the role of Intelligence Officer ACT Policing.

ACT Policing is the community policing arm of the Australian Federal Police (AFP). ACT Policing are responsible for providing quality and effective policing services to the ACT.

Intelligence Officers need to apply intelligence tradecraft to create tactical, operational and strategic intelligence products in support of the investigation of crime. We are looking for exceptional people who are dedicated to the protection of their community and the prevention of crime. Intelligence Officers perform a core function within the AFP and have a clearly defined pathway through the Intelligence training continuum towards achieving the Diploma of Intelligence Police Practice.

ACT Policing Intelligence greatly values diversity within its teams and is looking to attract a diverse range of applicants. Intelligence Officers are part of a team of intelligence professionals who undertake intelligence projects in line with the AFP corporate objectives.

Intelligence Officers will need to be able to operate in both the office and field environment, sometimes for extended periods in support of Police operations. These advertised positions are Canberra based only. Suitable applicants will be looking at a potential start date in early 2023.

You will also be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

Duties

Intelligence Officers are required to demonstrate a strong understanding of intelligence methodology and concepts, show initiative and work unsupervised. Intelligence Officers apply contemporary analytical tools and techniques to produce tactical, operational and strategic intelligence products.

Intelligence Officers are required to communicate effectively and with influence across a range of stakeholders including Police, Commonwealth Government agencies, private industry and members of the public. They must be able to work collaboratively with Police officers and staff members within ACT Policing.

As an Intelligence Officer, you will apply your experience and ability to:

- Proactively plan, collect, collate and analyse information to produce and disseminate intelligence;
- Work collaboratively within the immediate team environment, as well as with other members of the AFP and the broader intelligence community;
- Collect, triage and assess information of intelligence value during police operations;

- Provide briefings to intelligence consumers both written and orally;
- Record information and intelligence appropriately;
- Identify and interpret information and data obtained in an ethical manner, which is then used to inform assessments and reach conclusions to meet a specified user requirement; and
- Maintain knowledge and understanding of the intelligence environment and relevant legislation.

The successful candidate should possess:

- Excellent interpersonal and communication skills;
- An ability to engage, cooperate and collaborate with a broad range of stakeholders;
- Demonstrated high performance as part of a small team;
- Resilience and the ability to adjust to constructive feedback from peers and to prioritise tasks to meet changing deadlines;
- Demonstrated self-awareness and a commitment to personal development; and
- A reputation of ethical behaviour and continual demonstration of a commitment to AFP Values.

Eligibility

Essential Requirements

- You must be an Australian Citizen.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- A Negative Vetting 2 security clearance or the ability to obtain one.
- The COVID-19 vaccine has been mandated for all AFP appointees. To be considered up to date, an AFP appointee must receive any required dose of an authorised COVID-19 vaccine within 4 weeks of becoming eligible to do so. Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the contact officer if you wish to discuss the COVID-19 vaccine requirements further.

Desirable Requirements

- Contemporary experience in an intelligence role, or a sound understanding of the role of intelligence in law enforcement.

Notes

This position is located in Canberra and successful candidate/s will need to relocate to be able to undertake the role.

COVID-19 Vaccination Mandate

The COVID-19 vaccine has been mandated for all AFP employees, and all AFP appointees must maintain up-to-date vaccination status. Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the Recruitment Team if you wish to discuss the COVID-19 vaccine requirements further.

About the Australian Federal Police

As Australia's national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has

responsibility for providing community policing services to the Australian Capital Territory and Australia's territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	A/Sergeant Mark Beaver, 02 5126 4198
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/10243/

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Attorney-General's

Vacancy VN-0709328

Australian Human Rights Commission

Closing Date: Sunday 14 August 2022

Executive
Executive President

Job Title	Executive Assistant to the President
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$67,488 - \$74,714
Classification	APS Level 4
Position Number	NA
Agency Website	

Job Description

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

The Commission has a temporary 12-month vacancy for an Executive Assistant to the President.

Applicants must have demonstrated experience in providing high level executive/administrative support and building/sustaining effective internal/external relationships

Duties

Under limited direction:

1. Provide high level executive assistance to the President, including diary management, visitor support, travel/accommodation arrangements, database, file and record management, coordination of communication streams such as correspondence and telephone calls.
2. Manage correspondence, draft responses and presentation material.
3. Maintain administrative systems and processes to ensure consistency and quality in executive support services.
4. Maintain effective liaison between the President's office, the Commissioners and Executive Director, Commission staff, State/Commonwealth authorities and other human rights organisations.
5. Liaise with units across the Commission including corporate services, policy units, legal services, investigation and conciliation services and communications to ensure an effective flow of information from the President to these areas.
6. Arrange meetings, conferences and interviews (including arranging venue, catering, scheduling and other support needs) and provide a secretariat function as required.
7. Process paperwork, maintain and acquire office supplies, and reconcile accounts.
8. Where capacity exists, undertake research and project support for identified priority areas

Eligibility Notes

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

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment.

Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Flexible working arrangements will be considered

About the Australian Human Rights Commission

To Apply

Position Contact	Evelyn Scott, 02 9284 9830
Agency Recruitment Site	https://humanrights.gov.au/about/jobs

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Comcare

Closing Date: Monday 08 August 2022

Corporate People Property and Security Team

Job Title	Assistant Director People Development
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$111,215 - \$132,517
Classification	Executive Level 1
Position Number	0000
Agency Website	

Job Description

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

The People, Property and Security team is responsible for supporting the strategic direction of Comcare and enabling the organisation to respond effectively to current and future business needs, through strategic and effective frameworks, advice and processes. The team consists of the following sections: Work Health and Safety, Performance and Employee Relations, Human Resources Information Systems, Workforce Strategy, Capability, Security and Property.

Duties

The Assistant Director, People Development will utilise their skills and experience to lead a team responsible for developing, implementing, reviewing, and evaluating Comcare's capability initiatives. This includes partnering with the organisation to understand capability gaps, designing, and procuring contemporary solutions and driving change to enable an inclusive, sustainable, and high-performing workforce.

The position will also contribute to continuous improvement, oversee Comcare's Graduate Program and support HR strategy, policy development and review.

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 Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Yvette Adeney, 0396275416
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Defence

Vacancy VN-0709338

Australian War Memorial

Closing Date: Sunday 14 August 2022

Public Programs
Public Programs Communications and Marketing

Job Title	Members and Sponsors Coordinator
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$73,710 - \$78,945
Classification	APS Level 5
Position Number	60000751
Agency Website	https://www.awm.gov.au/get-involved/work-or-volunteer/employment

Job Description

<https://www.awm.gov.au/get-involved/work-or-volunteer/employment>

The Members and Sponsors Coordinator works under limited direction from the Marketing & Partnerships Manager to deliver the marketing, development and growth of the Memorial's Friends program, to maintain administrative and CRM systems, assist with the management of donations, support the delivery of acquisition campaigns and coordinate prospecting events. The Coordinator also provides support to the Communication and Marketing (CAM) team to fully embed and utilise the Memorial's CRM system and achieve the organisation's goals and objectives relating to fundraising, event delivery, marketing, media relations and stakeholder relationship management.

Duties

Under the direction of the Marketing and Partnerships Manager:

- Become the face of the Memorial's Friends program, which counts more than 1000 members from across Australia
- Work closely with the Memorial's Fundraising Manager, to implement strategies which will see membership numbers and revenue grow
- Administer the Memorial's sponsorship program using CRM systems to collect and measure data and trends
- Implement strategies which complement the Memorial's sponsorship and other philanthropic programs
- Provide customer service to existing and prospective Friends by managing membership queries, renewals, new membership enquiries and advice on upcoming initiatives they may like to support as a Friend of the Memorial.
- Work with the Marketing & Partnerships Manager to support Friends on their donor journey with the Australian War Memorial.
- Develop, promote and deliver donor and prospective donor functions and events within agreed timeframes and budget in consultation with stakeholders and within relevant approval processes for the Memorial as required.
- Manage the administration of Friends, including budgets, recruitment and on boarding of new friends as well as communications and record systems
- Provide support to CAM team to fully embed and utilise the Memorial's CRM system and achieve the organisation's goals and objectives relating to fundraising, event delivery, media relations and stakeholder relationship management.
- Other duties as required to support Communication and Marketing team involvement in significant Memorial commemorations such as Anzac Day and Remembrance Day.

Desirable Criteria:

Relevant qualifications and/or experience in marketing, communication, fundraising or managing membership programs are desirable.

Eligibility

Notes

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds, experiences, and perspectives. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds and people with a disability. To be eligible for ongoing or non-ongoing employment, Australian Citizenship is required.

For further information on the **position**, please call the **Contact Officer: Marissa Ayala, 6243 4414**

To Apply

TO APPLY, please visit: <https://www.awm.gov.au/get-involved/work-or-volunteer/employment>

Applications should be submitted in WORD (.doc or .docx) or .PDF by **11:59 pm (AEST) on 14 August 2022**

If you experience any problems with the application system please contact the Recruitment Team on 02 6243 4234 or email employment@awm.gov.au

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

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

To Apply

Position Contact	Marissa Ayala, 6243 4414
Agency Recruitment Site	https://www.awm.gov.au/get-involved/work-or-volunteer/employment

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Defence

Vacancy VN-0707712

Department of Defence

Closing Date: Monday 15 August 2022

Defence People Group
Head People Capability

Job Title	Defence Social Worker
Job Type	Full-Time;Part-Time, Ongoing
Location	Amberley QLD
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	DPG/03927/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=ED1FEB9D-65F0-6644-BF31-C8BAAFEF1C4C>

Duties

The Role

Defence Social Workers deliver a broad range of support services and programs to Defence members and families, and a range of critical assessments to assist Commanders in making decisions that impact Defence families and Defence capability.

Defence Social Workers:

- Conduct quality assessment and write reports to assist in decision making processes.
- Provide complex social work services in a generalist practice framework, including comprehensive assessments, bereavement support, brief intervention and referrals to enhance the social functioning of Australian Defence Force personnel and their families.
- Provide support to Defence families to manage the military lifestyle.
- Provide training to Defence members and Command and psychosocial programs to Defence families.
- Assist Defence families engage with their communities and local service.
- Deliver DMFS suite of national programs in relation to partner employment, education and critical incidents to Defence families; and
- Develop strong community links between the wider Australian community, Defence family and the Defence organisation.

About our Team

Defence Member and Family Support (DMFS) Branch offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage the military lifestyle. DMFS support Defence families' self-reliance and capacity to engage with community agencies within the South Queensland region. DMFS South Queensland covers Amberley, Brisbane and the Darling Downs.

The Defence Social Worker will work collaboratively within a dynamic multi-disciplinary team comprising of Military Support Officer, Defence Social Workers, Business Support Officer, Family Liaison Officer, Education Liaison Officer and local transition staff.

Our Ideal Candidate

You will demonstrate strong assessment, counselling, case planning, report writing and community capacity building knowledge and skills. You will possess the ability to work within the multi-disciplinary teams and be part of an organisation where professionalism, innovation and the ability to find creative solutions to challenges is highly regarded.

The ideal candidate for this role:

- Applies professional expertise in social work.
- Operates within the boundaries of organisational processes and policies to provide brief interventions, critical incident management, and psychosocial assessment and social work reports.
- Uses judgement to identify and resolve problems objectively.
- Builds and sustains positive relationships with team members, stakeholder and clients. and
- Possesses an ability to work independently, manage competing priorities and meet 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>

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	Elizabeth Rawson, 07 4571 3144
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ED1FEB9D-65F0-6644-BF31-C8BAAFEF1C4C

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Defence

Vacancy VN-0708901

Department of Defence

Closing Date:Wednesday 31 August 2022

Various
Various

Job Title	Rolling Recruitment - APS 4, 5 - Executive Assistants
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$69,811 - \$82,059
Classification	APS Level 4;APS Level 5
Position Number	D/01451/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=7D13F721-963F-55B3-E267-C85E3FB8D600>

Duties

The Role

A number of opportunities exist for highly motivated individuals to provide executive support for the Senior Executive Service Band 1 & 2 levels within the Department of Defence.

A well organised executive office is crucial to the smooth operation of the department. With limited supervision, you will manage the office of either an Assistant Secretary or First Assistant Secretary. This includes calendar management, preparation of correspondence, organising meetings, arranging travel, coordinating briefing packs and managing office systems and records using Microsoft Office, Objective and Financial Management Systems. The roles will also provide administrative and operational support to their respective Branches and Divisions.

Please note: this is a rolling-recruitment process, which means that it will be conducted regularly. If you are successful in the application and assessment process, you will be placed in a merit pool and notified as positions become available.

Throughout the year, Defence may contact you to reconfirm your interest in roles and update you with any relevant information. We request that you also let us know if your circumstances change and you no longer wish to remain in the merit pool.

About our Team

The Senior Leadership Group plays a key role in promoting and influencing a shared civilian/military commitment to the strategic direction of Defence. The executive assistant role is a position of trust and discretion. In working directly to members of the Senior Leadership Group it is crucial that individuals are suitably skilled, professional, work well under pressure and have strong communication skills.

Our Ideal Candidate

Candidates will be well organised, have the ability to manage competing priorities, work independently, as well as collaborating effectively in a fast-paced environment. You will be able to demonstrate the ability to proactively anticipate the needs of your senior executive officer as well as flexibility and resilience. You will have excellent time management skills, strong attention to detail and excel at building and maintaining stakeholder relationships.

Candidates will be self-aware, with a positive attitude, demonstrating consideration and respect for a diversity of ideas and perspectives of others.

Eligibility

Applicants must be able to obtain and maintain a security clearance at Baseline Vetting, Negative Vetting Level 1, Negative Vetting Level 2 or Positive Vetting, dependent on role.

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Directorate of Senior Officer Management, 00000000
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7D13F721-963F-55B3-E267-C85E3FB8D600

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Defence

Vacancy VN-0708919

Department of Defence

Closing Date: Monday 15 August 2022

Security and Estate Group
Service Delivery Division

Job Title	Base Support Officer
Job Type	Full-Time, Ongoing
Location	East Sale VIC
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	SEG/04585/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=47E4B2C9-EDF2-445E-0439-C8BEDCD6EB4B>

Duties

The Role

As a Base Support Officer you will engage with stakeholders, customers and contractors to ensure the efficient delivery of essential services across the Base Support Area. You will have a sound understanding of departmental business and deliverables, exercise initiative and judgement in the interpretation and application of policy and work collaboratively with Defence enablers to resolve service delivery issues. You will be required to represent the department at various forums with professionalism and confidence, and recommend solutions and management strategies to whole-of-base operational issues. You will participate in the design and development of plans, and the execution of base activities relating to WHS, security, emergency and base management.

Key strengths include:

- Customer focused - to hear the voice of the customer and drive/influence improvements in service delivery.
- Highly developed communication and interpersonal skills, able to collaborate with stakeholders.
- Ability to 'think on your feet', consider options and initiate appropriate action.

About our Team

The Base Management Team monitors and responds to base service delivery issues, to ensure currency and consistency with service delivery requirements, whilst actively identifying opportunities to implement improvements to service delivery to the future. The team works collaboratively with internal and external stakeholders to enhance the customer experience and to assure prescribed product and services standards are met within agreed time frames.

Within the team, members build and sustain effective working relationships with team members and actively participate in meetings, work and group activities. The team evaluates activities and processes for compliance with legislation, regulations or standards, and design and recommend solutions to base operation issues that may be affecting the achievement of desired outcomes. The team also assess risks and provide guidance in relation to risk management strategies and develops, rehearses and maintains whole of base plans and instructions to achieve business objectives.

Our Ideal Candidate

The ideal candidate for this role will possess:

- Resilience, personal drive and a focus on enabling others in support of Defence capability.
- An ability to manage competing priorities and meet deadlines.
- An ability to work autonomously, and as part of a team.
- A flexible approach while maintaining attention to detail within a dynamic environment.
- Be outcomes focused.
- Sound communication and negotiation skills, both written and verbal.
- Willingness to learn and be challenged.
- An ability to adapt to change in a positive and flexible manner.
- Initiative and sound judgement in the interpretation and application of policy.
- Have a genuine interest and demonstrated ability in providing excellent customer service.
- If you are looking for a position where you will engage with various stakeholder, in an indoor/outdoor context, and enjoy working in a role where no two days are the same, then we recommend you engage with the Contact Officer and discuss further.

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	Dave Weston, 0429 402 019
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=47E4B2C9-EDF2-445E-0439-C8BEDCD6EB4B

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Defence

Vacancy VN-0709066

Department of Defence

Closing Date: Monday 15 August 2022

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Business Manager/Analyst
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	CASG/04994/22
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=4187BAA6-7449-7972-44C2-C8BF93E4CBB0>

Duties

The Role

Work at the heart of a cutting-edge enterprise that is fast tracking the delivery of Guided Weapons and Explosive Ordnance (GWEO) manufacturing in Australia. Working on this major, \$1 billion Australian Government initiative, you will present new thinking, execute best-practice business management, solve problems and exercise flexibility.

As an EL1 Business Manager or Business Analyst, you will demonstrate leadership by developing and managing a cohesive team to achieve strategic outcomes. You will need to quickly understand the environment and stakeholders so you can develop strategies for getting the GWEO Enterprise up and running. These are new positions requiring you to establish, implement and provide governance by developing business strategies, plans and processes, and exercising initiative to deliver results.

These positions are for high functioning, proactive self-starters. In these roles you will plan ahead, anticipate changes and exercise initiative to get things done. You will take responsibility, think strategically, exercise judgement, make decisions in a fast-paced, continually changing environment, solve problems and manage stakeholders. You will also contribute to achieve what is necessary to support the Enterprise team in delivering its outcomes.

As EL 1 Business Manager, you will drive business support by managing priority workloads, researching and analysing information, providing advice, making recommendations, and writing reports. This includes, but is not limited to, coordinating Human Resource requirements and associated tasks, managing reporting and finance and supporting the GWEO Director with the day-to-day management of the Enterprise.

As EL 1 Business Analyst you will analyse complex business issues, develop supporting strategies and assess, evaluate and enhance implementation, including contributing to project reporting.

About our Team

Government recently announced the acceleration of a Sovereign Guided Weapons and Explosive Ordnance (GWEO) Enterprise. The GWEO Enterprise will enhance Australia's self-reliance and supply chain resilience and develop a sovereign guided weapons manufacturing capability.

The Enterprise is a directorate in Defence's Explosive Materiel Branch (EMB) in the Capability Acquisition Sustainment Group (CASG). EMB partners with industry to acquire and sustain a multi-billion-dollar portfolio of explosive ordnance capability to support the Australian Defence Force.

This newly established team will work collaboratively and achieve results to a very high standard. The team will grow quickly in the coming months and be made up of a dynamic and flexible Australian Public Sector, Australian Defence Force and contractor workforce from the private sector.

More information (Hyperlink: <https://www.defence.gov.au/project/sovereign-guided-weapons-and-explosive-ordnance-enterprise>)

Prime Minister's media release (Hyperlink: <https://www.pm.gov.au/media/sovereign-guided-weapons-manufacturing>)

Our Ideal Candidate

Our ideal candidate will:

- Shape strategic thinking through business analysis and expertise by inspiring direction for establishing and implementing complex business processes and frameworks.
- Drive real results by designing and implementing strategies, initiatives, data systems and business processes.
- Deliver best-practice business management initiatives, by leveraging your team's professional experience to steer and implement change and monitor and track outcomes.
- Cultivate productive relationships by establishing sound stakeholder relations to deliver critical business analysis objectives to support the Enterprise.
- Exhibit professionalism by being motivated, displaying initiative, being focused and ensuring quality business management capabilities.
- Demonstrate exemplary communication skills by producing quality, considered written material and persuasive influence orally, including to diverse audiences.
- Build a dynamic team by demonstrating leadership, driving a 'can-do' culture, mentoring, guiding and cultivating a high-performing, cohesive and directed team.
- Govern business by building processes and frameworks and leading a team that takes responsibility for collaboratively delivering solutions to problems.

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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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	Taylor Shepherd, 02 6268 1384
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4187BAA6-7449-7972-44C2-C8BF93E4CBB0

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Defence

Vacancy VN-0709068

Department of Defence

Closing Date: Monday 15 August 2022

Defence Science and Technology Group
Research Services Division

Job Title	Work Health and Safety Specialist – Research Field Trials (Principal Safety Lead Field Research)
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	DSTG/04323/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=916F3C19-5CF3-301B-7C0C-C8BF93E5BD86>

Duties

The Role

The Principal Field Research Safety Advisor will initially work within the pilot DSTG Trial Authority team, to develop strategies and system elements targeted at improving safety for all DSTG Research Field Trials. This role based in Edinburgh South Australia, will be an enduring part of the revised DSTG WHS Enabling Operations Model supporting complex trials. This will include overseeing the WHS Systems elements designed to ensure safety and compliance, training, investigation, governance, assurance and

continuous improvement, for processes designed to ensure safety in the planning, coordination and delivery of Trials. This role will also lead and mentor other DSTG safety professionals to ensure there is consistent guidance and support for conducting Research Field Trials.

This role will be accountable under broad direction from the Director Research Trial Planning and Coordination, to perform and achieve very complex Work Health and Safety specialist work within an integrated workforce and will require an in-depth knowledge of compliance with legislative frameworks, government decision-making and Defence More Together Strategy. The successful candidate will be required to liaise with other WHS SMEs and technical teams, which are a critical part of the safe conduct of DSTG Trials. This role also presents an opportunity to collaborate with a range of stakeholders including ADF, Defence industries and external providers.

The nature of work associated with Research Field Trials is diverse, with different work environments that the Trial Authority team may visit.

These include:

- Local and remote defence ranges or DSTG managed trial sites;
- Academic campuses;
- Industry and other defence partners.

The general based workplace environment includes:

- Open plan office;
- Computer use and sitting at desks.

About our Team

The DSTG Trial Authority and DSTG Research Safety Teams (Edinburgh and Fishermans Bend) work collaboratively with SMEs across all domains to provide support and advice on highly complex safety challenges. Both teams are an enthusiastic and motivated group of professionals who value working together, engaging across a number of complex hazards that will challenge your thinking and encourage you to be innovative and decisive to enable the safe delivery of outcomes on Research Field Trials.

Our Ideal Candidate

Our ideal candidate will be able to:

- Demonstrate an ability to build and sustain relationships with a network of key people internally and externally;
- Have tertiary WHS qualifications, ideally with experience working within remote and isolated working environments;
- Highly desirable for the candidate to have qualifications and experience working with Defence weapons and range safety requirements;
- Ability to deliver strategies to reduce the risks associated with complex field trials, including First Aid and Emergency planning;
- An understanding of Safety Risk Management principles, and be able to provide leadership to assist in the development and implementation of control strategies;
- Experience in building teams, mentoring and working collaboratively with a board range of professionals within a complex and often demanding environment;
- Qualifications and experience to assess and support specialist areas for safety, including minor construction, working at heights, operation of plant and equipment including high risk plant;
- Experience and ability to work as part of a logistics team, supporting complex planning; and project deadlines;
- Experience with any of the following principal hazards in a field environment would be well regarded combined with a willingness to learn broad safety requirements across these thematic areas:
 - Radiation,
 - Hazardous chemicals,

- Biological,
- Explosives,
- Range and Weapon Safety, and
- Maritime Safety.

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	Karen Wilson, 0418 498 918
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=916F3C19-5CF3-301B-7C0C-C8BF93E5BD86

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Defence

Vacancy VN-0709095

Department of Defence

Closing Date: Monday 15 August 2022

Capability Acquisition and Sustainment Group
Maritime Systems

Job Title	Marine Asset Manager
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	CASG/04924/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=23A9B429-BE0C-C842-6E16-C8BFCBDCD8FD>

Duties

The Role

The Maritime Docks and Marine Services Systems Program Office (MDMSSPO) located at Garden Island in Sydney are seeking a Marine Asset Manager to join our team. Assets under management include small craft (Harbour Tugs, 15m general purpose workboats, Stebers, Self-Propelled Water Fuel Lighter (SPWFL), dive boats, flat top lighters and historical craft), and other ancillary assets (buoys, markers, trailers and pontoons). The key responsibilities of the position are as follows:

- Lead, plan and deliver projects across the asset management and materiel logistics areas.
- Translate Naval materiel seaworthiness and other technical regulatory requirements, and incorporate these into planning and decision making processes.
- Implement and coordinate processes and procedures that support logistics in accordance with Defence requirements.
- Act as the Principle Support Manager, who controls the supply chain, within the SPO, Industry Partners and DMSS INPT AMSDO.
- Manage a varied workload to meet the objectives of the workgroup. Activities may include tracking certification status of Assets, representative duties at asset dockings, travel to regional sites for asset assurance activities, optimising asset utilisation and day to day problem solving of asset related issues.
- Stakeholder engagement is a strong focus for the role, with the position being required to engage extensively with customers, industry partners, team members and other Defence stakeholders.

About our Team

The Maritime Docks and Marine Services Systems Program Office (MDMSSPO), part of the Capability Acquisition and Sustainment Group (CASG), is based at Garden Island in Sydney. The focus of the MDMSSPO is to partner collaboratively with industry, to govern and assure the delivery of capability that is seaworthy, efficient, effective and economical. The MDMSSPO enables the availability of the Captain Cook Graving Dock (CCGD) at Fleet Base East, through collaboration with our industry partner at Garden Island.

MDMSSPO also manages the Defence Marine Support Services In-Port and Towing (Tug) services in support of Navy. The Marine Asset Manager will be part of a dynamic team dedicated to governing and assuring the assets that are part of the In-Port and Towing Product for Defence. With the MDMS SPO currently building our team, plans and processes, there are opportunities for the Marine Asset Manager to contribute ideas and expertise. Career development is encouraged,

through enabling employees to build both leadership and technical skills.

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

We are seeking an individual with strong interpersonal skills, with an agile approach to managing complex and competing priorities. To succeed in this role you will have the ability to:

- Engage extensively with customers, industry partners, team members and other Defence stakeholders to resolve asset management and materiel logistics issues.
- Assist with the implementation of asset governance and assurance processes, to meet technical regulatory requirements. Acquire knowledge of Australian Maritime Safety Authority (AMSA) National Survey of Commercial Vessel (NSCV) and naval seaworthiness management system requirements in a maritime environment.

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	Naval Shipbuilding, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=23A9B429-BE0C-C842-6E16-C8BFCBD8CD8FD

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Defence

Vacancy VN-0709101

Department of Defence

Closing Date: Monday 15 August 2022

Defence People Group
Head People Capability

Job Title	Defence Social Worker
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	DPG/04335/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=0D55BE3F-36C7-474E-6D33-C8BFCC5F8300>

Duties

The Role

Defence Social Workers deliver a broad range of support services and programs to Defence members and families; and a range of critical assessments to assist Commanders in making decisions that impact Defence families and Defence capability.

Defence Social Workers:

- Provide social work services in a generalist practice framework, including comprehensive assessments, bereavement support, brief intervention and referrals to enhance the social functioning of Australian Defence Force personnel and their families,
- Conduct quality assessments and write reports to assist in decision making processes,
- Provide support to Defence families to manage the military lifestyle,
- Provide training to Defence members and Command, and psychosocial programs to Defence families,
- Assist Defence families engage with their communities and local services,
- Deliver the Defence Member and Family Support suite of national programs in relation to partner employment, education and critical incidents to Defence families, and
- Develop strong community links between the wider Australian community, Defence families, and the Defence organisation.

About our Team

Defence Member and Family Support Branch (DMFS), offers a broad range of programs and services to assist Commanders, Australian Defence Force members and their families manage the military lifestyle. DMFS supports Defence families' self-reliance and capacity to engage with community agencies. DMFS Northern Territory is responsible for providing support to all ADF

members (Navy, Army and Air Force) and their families.

The Defence Social Worker will be based in Darwin, but will be required to travel to Katherine/Tindal on a regular basis. The Defence Social Worker will work collaboratively within a dynamic multi-disciplinary team with Military Support Officers, Defence Social Workers, Business Support Officer, Family Liaison Officers, an Educational Liaison Officer and local Transition staff.

Our Ideal Candidate

The ideal candidate for this role:

- Applies professional expertise in social work,
- Operates within the boundaries of organisational processes and policies to provide brief interventions, critical incident management, psychosocial assessments and social work reports,
- Uses judgement to identify options and resolve problems objectively,
- Builds and sustains positive relationships with team members, stakeholders and clients,
- Possesses strong stakeholder engagement, group work and presentation skills, and
- Possesses an ability to work independently, manage competing priorities and meet deadlines.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Dianne Elson, 0414 019 082
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0D55BE3F-36C7-474E-6D33-C8BFCC5F8300

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Defence

Vacancy VN-0709116

Department of Defence

Closing Date: Monday 15 August 2022

Defence Science and Technology Group
Science Strategic Planning and Engagement

Job Title	Assistant Director Science Translation and Commercialisation
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC, Edinburgh SA
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	DSTG/04920/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E34A698C-74A9-AA5B-9DDD-C8BFCD943851>

Duties

The Role

The Science Strategic Planning & Engagement Division (SSP&E) is responsible for the planning and oversight of DSTG's research programs, including developing the strategic direction, capability planning and external engagement. Partnerships Branch, a branch of SSP&E, works to enhance DSTG impact by collaborating with research and industry partners, nationally and globally.

The Science Translation and Commercialisation (ST&C) directorate within Partnerships branch provides DSTG with best practice intellectual property (IP) management and both strategic and practical technology translation and business commercialisation proficiency to fast-track development of capability for the Australian Defence Forces, with additional spill-over benefits of assisting Australian industry and the Australian economy. An exciting opportunity for an Assistant Director, Science Translation and Commercialisation has become available to join the ST&C team. As part of the team, you will possess:

- Commercial acumen and demonstrated experience in successfully developing, implementing and sustaining productive industry partnerships in the research or industry environment.
- Experience in commercialisation or technology transfer and negotiating to completion a wide range of collaboration, commercialisation and research contracts.
- Experience or demonstrated ability to communicate, liaise and negotiate effectively and sensitively with all staff and industry and universities to build productive relationships and facilitate mutually-beneficial outcomes.
- Demonstrated experience in the process of protecting, developing and commercialising early-stage IP;
- An understanding of the complexities and processes related to the commercialisation of IP in a research or industry environment including having knowledge of best practices in translating technology to an outcome.

The position will contribute a commercialisation expert's perspective to all aspects of commercialisation across the DSTG IP portfolio. The position will work closely with IP disclosures from DSTG researchers having commercial potential and with other ST&C team members to protect, market and commercially-exploit IP for the betterment of Defence capability and / or for the benefit of the sovereign Defence innovation economy.

About our Team

Defence Science and Technology Group (DSTG) is the Australian Government's lead agency charged with applying science and technology to protect and defend Australia and its national interests. It delivers expert, impartial advice and innovative solutions for Defence and other elements of national security.

Science Translation & Commercialisation is responsible for providing DSTG with best practice intellectual property (IP) management and both strategic and practical technology translation and business commercialisation experience to fast-track development of new advanced capability for the Australian Defence Force. ST&C measures itself by its ability to deliver outputs that are well on the pathway to attaining maximum impact for Defence, with additional spill-over benefits assisting Australian industry and the Australian economy in the cases where technologies have one or more non-Defence applications.

Our Ideal Candidate

We are looking for someone who is resilient, organised with excellent attention to detail, is an effective communicator encompassing strong written, verbal and interpersonal communication skills who can build productive relationships with colleagues and clients on all levels and works effectively as part of a team, as well as being able to undertake and prioritise individual tasks when required.

Eligibility

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	Timothy Lovell, 0488 122 893
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E34A698C-74A9-AA5B-9DDD-C8BFCD943851

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Defence

Vacancy VN-0709121

Department of Defence

Closing Date: Monday 15 August 2022

Defence Science and Technology Group
Science Strategic Planning and Engagement

Job Title	Analyst – Technology, Business and Markets
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Fishermans Bend VIC
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	DSTG/04890/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4571EE82-554E-1C28-CFA5-C8BFCDDB7694B>

Duties

The Role

An exciting opportunity for a commercially-savvy Analyst – Technology, Business and Markets, has become available to join the Science Translation and Commercialisation team, in further support of Defence's Science, Technology and Innovation strategy "More, Together". As the team's Technology Business Analyst, in accord with Defence's strategic priorities, you may be required to:

- Perform fundamental bottom-up research at a thematic, sector and company level
- Generate insight that may confirm or differ from the market perspective that provides input into the translation and commercialisation portfolio positions
- Analyse and synthesise findings with clear presentations
- Build and maintain technology valuation models using traditional valuation approaches
- Coordinate and collate due diligence requests on technologies, and potential research and industry partners

- Develop succinct business cases including market and competitor analysis breakdowns supporting or rejecting technology development, partnership and commercialisation opportunities
- Research new ideas, industry and technology linkages, and investable commercialisation technologies
- Contribute to strategies to participate in fully leveraging programs targeted at delivering innovation and industry-led research commercialisation
- Assist with research and analysis of capabilities / gaps across the Australian Defence innovation eco-system
- Undertake data acquisition, interpretation, visualisation, and extraction i.e. database information mining as relates to contract management, correspondence with partners, contract post-transaction management and key-outputs metric monitoring
- Assist in technology commercialisation education initiatives and engagement strategies
- Attend advisory and commercialisation meetings
- Market and promote technology and capabilities

The position will have a specific focus on the fundamental analysis of data associated with the commercialisation of technologies and will be expected to contribute a technology business analyst's perspective to all aspects of commercialisation.

The position will work closely with intellectual property disclosures with commercial potential and with other commercialisation team members to protect, market and optimally position intellectual property for a value-for-money transition into Defence capability and / or the broader Australian economy.

About our Team

Defence Science and Technology Group (DSTG) is the Australian Government's lead agency charged with applying science and technology to protect and defend Australia and its national interests. It delivers expert, impartial advice and innovative solutions for Defence and other elements of national security. This role forms an important component of the Science Translation and Commercialisation (ST&C) directorate within DSTG. ST&C is responsible for providing DSTG with best practice intellectual property (IP) management and both strategic and practical technology translation and business commercialisation proficiency to fast-track development of new advanced capability for the Australian Defence Force.

ST&C measures itself by its ability to deliver outputs that attain maximum impact for Defence, with additional spill-over benefits assisting Australian industry and the Australian economy. The directorate is part of Science Partnerships Branch within Science Strategic Planning & Engagement Division (SSP&E). SSP&E co-ordinates and develops DSTG's external engagements and leads the development of science policy, the formulation of strategic research programs, and the investment of resources into DSTG's science and technology capabilities.

Our Ideal Candidate

We are looking for someone who is resilient, organised with excellent attention to detail, is an excellent communicator with excellent written, verbal and interpersonal communication skills who can build productive relationships with colleagues and clients and works effectively as part of a team, as well as being able to undertake and prioritise individual tasks when required. We are also looking for an analyst who loves to be intellectually challenged by technology, business and markets and who is constantly seeking new knowledge and point of views.

Eligibility

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	Timothy Lovell, 0488 122 893
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4571EE82-554E-1C28-CFA5-C8BFCDB7694B

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Defence

Vacancy VN-0709148

Department of Defence

Closing Date: Monday 15 August 2022

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Branch ILS Local Site Administrator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	CASG/05068/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DF8B5898-27F5-1F60-967F-C8BFCEECD4C>

Duties

The Role

The APS 6 Local Site Administrator position is a key governance and assurance position within the Electromagnetic Warfare and Surveillance Systems (EWIS) Branch. This role provides technical, policy and process support and mentoring to branch logistics staff as well as providing advice and logistics data analysis and reporting to the branch and division executive.

The Local Site Administrator is also part of a Joint Systems Divisional team to provide security and access to the Defence Military Integrated Logistic Information System, and as required, assist with a consolidated logistics response to the greater Defence goals.

About our Team

EWIS deliver sensors and effectors to control the electromagnetic spectrum for our forces to have a superior advantage over adversaries. It includes complete situational awareness and force protection.

EWIS has a high performing culture and the successful candidate can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

Our Ideal Candidate

- Do you enjoy working with a diverse range of people?
- Are you interested in joining a great workplace in a challenging and rewarding role?
- Do you have experience in logistics environment?

The successful candidate will have:

- Extensive experience in the field of logistics within a Defence acquisition and sustainment context
- Proven subject matter expertise in Logistic Policy and Procedures.
- Able to provide direction and mentorship to ensure integration and consistency within the materiel logistics discipline;
- Excellent communication and customer engagement skills.

Eligibility

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

Notes

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

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To Apply

Position Contact	Noelle Pocknall, 02 5108 6035
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DF8B5898-27F5-1F60-967F-C8BFCEECDE4C

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Defence

Vacancy VN-0709188

Department of Defence

Closing Date: Monday 15 August 2022

Defence Science and Technology Group
Science Strategic Planning and Engagement

Job Title	Group Leader Science Strategy & Policy
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$148,225 - \$166,808
Classification	Executive Level 2
Position Number	DSTG/04889/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BD32765A-F741-9BDF-5BEB-C8C00756DD4C>

Duties

The Role

We are after a dynamic and enthusiast leader 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 lead a team that develops and implements Defence science and technology policy and strategy which guides investment and delivery for DSTG along with the broader Defence S&T innovation ecosystem.

You will do this by drawing on government policy, Defence strategy and intelligence reporting to present compelling guidance. 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 lead 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

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You will do this by drawing on government policy, Defence strategy and intelligence reporting to present compelling guidance. Through personal and team research, you'll be able to ensure that world leading best practice shapes DSTG's policy and strategy approach.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Nigel McGinty, 0422325922
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BD32765A-F741-9BDF-5BEB-C8C00756DD4C

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Defence

Vacancy VN-0709206

Department of Defence

Closing Date: Monday 15 August 2022

ARMY
ADFHQ - Office of Chief of Army

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$69,811 - \$76,215
Classification	APS Level 4
Position Number	ARMY/05074/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6D6B2156-CB97-8343-8896-C8C007F92673>

Duties

The Role

The APS4 Administration Officer will be primarily responsible for supporting the administrative functions performed by the Staff Officer to the Commander Australian Army Cadets (AAC), including the management of the Commander's calendar and general correspondence, travel coordination for the Commander, National Assistant Commander (a Volunteer) and our four Senior Cadet youths.

The position's secondary responsibility is to assist the processing of youth safety clearance checks, which are a critical part of ensuring that the Australian Army Cadets meets its mandatory obligations under the Defence Youth Safety Framework. The APS4 Administration Officer must be able to establish and maintain effective working relationships with diverse staff groups, including Defence personnel, APS, volunteers, and have an ability to understand and work with youth. As such, communication skills are a key requirement of this position.

The position offers the opportunity to interact with a broad range of people of all ages involved in the AAC. The successful applicant will have the opportunity to work in one of Army's most diverse working and professionally rewarding environments. The position offers distinct opportunities to contribute to youth development across a broad range of activities and events.

About our Team

The Australian Army Cadets (AAC) is an Army youth development organisation, consisting of military, APS, adult volunteers and cadet youth. The organisation has 20,000 personnel, including 18,000 cadet youth, which is geographically dispersed across the nation under a National and nine Regional Headquarters.

The core element of the AAC is our adult volunteers, who are directly responsible for the safe and effective delivery of the Army Cadet program. The Office of the Commander AAC is a small staff consisting of the Staff Officer, and the APS4 Administration Officer. This staff is primarily responsible for supporting the Commander AAC.

More broadly the APS4 Administration Officer will support the National Administration Manager, within Personnel Branch, to assist in the coordination of youth safety checks.

Our Ideal Candidate

To succeed in this role you must be a self-starter and have personal drive and integrity with a demonstrable ability to:

- Be able to monitor and track the progress of multiple assigned tasks.
- Have strong communication skills and maintain professional working relationships with internal and external stakeholders.
- Be able to prioritise tasks and shift priorities quickly, and deliver outcomes as an individual and as part of a team.
- Be proficient in the Microsoft Office suite of products including intermediate skills in Outlook, Excel and Word.

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	Major Cindy Hinds, 02 5108 3241
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6D6B2156-CB97-8343-8896-C8C007F92673

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Defence

Vacancy VN-0709217

Department of Defence

Closing Date:Monday 15 August 2022

Security and Estate Group
Service Delivery Division

Job Title	Base Support Officer Oakey
Job Type	Full-Time, Ongoing
Location	Oakey QLD
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	SEG/05071/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5CD54D0B-4272-193A-33E9-C8C009BFAB69>

Duties

The Role

Base Support Officers have considerable stakeholder and customer engagement responsibilities. You will be required to understand our business and develop a clear understanding of the scope of Security and Estate Group deliverables and the Service Delivery Framework that underpins service integration and collaboration practices to achieve Defence's capability outcomes.

You will be required to represent your Department at various forums engaging with both internal and external stakeholders with professionalism and confidence.

To be a successful candidate your recognised strengths will be:

- Customer focused - able to hear the voice of the customer and drive improvements in service delivery;
- Highly developed communication and interpersonal skills and able to collaborate with stakeholders and influence improvements to service quality;
- Ability to adapt to change in a positive and flexible manner;
- Demonstrated ability to 'think on your feet', consider options and initiate appropriate action;
- Able to manage and mentor other team members; and
- Be a 'Team Player'.

About our Team

Security and Estate Group, Service Delivery Division, North Central Zone is currently looking to fill one position at the APS 5 level, with the intention to create a merit pool to potentially fill further similar vacant APS 5 positions.

The Base Management Team monitors and responds to base service delivery issues, coordinates the development of whole of base plans (e.g. Safety, Security and Emergency) across the Defence sites by reviewing and monitoring Base Management arrangements to ensure currency and consistency with service delivery requirements.

The Team works collaboratively with internal and external stakeholders to assure prescribed product and services standards are met within agreed time frames as well as build and sustains effective relationships with team members and actively participate in team work and group activities. The Team also evaluates activities and processes for compliance with legislation, regulation or standards, design and recommend solutions to whole of base operation issues that

may be affecting the achievement of desired outcomes.

The Team also assess risks and provide guidance in relation to risk management strategies and develops, rehearses and maintains whole of base plans and instructions to achieve business objectives.

The position and team is located at Swartz Barracks Oakey and is responsible for managing the Base and other sites across the region, some of which can be two to four hours' drive from Oakey.

Our Ideal Candidate

The ideal candidate for this role will possess:

- A customer centric approach to service delivery;
- Resilience, personal drive and a focus on enabling others in support of Defence capability;
- An ability to manage competing priorities and meet deadlines;
- An ability to working autonomously, and as part of a team;
- A flexible approach while maintaining attention to detail with a dynamic environment;
- An outcomes focus;
- Strong verbal, written and negotiation skills;
- Willingness to learn and be challenged;
- An ability to adapt to change in a positive and flexible manner; and
- Initiative and sound judgement in the interpretation and operational application of policy.

If you are looking for a position where you will be out and about, engaging with various stakeholders and you enjoy coming to work where no two days are the same then we recommend you engage with the contact officer and discuss further. **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	Tania Griffiths, 0447 685 813
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5CD54D0B-4272-193A-33E9-C8C009BFAB69

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Defence

Vacancy VN-0709227

Department of Defence

Closing Date: Monday 15 August 2022

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Industry Engagement Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	CASG/05117/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F97D253C-9AE2-32BE-61C8-C8C00A7D0781>

Duties

The Role

Work at the heart of a cutting-edge enterprise that is fast tracking the delivery of the Guided Weapons and Explosive Ordnance (GWEO) Enterprise in Australia. Working on this multi-billion dollar Australian Government initiative, APS6 Industry Engagement Officers will be accountable under broad direction to perform and achieve complex industry engagement and program management work within an integrated workforce. They will be accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

APS6 Industry Engagement Officers will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed professional and policy advice in relation to complex work and contribute to strategic planning and policy development.

Industry Engagement Officers will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional

development. They will also be required to represent GWEO in both inter-departmental and defence industry forums and possess strong communication skills in relation to representative duties.

About our Team

In 2021, the Government announced the acceleration of a Sovereign Guided Weapons and Explosive Ordnance (GWEO) Enterprise. The Enterprise will enhance Australia's self-reliance and supply chain resilience and develop a sovereign guided weapons manufacturing capability.

The Enterprise is a directorate in Defence's Explosive Materiel Branch (EMB) in the Capability Acquisition Sustainment Group (CASG). EMB partners with industry to acquire and sustain a multi-billion-dollar portfolio of explosive ordnance capability to support the Australian Defence Force.

This team will work collaboratively and achieve results to a very high standard. The team will grow quickly in the coming months and be made up of a dynamic and flexible Australian Public Sector, Australian Defence Force and contractor workforce from the private sector.

More information. (Hyperlink: <https://www.defence.gov.au/project/sovereign-guided-weapons-and-explosive-ordnance-enterprise>)

Prime Minister's media release. (Hyperlink: <https://www.pm.gov.au/media/sovereign-guided-weapons-manufacturing>)

Our Ideal Candidate

Our ideal candidate will:

- Build and sustain stakeholder engagement with key internal and industry players by communicating with influence and negotiating persuasively to support the GWEO Enterprise.
- Cultivate productive working relationships for engagement by facilitating cooperation, building partnerships and guiding relations for the Enterprise.
- Develop and evaluate stakeholder engagement strategies by analysing project performance and resolving issues.
- Communicate with influence by listening to and understanding needs, as well as adapting communications to target audiences.
- Shape strategic thinking by inspiring purpose, harnessing information and opportunities and displaying judgement and stakeholder engagement intelligence.
- Achieve real results by marshalling professional engagement expertise in a rapidly changing and challenging engagement environment.
- Display personal drive and integrity by committing to action, displaying resilience, showing personal courage and engaging with risk in a complex to very complex Enterprise environment.

The ideal candidate will have the following demonstrated attributes:

- Building and maintaining positive team and stakeholder relationships.
- Outcomes-based approach to resolving issues and driving outcomes.
- Orientated to achieving results through people.
- A skilful communicator.
- Strong planning and time management skills.

Eligibility

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	Merran Lloyd, 02 5109 8517
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F97D253C-9AE2-32BE-61C8-C8C00A7D0781

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Defence

Vacancy VN-0709285

Department of Defence

Closing Date: Monday 15 August 2022

Security and Estate Group
Service Delivery Division

Job Title	Customer Service Officer
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$61,630 - \$67,907
Classification	APS Level 3
Position Number	SEG/04834/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8AC5B761-847A-83C8-5CD7-C8C04606805B>

Duties

The Role

The APS 3 Customer Service Officer (CSO) role requires candidates that can work as part of a local team contributing to a national integrated service delivery culture. In this role candidates need a strong background in customer service/service delivery with the ability to problem solve and adapt to changes in work priorities.

The CSOs are the frontline of our Defence Customer Service Network (CSN), delivering internal products and services relating to military and civilian personnel and travel, just to name a few.

About our Team

The Defence Archives and Service Centres (DASC) Directorate is part of Defence CSN that comprises call centre, email and face to face customer services, archives, travel, publishing and library functions. Our dedicated staff ensure the role of the network provides high quality customer service to serving Australian Defence Force (ADF), ex-serving and Reserve members, Australian Public Service (APS) and the general public.

The team in Townsville comprises four CSOs and reports to an APS4 Team Leader. In this region there is one Customer Service Centre and one other office location the successful candidate will be required to work from.

Our Ideal Candidate

The successful candidate will be able to demonstrate effective communication skills to work across face to face, phone and written correspondence.

To be successful in this role you will have:

- Demonstrated experience in a service delivery environment;
- Demonstrated ability to deliver presentations to large audiences and key stakeholders;
- Demonstrated ability to work collaboratively within a diverse team and work environment;
- A commitment to on-the-job training and participation in activities to build and maintain customer service skills, systems and product knowledge

We are looking for enthusiastic people to join our team and form a Merit Pool of suitable candidates for future placement. Self-drive travel between different sites and locations will be required; candidates will require a current Driver's Licence.

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	Sandii Devietti, 0437 501 551
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8AC5B761-847A-83C8-5CD7-C8C04606805B

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Defence

Vacancy VN-0709288

Department of Defence

Closing Date: Monday 29 August 2022

ARMY
Forces Command

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Holsworthy NSW
Salary	\$69,811 - \$76,215
Classification	APS Level 4
Position Number	ARMY/04493/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F2B1CE35-9DC7-FB68-88EE-C8C0466A1A4E>

Duties

The Role

The APS4 Logistic Clerk Loans and Ammunition supervisor reports to the APS5 the Store Manager (APS 5), and also supervises the Garrison Q cell to ensure all logistic requirements are met.

The APS4 is responsible for the coordination of Loan Stores for 5 Bde and ensuring all loans are picked up and returned to the appropriate stakeholders. To have a good knowledge of policy and procedures relating to ammunition forecasting, documentation and management. Require a good working knowledge of the MILIS program and the Supply Chain Manual to ensure correct procedures are carried out.

An APS4 Logistics Clerk is accountable under limited direction to undertake moderately complex logistics inventory management activities and tasks. 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 take individual responsibility for accurate completion of work and seek guidance when required.

An APS4 Logistics Clerk will be competent within the logistics discipline, exercise initiative and judgement and require limited

guidance. They are expected to plan and complete logistics inventory management activities and tasks, selecting methods and resolving most of the issues that arise. They will be provided with assistance and guidance for the more complex issues.

About our Team

5 Combat Support Service Battalion (5 CSSB) is an Army Reserve unit which provides logistics, catering, transport and maintenance support to 5 Bde units which are geographically dispersed across NSW. The bulk of the unit is located at Holsworthy Barracks with other personnel parading at HMAS Harman and Wagga Wagga. 5 CSSB manages the Logistic requirements for all 5 Bde units within the Southern Area of NSW from Holsworthy Barracks. The Q Store within 5 CSSB manages the Corporate Governance for all 5 BDE units. It has a large Q Store which holds most of the Brigade Stores. It works closely with its sister unit 8 CSSB, which manages the Northern Area of NSW.

Our Ideal Candidate

To be successful in this role you will:

- Have a keen eye for detail.
- Be capable of working with a wide variety of customers and stakeholders.
- Manage the priorities and needs of the customers to meet and exceed their expectations.
- Be able to work in a fluid environment by remaining flexible, agile and adaptable.
- Have a good level of computer literacy including with financial systems.
- Be committed to ongoing self-improvement and professional development.

Eligibility

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

Notes

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To Apply

Position Contact	Warrant Officer Class Two Brett Mellish, 02 8108 5491
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F2B1CE35-9DC7-FB68-88EE-C8C0466A1A4E

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Defence

Vacancy VN-0709327

Department of Defence

Closing Date: Monday 15 August 2022

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Contract Management Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Southbank VIC
Salary	\$69,811 - \$82,059
Classification	APS Level 4;APS Level 5
Position Number	CASG/04389/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=69870843-F899-636E-5CE3-C8C07FD63FA5>

Duties

The Role

- Are you looking to apply your contract management skills to support some of the largest complex programs in Australia?
- Do you value a diverse workplace that supports work life balance and offers flexible working arrangements (including part-time as negotiated)?
- Secure your next role with us at Defence as an APS employee for generous employment benefits including professional learning opportunities.

As an APS4 or APS5 Contract Management Officer in the Land Domain of Capability Acquisition and Sustainment Group, you will be given the unique opportunity to work within a multidisciplinary team to deliver Australian Defence Force systems that are at the leading edge of Defence capability.

Your responsibilities will require you to apply your contract management skills and experience across a wide range of activities which may include planning, tendering, contract formation and contract management activities associated with multi-million contracts in support of capability for the Australian Defence Force.

About our Team

The Capability Acquisition and Sustainment Group (CASG) is an integral part of the Department of Defence. This group procures and maintains military equipment and supplies in the quantities and to the service levels that are required by Defence and approved by Government. Within CASG, the Land Domain acquires and supports designated land systems for the Australian Defence Force.

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

Our Ideal Candidate

The right person for this role will be a committed contract management professional that is able to demonstrate the adaptability and flexibility required to respond to the needs of their stakeholders. Experienced in complex contract management, or demonstrated potential to do so, you will use your initiative to make informed decisions and solve complex problems under broad direction. You will enjoy working in a team to come together and excel in order to achieve organisational objectives, whilst continuing to pursue your own self-development goals.

The APS4 Contracting Officer is accountable under limited direction to perform and achieve moderately complex contract management work, engage and communicate with stakeholders to identify, respond and provide advice on issues.

The APS5 Contract Management Officer is accountable under limited direction to perform and achieve complex contract management work, engage and communicate with stakeholders to identify, respond and provide advice on issues. **Eligibility**

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	Maree Hoskin, 0418 773 965
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=69870843-F899-636E-5CE3-C8C07FD63FA5

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Defence

Vacancy VN-0709353

Department of Defence

Closing Date: Sunday 28 August 2022

Defence People Group
People Services

Job Title	Defence Civilian Undergraduate Sponsorship - 2023
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 2
Position Number	DPG/04951/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1E9EA295-CC22-5C58-691A-C8BE690DE3E2>

Duties

Your Role

The Defence Civilian Undergraduate Sponsorship (DCUS) is a program that sponsors civilian undergraduates through a degree offered by the University of New South Wales (UNSW) Canberra at the Australian Defence Force Academy (ADFA). DCUS students do not wear uniforms and there are no military service obligations.

In 2023, the following degree disciplines are on offer:

- Engineering (Honours) (Aeronautical, Civil, Electrical, Mechanical and Naval Architecture) – 4 years of full time study
- Computing and Cyber Security - 3 years of full time study

It is anticipated that up to 30 sponsorship positions will be available for the 2023 DCUS.

As a successful participant on the DCUS, you will study alongside ADFA Trainee Officers and non-Defence students to achieve a Bachelor degree. The degree is delivered and awarded by UNSW.

A DCUS orientation session will be held in Canberra in February 2023 prior to the commencement of classes on 20 February 2023.

A UNSW Canberra Orientation Session will be held on Wednesday 15 February 2023.

Sponsorship Conditions

The DCUS provides:

A sponsorship for full tuition of a three or four year Bachelor degree in one of the specified disciplines. All course tuition fees will be covered by the Department of Defence;

An allowance of \$2,000 per annum to cover the cost of text books and other required study expenses;

Up to 12 weeks of paid work experience placements in the Department of Defence, during which undergraduates will be employed as APS level 2 non-ongoing (temporary) employees under the Public Service Act 1999 on a base salary of \$54,105 pa (current as at June 2022); and

The benefit of Defence experience when applying for the Defence Graduate Program in the final year of your undergraduate degree.

Applicants who are offered and accept a sponsorship will be required to sign an agreement with the Department of Defence. Where applicants are under 18 years of age, the agreement must be signed by a parent or guardian on their behalf.

The agreement will set out the sponsorship conditions and the responsibilities of the parties involved. A copy of the agreement will be provided to shortlisted applicants.

Our Ideal Candidate

As a participant on the DCUS, you will be required to maintain the required academic standard (i.e. maintain pass grades for all subjects) each semester and your conduct and work performance will be assessed. Unsatisfactory academic performance or breach of codes of behaviour may result in sponsorship termination.

Satisfactory performance over the sponsorship period will be determined at the Department of Defence's discretion by consideration of a range of factors including:

- Academic performance;
- Ongoing demonstration of the abilities outlined in the selection process;
- Personal behaviour;
- Work placement reports;
- Participation in DCUS events;
- Ongoing compliance with the Sponsorship Agreement;
- Performance against the APS Code of Conduct and Defence Values;
- Performance against the ADFA and the UNSW codes of behaviour;
- Obtaining the required security clearance within required timelines; and
- Application for, and assessment for eligibility and admission to, the Defence Graduate Program upon completion of the sponsorship.

Our Organisation

Defence's primary mission is to protect Australia and its national interests, promote security and stability in the world, and support the Australian community as directed by the Government. Defence Australian Public Service (APS) employees are engaged in an array of occupations, across Australia and around the world, enabling our three services: Navy, Army and Air Force, to fulfil key defensive roles as well as providing a range of peacetime services.

In Defence, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology.

Defence is committed to recruiting the right people, in the right jobs, at the right time - whether it is

creating, acquiring or delivering Defence capability. Our greatest asset is our people.

A more diverse workforce supported by an inclusive culture enhances Defence's capability and effectiveness, as it draws on different ideas to innovate and adapt to a rapidly evolving strategic environment and the changing nature of warfare. Building 'Capability through Inclusion' is one Defence's six cultural reform priorities under Pathway to Change: Evolving Defence Culture 2017 – 2022.

Our Values and Behaviours reflect the traditions and identities of the Australian Defence Force (ADF) and the APS. The values underpin Defence's corporate culture and contribute to achieving organisational goals.

Defence accommodates requests for reasonable adjustment for people with disability to assist in the application process and if successful, the inherent requirements of the position. Please inform the contact person listed on the front of this Information Pack should you require adjustments to be put in place. The RecruitAbility process applies to this role.

Defence's commitment to Indigenous Reconciliation, Aboriginal and Torres Strait Islander communities, and the whole-of-Government Closing the Gap strategy is outlined in Defence's Reconciliation Action Plan 2019-2022.

Eligibility

Applicants must be able to obtain and maintain a security clearance at 'Baseline Vetting' level; "NV1", NV2" or "Positive Vetting" subject to position requirements.

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

Notes

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

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	Maddie Bustos, 02 5109 8228
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1E9EA295-CC22-5C58-691A-C8BE690DE3E2

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Environment and Energy

Vacancy VN-0709355

Clean Energy Regulator

Closing Date: Sunday 14 August 2022

Scheme Operations
Emissions Reduction Fund (ERF) Land and Forests Assessment

Job Title	Senior Regulatory Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,950 - \$101,264
Classification	APS Level 6
Position Number	CER 082-22
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

The Land and Forests Assessment Section administers elements of the Carbon Credits (Carbon Farming Initiative) Act 2011 and associated legislative instruments supporting the delivery of carbon abatement through plantation and regeneration activities. The section is responsible for assessing applications and ensuring compliance with scheme requirements through communication and outreach, and detecting and responding to non-compliance.

The section provides subject matter expertise and knowledge-transfer for all vegetation methods to internal and external stakeholders.

The Section values and delivers continuous improvement through regular review and critical analysis of assessment tools, processes and forms. We proactively develop guidance and engage with our clients to support participation and resolve issues.

Duties

The general duties of the position is to:

- Undertake assessments of scheme applications for eligibility to ensure compliance with legislative requirements against established procedures.
- Undertake more complex technical application verification tasks.
- Mentor junior staff and conduct training area processes, including the supervision of technical application verification tasks. Utilise knowledge of processes and methods to support less experienced employees by providing accurate guidance and assistance in completing applications.
- Prepare well-researched written material including assessments, correspondence, briefs, standard operating procedures and other technical information in accordance with documented assessment and/or business procedures.
- Educate scheme participants of their rights and obligations regarding schemes administered by the Clean Energy Regulator.
- Develop and maintain relationships with internal and external stakeholders and clients to explain elements of the relevant legislation, method determinations and assessment.
- Contribute to the development and implementation of assessment guidance and tools.
- Contribute positively to the risk management process, strategic planning and decision making within the work area.

Eligibility

This position is a security-assessed position. The successful applicant will be required to hold, or be able to obtain, a Baseline security clearance.

All applicants must be Australian citizens.

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 Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011 • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. The diversity of our staff is important to us. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

Position Contact	Andreana McGee, 02 6159 3385
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Foreign Affairs and Trade

Vacancy VN-0709294

Austrade

Closing Date: Sunday 14 August 2022

Corporate Services
IT Services Digital and Technology Change

Job Title	Digital and Technology Change Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,125 - \$98,935
Classification	APS Level 6
Position Number	3413_07/22
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Digital and Technology Change Officer assists in the provision of communication, training, and change management activities to support the delivery of high-quality Information and Communications Technology (ICT) services to stakeholders.

Duties

- Working collaboratively with Austrade staff and teams, internal and external stakeholders, and clients to ensure the delivery of consistent and high quality service enhancements, capability improvements and other initiatives
- Planning, developing and executing change in the organisation including the creation and maintenance of marketing, communication and training materials as required
- Developing and implementing training programs to build ICT capability across Austrade
- Maintaining the branch policy framework and core policy documents to support the effective use and delivery of ICT services within Austrade
- Coordination support for the branch on audit, risk monitoring and reporting

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	Michael Brassington, +61 (2) 6201 8348.
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0709325

Austrade

Closing Date: Sunday 07 August 2022

Strategy
Simplified Trade System Implementation Office of the CEO

Job Title	Executive Advisory and Taskforce Coordination Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC
Salary	\$91,125 - \$98,935
Classification	APS Level 6
Position Number	3434_07/22
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

We are seeking a dynamic and collaborative APS 6 officer to join the Executive Advisory and Taskforce Coordination team in the Simplified Trade System (STS). The officer will provide strategic support and advice to the executive and coordinate integrated Taskforce planning, engagement and products.

To be successful in this role, you will have experience and a sound understanding in delivering high level executive advice and support working within a fast-paced complex environment. You will often need to effectively undertake work with limited supervision. You will be organised and adaptable to change and possess the ability to prioritise, multi-task and display a high level of accuracy and attention to detail. You will have the ability to develop and maintain productive working relationships with internal and external stakeholders (at all levels). You will also have a sound knowledge of the role and functions of the Taskforce.

The Taskforce is an independent entity located within the Trade portfolio, reporting directly to the Minister for Trade and Tourism. While an independent entity, the Taskforce is supported by the Australian Trade and Investment Commission (Austrade) with the corporate support, systems and tools enabling the Taskforce to focus on simplifying trade.

The Taskforce is responsible for leading, coordinating and aligning whole-of-government reforms to make cross-border trade easier and less costly for Australian business. This will increase Australia's economic prosperity and international competitiveness, support trade diversification, create jobs and improve our cost of living.

We're working with businesses to co-design policy solutions and ensure that future reforms and investments align directly to business pain points. This will make a significant difference to thousands of Australian businesses, big and small.

To do this, we have assembled a high performing team that is passionate about Australia's economic recovery and driven to simplify trade and develop a tell-us-once digital model for cross-border trade interactions. Our people are drawn from across the APS network and private sector, with expertise and excellence in trade policy, business engagement, digital/ICT architecture and strategy, service design, user research and journey mapping, and corporate and program management. We have also partnered with industry and business leaders, as well as leading global experts in change and sector transformation. This breadth of exposure and opportunity to develop and implement practical policy solutions will grow your capability and have a positive influence on your career well beyond the Taskforce.

Duties

- Provide strategic support and advice to Taskforce SES, and undertake quality assurance for STS Taskforce products.
- Coordinate and align Taskforce strategic planning and engagement.
- Support staff to manage Taskforce deadlines and clearances for SES.
- Support the coordination of strategic activities for the Taskforce (e.g. planning days, showcases and capability building sessions).
- Manage the coordination of Taskforce Ministerial and inter-agency engagements including Interdepartmental meetings, Steering Committees and other key engagements as required.
- Proactively assist the SES with preparation for internal and external stakeholder engagement.
- Support coordination of whole-of-government integrated STS products.

- Provide support and guidance to the broader Taskforce and other members of the SES team to support broader Taskforce operation.

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

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To Apply

Position Contact	Christie Sawczuk, 0435 163 368
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0709330

Austrade

Closing Date: Sunday 14 August 2022

Simplified Trade System Implementation
Digital, Data and Design Data Sharing and Standardisation

Job Title	Director, Data Sharing and Standardisation
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$123,261 - \$143,646
Classification	Executive Level 2
Position Number	3441_07/22
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

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We're working with businesses to co-design policy solutions and ensure that future reforms and investments align directly to business pain points. This will make a significant difference to thousands of Australian businesses, big and small.

To do this, we have assembled a high performing team that is passionate about Australia's economic recovery and driven to simplify trade and develop a tell-us-once digital model for cross-border trade interactions. Our people are drawn from across the APS network and private sector, with expertise and excellence in trade policy, business engagement, digital/ICT architecture and strategy, service design, user research and journey mapping, and corporate and program management. We have also partnered with industry and business leaders, as well as leading global experts in change and sector transformation. This breadth of exposure and opportunity to develop and implement practical policy solutions will grow your capability and have a positive influence on your career well beyond the Taskforce.

The Director Data Sharing and Standardisation is responsible for leading the development of a cross-border trade data sharing by default framework and ensuring best practice approaches to data governance. This includes working with stakeholders to oversee the development and testing of whole-of-government trade data policies and standards. This also includes working closely with teams who are progressing the legislative and regulative framework for sharing cross-border trade related data.

Duties

- Working collaboratively and positively across the Taskforce and key government agencies, ensuring a coordinated, integrated and aligned approach to delivering the STS reform agenda.
- Use your expertise and knowledge to shape, support and deliver practical solution to STS reform initiatives, including a whole-of-government approach to data sharing and standardisation for cross-border trade.
- Produce, review and quality assure analysis, reviews and policy documents and implementation initiatives that are informed by business engagement and leverage international approaches and experiences.
- Lead, develop, provide strategic direction to, and motivate a high performing multidisciplinary team, and fostering a positive working culture.
- Work with the team to provide data-driven briefs, minutes and other documents and reports to a high standard and in a timely fashion.

- Effectively manage people, financial and physical resources in compliance with relevant Acts, delegations and policies.

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>

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To Apply

Position Contact	Sarah Ingram, 0422 312 525
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0709339

Austrade

Closing Date: Sunday 14 August 2022

Simplified Trade System Implementation
Digital, Data and Design Digital Strategy

Job Title	Director, Digital Strategy
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$123,261 - \$143,646
Classification	Executive Level 2
Position Number	3440_07/22
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

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To do this, we have assembled a high performing team that is passionate about Australia's economic recovery and driven to simplify trade and develop a tell-us-once digital model for cross-border trade interactions. Our people are drawn from across the APS network and private sector, with expertise and excellence in trade policy, business engagement, digital/ICT architecture and strategy, service design, user research and journey mapping, and corporate and program management. We have also partnered with industry and business leaders, as well as leading global experts in change and sector transformation. This breadth of exposure and opportunity to develop and implement practical policy solutions will grow your capability and have a positive influence on your career well beyond the Taskforce.

The Director Digital Strategy is responsible for leading the delivery of STS digital strategy advice including development of digital policies, ICT architectures, digital initiatives, and development of related briefings and artefacts. This includes working with agency stakeholders to ensure a whole-of-government outcome and working closely with teams who are progressing data strategy, user research, regulatory reform and business cases.

Duties

- Work collaboratively and positively across the Taskforce and key government agencies, ensuring a coordinated, integrated and aligned approach to delivering the STS reform agenda. Use your expertise and knowledge to shape, support and deliver practical solution to STS reform initiatives, including a whole-of-government approach to digital strategy for cross-border trade.
- Produce, review and quality assure analysis, reviews and policy documents and implementation initiatives that are informed by business engagement and leverage international approaches and experiences.
- Lead, develop, provide strategic direction to, and motivate a high performing multidisciplinary team, and fostering a positive working culture.
- Work with the team to provide data-driven briefs, minutes and other documents and reports to a high standard and in a timely fashion.
- Effectively manage people, financial and physical resources in compliance with relevant Acts, delegations and policies.

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

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To Apply

Position Contact	Craig Cowan, 0481 475 181
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0709347

Austrade

Closing Date: Sunday 14 August 2022

Simplified Trade System Implementation
Digital, Data and Design Data Sharing and Standardisation

Job Title	Senior Policy Adviser
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$105,366 - \$118,522
Classification	Executive Level 1
Position Number	3442_07/22
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

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The Taskforce is responsible for leading, coordinating and aligning whole-of-government reforms to make cross-border trade easier and less costly for Australian business. This will increase Australia's economic prosperity and international competitiveness, support trade diversification, create jobs and improve our cost of living.

We're working with businesses to co-design policy solutions and ensure that future reforms and investments align directly to business pain points. This will make a significant difference to thousands of Australian businesses, big and small.

To do this, we have assembled a high performing team that is passionate about Australia's economic recovery and driven to simplify trade and develop a tell-us-once digital model for cross-border trade interactions. Our people are drawn from across the APS network and private sector, with expertise and excellence in trade policy, business engagement, digital/ICT architecture and strategy, service design, user research and journey mapping, and corporate and program management. We have also partnered with industry and business leaders, as well as leading global experts in change and sector transformation. This breadth of exposure and opportunity to develop and implement practical policy solutions will grow your capability and have a positive influence on your career well beyond the Taskforce.

The Senior Policy Adviser will support the Director Data Sharing and Standardisation to develop a cross-border trade 'data sharing by default' framework and ensuring best practice approaches to data governance. This includes working with stakeholders to oversee the development of whole-of-government trade data policies and standards. This also includes working closely with teams who are progressing the legislative and regulative framework for sharing cross-border trade related data.

Duties

- Work collaboratively and positively across the Taskforce and key government agencies, ensuring a coordinated, integrated and aligned approach to delivering the STS reform agenda.
- Shape, support and deliver practical solutions to STS reform initiatives using your expertise, including a whole-of-government approach to data sharing by default for cross-border trade.
- Produce, review and quality assure analysis, reviews and policy documents and implementation initiatives that are informed by business engagement and leverage international approaches and experiences.
- Lead, develop, provide strategic direction to, and motivate a high performing multidisciplinary team, and fostering a positive working culture.
- Work with the team to provide data-driven briefs, minutes and other documents and reports to a high standard and in a timely fashion.
- Effectively manage people, financial and physical resources in compliance with relevant Acts, delegations and policies.

- Provide advice and support within the Taskforce on STS reform initiatives.

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

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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	Craig Cowan, 0481 475 181
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0709350

Austrade

Closing Date: Sunday 14 August 2022

Job Title	Senior Adviser
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Adelaide SA, Melbourne VIC, Sydney NSW, Perth WA
Salary	\$105,366 - \$118,522
Classification	Executive Level 1
Position Number	3443_07/22
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

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The Senior Adviser will support the Director Digital Strategy to develop and deliver STS digital strategy advice including development of digital policy, ICT architectures, digital initiatives, and development of related briefings and artefacts. This includes working with agency stakeholders to ensure a whole-of-government outcome and working closely with teams who are progressing data strategy, user research, regulatory reform and business cases.

Duties

- Work collaboratively and positively across the Taskforce and key government agencies, ensuring a coordinated, integrated and aligned approach to delivering the STS reform agenda.
- Shape, support and deliver practical solutions to STS reform initiatives using your expertise and knowledge, including a whole-of-government approach to digital strategy for cross-border trade.
- Produce, review and quality assure analysis, reviews and policy documents and implementation initiatives that are informed by business engagement and leverage international approaches and experiences.
- Lead, develop, provide strategic direction to, and motivate a high performing multidisciplinary team, and fostering a positive working culture.
- Work with the team to provide data-driven briefs, minutes, strategy reports, presentations and other documents and general reports to a high standard and in a timely fashion.

- Effectively manage people, financial and physical resources in compliance with relevant Acts, delegations and policies.
- Senior adviser provide advice and support within the Taskforce on SRS reform initiatives.

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

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To Apply

Position Contact	Craig Cowan, 0481 475 181
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0709354

Job Title	Research Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,125 - \$98,935
Classification	APS Level 6
Position Number	3446_07/22
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

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The Experience, Research and Design Team in the Simplified Trade System Implementation Taskforce uses human centred design to improve trade experience for businesses.

We are looking for Research Support Officer to work alongside a highly collaborative and passionate human centred design team to support day to day research, design and engagement activities.

Duties

- Working with the Product Manager and Design Lead to create, manage, and refine the product backlog.
- Work across the streams and with partner agencies to ensure timely delivery of the various projects.
- Facilitating and leading team sprint ceremonies, such as Daily Stand-Ups, Backlog Refinement, Sprint Planning, Sprint Retro and Showcases.
- Removing blockers and impediments for the delivery streams.
- Creating productive working relationships with a large and diverse range of stakeholders, internally and externally.
- Creating and maintaining the roadmap of key milestones and activities across the program of work.
- Communicating progress of team deliverables through executive and ministerial reporting.
- Supporting procurement and workforce planning activities for the program.
- Assist in the organisation and facilitation of program led workshops

Eligibility

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

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Notes

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To Apply

Position Contact	Colleen Considine, +61 (2) 3201 7578
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0709296

Department of Health and Aged Care

Closing Date: Monday 15 August 2022

Quality And Assurance Division
Program Assurance Branch Reviews and Compliance Section

Job Title	Assurance Review Officers (Several Positions)
Job Type	Full-Time, Ongoing
Location	Woden ACT
Salary	\$79,002 - \$85,437
Classification	APS Level 5
Position Number	22-QAADIV-14334
Agency Website	

Job Description

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

The Department of Health and Aged Care is looking for passionate and driven Assurance Review Officers to support the delivery of program assurance activities. This important work ensures Home Care Package recipients receive services that provide value for money and are able to exercise greater choice and control.

Duties

As an Assurance Review Officer, your key responsibilities could include:

- supporting the review of provider documentation and conduct interviews with providers to assess whether services are being delivered as expected
- keeping accurate and comprehensive records to support reviews
- supporting drafting of reports including identifying issues, findings and recommendations
- communicating with service providers throughout reviews
- supporting section team members throughout the review process

[Note: you will be required to undertake accredited training for this purpose.] **Eligibility**

To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
- Completion of a medical declaration and pre-employment medical (where required).
- Providing evidence of qualifications (where required).
- Obtaining and maintaining a security clearance at the required level (where required).

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance of an appropriate level.

Notes

- Applications close 11:30PM AEST
- Applicants should quote reference number 22-QAADIV-14334 to assist when making an enquiry.

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Jess Wong, (02) 6289 7750
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0709319

National Mental Health Commission

Closing Date: Thursday 18 August 2022

National Mental Health Commission
National Suicide Prevention Office Partnerships, Engagement and
Accountability

Job Title	Assistant Director, Partnerships, Engagement and Accountability
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT
Salary	-
Classification	Executive Level 1
Position Number	20040280
Agency Website	https://www.mentalhealthcommission.gov.au/About

Job Description

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

The Partnerships, Engagement and Accountability Team

The Partnerships, Engagement and Accountability Team nurtures partnerships to ensure that lived experience guides and informs the work of the new National Suicide Prevention Office (NSPO); fosters collaboration with governments, researchers and the suicide prevention sector to drive a national whole-of-governments approach to suicide prevention; and helps maintain transparency and accountability of the NSPO through accurate public communication and operational tracking and reporting.

The team works closely with the Policy and Strategy team, Data and Capability team, and Head of the NSPO to ensure that the organisation achieves its national policy objectives. Key deliverables include lived experience partnerships, stakeholder forums, interjurisdictional working groups, government and public communication materials, and the NSPO annual report.

The Role

The Assistant Director will report to the Director of the Partnerships, Engagement and Accountability Team in the NSPO. The Assistant Director will contribute to engagement and communication activities to build and maintain partnerships with stakeholders and support the Head of the NSPO with critical operational functions of the NSPO.

In particular, the Assistant Director will play a key role in managing and coordinating engagement with state and federal government departments, agencies, and ministerial offices. This includes proactively liaising with key contacts, collaborating with other NSPO teams and carrying out independent policy research to draft briefs, submissions and proposals required to support whole-of-government action, and disseminating feedback from government to inform the NSPO's overall work.

The role will also assist the Director with broader stakeholder collaboration including working on a variety of complex policy issues, engaging professionally and respectfully with the community, facilitating the flow of information across the NSPO, and ensuring that input is appropriately reflected in the organisation's advice to governments.

As the NSPO is a new office, the Assistant Director will also be expected to work flexibly and play a key role in developing the foundations for the NSPO, including the establishment of the NSPOs governance structures and processes.

This is a unique opportunity to play a significant role in driving suicide prevention systems reform at a national level and be part of establishing the new office at a critical time in suicide prevention in Australia.

Ideal Candidates

The role is ideally suited to a motivated candidate with considerable public service experience who has an in-depth understanding of public service and government operations and has previously worked in roles requiring close relationships across government and departments. Experience in a Department Liaison Officer role will be highly regarded.

People with a lived experience of suicide are strongly encouraged to apply.

Duties

Key Responsibilities

- Supporting the NSPO Head and Director of Partnerships, Engagement and Accountability to engage and develop productive working relationships with key stakeholders with a focus on minister's offices and government departments.
- Managing the development of formal communication for government including Ministerial submissions and briefings.
- Supporting the NSPO Head to keep ministers and departments informed of NSPO work and providing advice aligned with the remit of the NSPO.
- Supporting NSPO teams to prepare high quality policy papers and reports on complex issues often working within tight timeframes.
- Support NSPO engagement with stakeholders, including members of the public, and ensure that information gathered is conveyed to other teams across the NSPO.
- Supporting the Director of Partnerships, Engagement and Accountability with developing communication content including public facing reports and content for online platforms.
- Supporting NSPO program management and accountability including by managing workflows, tracking activity, monitoring budgets.
- Contributing to the development of the NSPO Annual Report.
- Ability to work in a small team, situated across different locations.
- Effective records and information management.

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, 0409456490
Agency Recruitment Site	https://www.mentalhealthcommission.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0709291

IP Australia

Closing Date: Monday 15 August 2022

Policy & Corporate
Innovation & Technology

Job Title	494114 - Senior Service Centre Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$78,559 - \$84,187
Classification	APS Level 5
Position Number	5951
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

A Senior Service Centre Analyst is an individual who is interested driving innovation and delivery in a fast-paced agile environment and making a difference through their work.

This role requires an enthusiastic person with willingness to engage, communicate and collaborate with others. The successful candidate will have a demonstrated capability to quickly learn new technologies, like taking initiative, negotiating and problem-solving. We value resolution, informed troubleshooting and investigation and client engagement.

The role also requires a high level of skill in time management, and the ability to share knowledge through documentation, developing and improving processes and procedures. The successful candidate will work closely with other teams both internal and

external to the section and working on supporting partnerships across business and government and being part of the dynamic Service centre team.

The successful candidate will assist in client support providing phone support, mentoring, recording, and addressing issues as well as visiting clients to support equipment or systems.

This role is for someone looking to transition from a Service Desk role to IT Operations. While there is a component of Service Desk activities, our team provides desktop and administration services. This role is suited to someone who is interested in a diverse role, developing a broad operational support skill set, works collaboratively with all operational teams and assisting teams in complex operational support. We are seeking someone who can resolve issues, not log and assign to other teams and above all is a customer centric.

Duties

As the Senior Service Centre Analyst, you will participate in tasks within a client-focused team providing development, enhancement, implementation and support services for business and information technology systems.

The IT Generalist, specialising in Technical Analyst will be required to:

- Provide operational advice and troubleshooting on IT related business support issues.
- Support operational administration of a Service Desk – ticket management, rostering and other administrative duties to ensure the effective running of the team.
- Level 1 / 2 Technical support of IT queries, incidents, services requests etc.
- Support the administration of user provisioning activities in Active Directory and Microsoft Exchange.
- Technical management of mobile phones, iPads, and other mobility devices.
- Technical management of IP Australia's desktop services, including build, repair, technical documentation and asset management.
- Provide support for Audio and Video Conferencing systems, such as CISCO VC bridge and Microsoft Teams.
- Draft technical documentation and knowledge articles as well as client supporting knowledge articles to assist with proactive IT Support.

Eligibility

Essential skills:

Support experience with Windows, AD, Exchange, Office, video conferencing equipment, laptops, smart devices, printers, scanners and general IT hardware would also be beneficial, this includes the following:

- Windows 10/11, Active Directory, O365, Exchange, MS Office Cisco Jabber, Cisco Webex, Mobile Device Management, Software systems and packages (SCCM / Intune)
- Remote access systems
- Desktop Hardware management – Laptops, iPads, iPhones,

Additionally, it would be desirable to have a combination of:

Qualifications/knowledge and experience in information technology, or other related fields are highly desirable but not essential.

Notes

This recruitment process will be used to fill current vacancies, as well as future ongoing vacancies that may arise over the next 18 months in various similar roles.

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using

our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Amanda Mckenzie, 0414 296 292
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0709272

National Gallery of Australia

Closing Date: Sunday 14 August 2022

Exhibitions and Collections
Registration

Job Title	Collection Study Room Coordinator
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$65,476 - \$71,174
Classification	APS Level 4
Position Number	6002
Agency Website	https://nga.gov.au/

Job Description

<https://nga.gov.au/about-us/jobs/>

This position reports to the Senior Registration Officer and works to facilitate access to the collection that is not on display or on loan. The position coordinates and schedules viewings of works of art for Gallery employees and members of the public. The Collection Study Room Coordinator role will also assist within the collection storage team when moving works of art.

This is an ongoing full-time employment opportunity within the Gallery's Registration Department that falls under our Exhibitions and Collection Portfolio.

Duties

In accordance with the APS 4 work level standards, you will have the following key responsibilities:

- Coordinate bookings for the use of the Collection Study Room to allow access for the public and employees to view works of art in the national collection which are not on public display or on loan in accordance with agreed access procedures
- Supervise visitors in the collection study room and correctly handle works of art for the viewing benefit of visitors and the safety of the collection
- Liaise with Exhibitions, Conservation and Curatorial departments on the movement of art for viewing in the Collection Study Room, following agreed procedures for viewing works of art
- Work within the larger art handling team to retrieve works for viewings and assist with other Registration projects, including art handling and stocktake
- Maintain the Collection Study Room and ensure it is in a neat, clean and organised manner to maintain a high standard of Work, Health and Safety to ensuring a safe working and studying environment for all users
- Report statistics of the visitation numbers and quantity of works of art viewed

Eligibility

- Australian Citizenship
- Police check
- Current Driver's licence
- Forklift and/or Elevated Platform Licence (ability to obtain)
- Experience and/or the ability to be trained in installing works of art in a variety of media is highly desirable.

Notes

HOW TO APPLY

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the 'Our ideal candidate' and 'Who we are looking for' information available in the position document on our website.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Further, try not to duplicate information that can be found in your CV, but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

You should forward your application to recruitment@nga.gov.au.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our Values include excellence, creativity, courage, respect and accountability.

To Apply

Position Contact	Georgia Cunningham, + 61 2 6240 6776
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0709301

Australian Institute of Family Studies

Closing Date: Monday 15 August 2022

Research
Various Research teams

Job Title	Research Officers and Project Officers
Job Type	Full-Time; Part-Time, Ongoing; Non-Ongoing
Location	Southbank VIC
Salary	\$61,121 - \$73,964
Classification	APS Level 3; APS Level 4
Position Number	22-11
Agency Website	https://www.aifs.gov.au/

Job Description

<https://aifs.gov.au/work-with-us>

An exciting opening has arisen for Research Officers and Project Officers (APS 3-4) to support and undertake administrative and project support tasks across varying projects. If you are passionate about the welfare of children and families and want to be at the forefront of making a difference, we want to hear from you.

Research Officers (ROs) and Project Officers (POs) play a vital role in helping AIFS deliver its research projects. ROs and POs are entry-level researchers who have subject matter experience in one or more topic areas relevant to AIFS projects; for example, family relationships, program evaluation, child wellbeing, family law, out-of-home care, family violence, gambling harm, community development, communities and families and/or family policy and services.

RO and PO positions that may be filled from this recruitment process include roles involved in:

- Evidence synthesis, knowledge translation and impact
- Research management and impact
- Evaluation and impact

- Evaluation capability building for child and family services
- Longitudinal and lifecourse studies on topics including child and adolescent development and men's health
- Family trends and transitions
- Families, work and care
- Families and service systems
- Families experiencing disadvantage
- Family, domestic and sexual violence
- Defence and Veteran family research
- Public policy, families and institutions.

This recruitment process also seeks to establish a merit pool of suitable candidates for RO and/or PO roles that may be required in the future.

We are seeking Research Officers for each of the following teams:

- Child and Family Evidence (C&FE)
- Defence and Veteran Families Research (DVFR)
- Family Law, Family Violence and Elder Abuse (FL, FV & EA)
- Families, Society and Lifecourse Research (FS&LR)
- Ten to Men: The Australian Longitudinal Study on Male Health (TTM)

Please see the position description for information about each of the teams. This selection process will also be used to establish a merit pool to fill vacancies across AIFS that arise over the next 18 months. **Duties**

The duties of Research Officers will depend on the position but may involve one or more of the following:

- Assist with the preparation of research reports, study documents, papers, submissions, publications, short articles, and other related research materials.
- Assist or undertake research and associated activities.
- Assist with the design and implementation of qualitative and/or quantitative research and evaluation projects.
- Contribute to the development of survey instruments and interview protocols, applications for ethical clearance and other research materials.
- Assist with data cleaning and related work with administrative or survey/census data.
- Assist with literature review and analysis to feed into research reports.
- Assist with multimedia activities including e-newsletters and webinars.
- Respond to helpdesk queries, maintain records and assist with progress reports.
- Assist with administration tasks such as taking minutes, assisting with reporting, organising meetings and events, and co-ordinating quality-assurance processes.
- Liaise with stakeholders such as study participants, data users, government agencies and community organisations.
- Respond to research queries, undertake database searches, maintain records and undertake other research tasks as required.
- Assist with the preparation of presentations or workshops for practitioners and researchers.
- Liaise with external stakeholders including government agencies, community organisations and researchers.

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) may 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 health promotion allowance and 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 LGBTI+, 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	AIFS Recruitment, 392147888
Agency Recruitment Site	https://aifs.gov.au/work-with-us

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0709332

Services Australia

Closing Date: Wednesday 10 August 2022

Enterprise Portfolio Management Office

Job Title	Project Officer/Change Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Hobart TAS
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	EXT-M-2022-2068
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

APS6 Senior Change Officer:

Senior Change Officers plan, implement and evaluate change activities within the agency to support business transformation. They provide specialist advice to promote best practice and adherence to established change methodologies, practices and principles. They focus on coaching and supporting business areas to effectively plan, manage and implement change successfully. A key requirement of the role is to maintain professional relationships with internal stakeholders and relevant industry sector organisations to develop and facilitate efficient and effective change management.

Senior Change Officers work under limited direction of senior staff. They exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. Decision making is dependent on judgement, skills and knowledge. They manage and organise their own work in the context of competing priorities, including contributing to business planning, changes in workplace practices and business improvement strategies. Senior Change Officers may manage a small team.

APS6 Senior Project Officer:

Project Support professionals support the Program Manager with several related projects within specific program. They monitor project schedules and budgets, prepare progress reports, and liaise with key stakeholders. Senior Project Officers provide operational support to local teams to support the delivery of the agency's programs. They contribute to strategic planning for programs, changes in workplace practices and business improvement initiatives, and deliver programs in accordance with business requirements and work area priorities. They also play a key role in developing and maintaining relationships with internal and external stakeholders, and may provide operational leadership to a team.

APS5 Project Officer:

Project Support professionals support the Project Manager. They monitor project schedules and budgets, prepare progress reports, and liaise with key stakeholders. Project Officers provide high-level procedural, administrative and operational support to a work area to support the delivery of the agency's projects. Working under the general direction of senior staff, they play a role in maintaining relationships with other project teams, and stakeholders to provide advice and ensure the consistent delivery of project outputs.

APS5 Change Officer:

Enterprise Change Officers support change management and assurance activity in the Enterprise Change Office aligned to best practice frameworks and practices. They work dynamically across teams to provide administrative support to Senior Change Officers and Assistant Directors. They are required to communicate confidently with a range of stakeholders at all levels. Highly organised, they have the capacity to diligently undertake research and learn new skills and adapt to an evolving service offer in the Enterprise Change Office.

Duties

- develop, maintain and support effective relationships with internal and external stakeholders to deliver program services and build capability
- manage and coordinate projects and programs of work

- perform independent research work, analysis and reporting, including the preparation of draft reports on relevant project and program activities
- identify and assist with the management of program and project risks, issues and benefits
- develop and support stakeholder relationships to deliver projects and programs of work
- provide specialist advice and education to stakeholders on change management / methodology processes, procedures and best practice including impacts and benefits realisation
- provide leadership to a team and develop staff capability through coaching, mentoring, performance management, and on the job support
- contribute to innovation, changes in workplace practices and business improvement.

Eligibility

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

For positions located in the Northern Territory or any other state or territory that may mandate COVID-19 vaccination in the future, successful candidates will need to demonstrate that they are fully vaccinated against COVID-19 or have a relevant exemption.

Services Australia is responsible for the implementation of service delivery policy and provides access to social, health and other payments and services. The agency delivers Centrelink, Child Support and Medicare payments and services and Australian Hearing services.

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 a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

A merit pool may be established and used to fill future vacancies.

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	David Chandler, 0410 813 771
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0709343

Services Australia

Closing Date: Wednesday 10 August 2022

Enterprise Portfolio Management Office

Job Title	Senior Business Analyst/Senior Technical Information Officer
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Adelaide SA
Salary	-
Classification	APS Level 6
Position Number	EXT-APSL-2022-2070
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

APS6 Senior Business Analyst

Senior Business Analysts plan and monitor key criteria, eliciting requirements through collaboration with key stakeholders to capture business needs. They gather and analyse requirements, define and validate solutions that meet business needs, goals, objectives and/or legislation, to provide an effective solution for the agency.

Senior Business Analyst identify and achieve efficiencies, track and monitor trends and provide problem solutions through analysis of information and data. They are responsible for the collection, interpretation and examination of information or data, and contributing to the work areas reports, findings, decision making or recommendations using an evidence based approach. They often play a central role in aligning the needs of business units with the capabilities delivered by information technology or business activities, and may serve as a translator between different stakeholder groups. A Senior Business Analyst may manage and support staff, set work priorities and monitor performance and quality assurance.

APS6 Senior Technical Information Officer

Senior Technical Information Officers work across a range of business areas and assist in the provision of information and data to meet the requirements of stakeholders and the agency. They support and manage a range of aspects relating to the development

of software and technical design, information, data extraction and knowledge transfer. They understand data requirements and analyse scenarios within management information systems.

Senior Technical Information Officers collaborate with stakeholders to design and develop information management solutions to collect, validate, extract and present complex data to support operational and business improvement activity and strategic reporting. They work closely with data stewards, software developers, business analysts and data scientists to ensure data, related systems and processes are fit for purpose and high quality. Using highly developed research skills and an investigative approach, they are responsible for the collection, interpretation and examination of information or data, and contributing to reporting, decision making or recommendations using an evidence based approach.

Duties

- conduct stakeholder analysis to assist in engaging with stakeholders to effectively understand cross business functions and analyse their requirements
- identify potential business needs to recommend improvements for consideration by senior staff and provide analysis, verification and validation on the recommended improvements
- facilitate communication across business units with a range of stakeholders and assist with managing requirements and communication through scope, traceability and maintenance
- prepare and contribute to clear business and stakeholder requirement documentation including prioritising, organising and verifying the requirements
- prepare textual statements, matrices, diagrams and formal models to contribute to the analysis of requirements
- develop and maintain stakeholder relationships to define and deliver data and analytical solutions to meet requirements
- undertake analysis, innovative design, development, testing and maintenance activities for high complexity custom solutions
- perform query and programming functions to extract, maintain and expertly use information databases and other analytical tools to undertake data extraction, analysis and visualisation.

Eligibility

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

For positions located in the Northern Territory or any other state or territory that may mandate COVID-19 vaccination in the future, successful candidates will need to demonstrate that they are fully vaccinated against COVID-19 or have a relevant exemption.

Services Australia is responsible for the implementation of service delivery policy and provides access to social, health and other payments and services. The agency delivers Centrelink, Child Support and Medicare payments and services and Australian Hearing services.

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 a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

A merit pool may be established and used to fill future vacancies.

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	Melissa Duncan, 0457 028 851
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0709344

Services Australia

Closing Date: Wednesday 10 August 2022

Enterprise Portfolio Management Office

Job Title	Assistant Director – Analyst/Business Analyst
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Adelaide SA
Salary	-
Classification	Executive Level 1
Position Number	EXT-EL-2022-1713
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Assistant Director – Business Analysts work to understand how the agency functions in order to achieve its purpose and goals. This involves understanding the agency's capabilities required to deliver its services to customers and stakeholders. They develop an understanding of the current state of the agency or identifying future business needs in order to meet the agency's purpose. Business analyst staff seek to define and validate solutions that meet business needs, goals, or objectives.

Assistant Director – Business Analysts analyse and integrate information provided by a large number of customers, staff, IT professionals, executives, customers and external stakeholders. They are responsible for understanding the core needs and requirements of stakeholders and the agency. They may also work to facilitate communication between business units. They often play a central role in aligning the needs of business units with the capabilities delivered by information technology or business activities, and may serve as a translator between different stakeholder groups. Working under the broad direction of senior staff, they exercise a considerable degree of independence, with decision making substantially dependent on their own professional judgement and consideration of wider agency implications.

Duties

- liaise with a range of stakeholders to understand, gather and analyse their core requirements and concerns in order to meet their needs and the agency's business objectives
- assess the current state of the business to identify and recommend improvements for consideration by senior staff and provide strong analysis, verification and validation on the recommended improvements
- develop requirements and communication through scope, traceability and maintenance
- prepare, perform and coordinate elicitation requirement techniques such as brainstorming, workshops, prototyping, observation or interviews, and confirm or report on
- lead the examination and organisation of requirements to record and identify dependencies, relationships and logical sequences
- review and consider project documentation and agency processes to determine deliverables
- specify and model requirements through analysis using textual statements, matrices, diagrams and formal models
- promote the reason for a business change or capability that is required for the agency and/or contribute to the capability gap analysis.

Eligibility

For positions located in the Northern Territory or any other state or territory that may mandate COVID-19 vaccination in the future, successful candidates will need to demonstrate that they are fully vaccinated against COVID-19 or have a relevant exemption.

Services Australia is responsible for the implementation of service delivery policy and provides access to social, health and other payments and services. The agency delivers Centrelink, Child Support and Medicare payments and services and Australian Hearing services.

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Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

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

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To Apply

Position Contact	Leanne McCormick, (03) 8573 9220
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-0709346

Services Australia

Closing Date: Wednesday 10 August 2022

Enterprise Portfolio Management Office

Job Title	Assistant Director – Program/Project/Change Management
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Adelaide SA
Salary	-
Classification	Executive Level 1
Position Number	EXT-EL-2022-2072
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Assistant Director – Program Manager

Program Management professionals plan and undertake administration of a specific program including work across a range of business areas and provide support to areas by collecting, designing, analysing and reporting information. They oversee the purpose and status of the program and ensure all goals and time frames are met; and may also be responsible for key strategic projects or functions and provide strategic advice based on extensive analysis of data and information aimed to support decision making across the agency.

Assistant Directors support the agency by ensuring the high quality and consistent delivery of its programs. Working under the broad direction of a Director, they are expected to optimise the effectiveness of programs in their area of responsibility. In performing a leadership role, they undertake strategic planning and drive innovation and changes in workplace practices. They may manage program staff and play a key role in developing and maintaining relationships with internal and external stakeholders.

Assistant Director - Project Manager

Project Management professionals plan and undertake administration of a specific project. They oversee the purpose and status of the project and ensure all project goals and time frames are met. Project Managers support the agency by ensuring the high quality and consistent delivery of projects.

Working under the broad direction of senior staff, they are responsible for managing the design, planning, development, implementation and evaluation of project outputs. They liaise and work with key stakeholders to foster partnerships, provide strategic advice and optimise the effectiveness of projects in their area of responsibility. In performing a leadership role, they support innovation, changes in workplace practices and organises work in the context of competing priorities and strategic direction.

Assistant Director – Change Management

Assistant Directors (have the experience or capacity to quickly acquire skills to) lead the provision of change management support and assurance activity across the agency, in addition to a range of support roles including change measurement evaluation; planning and delivery; and strategy development. They work dynamically across the Branch to drive quality outcomes and demonstrate their strong working knowledge of change practice (for example; in a project or operational setting) aligned to the Enterprise Change Model and People Change Approach. They demonstrate a growth mindset and are required to communicate confidently and with influence with a range of stakeholders including senior executive. With highly developed skills in risk identification, mitigation and management, they have the confidence to represent in senior forums to provide best practice advice and guidance to maximise the likelihood of change success.

Duties

- liaise with a range of stakeholder to understand, gather and analyse their core requirements and concerns in order to meet their needs and the agency's business objectives
- research, analyse and apply problem solving skills to develop innovative solutions to meet client requirements and provide insights to executive on change risk

- develop and implement work area plans to meet demands and respond to change, providing strategic directions for work area and allocating resources
- prepare a range of written material including business cases, reports, executive briefs and corporate documentation
- make significant contribution to innovation, changes in workplace practices and business improvement
- provide expert advice on practices and approaches in alignment with the agency's change management approach
- manage, deliver and monitor projects that may have an organisation-wide impact
- provide leadership to a team, including performance management, coaching, mentoring, monitoring work processes and capability development.

Eligibility

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

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To Apply

Position Contact	Danny Scott, (07) 3324 7252
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0709348

Services Australia

Closing Date: Wednesday 10 August 2022

Job Title	Director - Program/Change Management
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Adelaide SA
Salary	-
Classification	Executive Level 2
Position Number	EXT-EL-2022-2076
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Director – Program Management

Program Management professionals plan and undertake administration of a specific program. They oversee the purpose and status of the program and ensure all goals and timeframes are met. Directors support the agency by overseeing the high quality and consistent delivery of its programs. Working under the broad guidance of a National Manager, they optimise the effectiveness of programs in their area of responsibility and provide support to the executive and program business lines. In performing a leadership role, Directors contribute significantly to change management in the workplace, and build relationships with key strategic stakeholders across all tiers of government to drive the implementation and integration of programs at the operational level.

Director – Change Management

Change Management professionals plan, develop, implement and evaluate change activities. Directors – Change Management establish, facilitate and maintain linkages to business areas and change management teams. Using their expertise in change management methodology, they provide professional and trusted advice and support on change management best practice and the agency's endorsed change management approach to support transformation. They are key in fostering a positive change culture that builds change capability, collaboration and effectiveness. They focus on building and maintaining strong relationships with business leaders to enable them to lead implement and manage effective change. Directors operate with a significant degree

of independence and work under the broad guidance of a National Manager to support business areas to deliver key change outcomes. They operate with a high level of autonomy with decision-making, highly dependent on their own judgement. They play a key role in driving innovation, contributing to, and implementing the agency's strategic direction.

Duties

- oversee the design and delivery of change management principles, processes, tools, techniques and the agency's endorsed change approach and promote best practice
- build strategic relationships and work in close partnership with key strategic stakeholders, including consultants and program and project teams, to negotiate, support and inform on changes impacting on business processes
- provide effective strategic communication, change management advice and feedback to the executive
- lead and manage program staff and oversee the management of performance, attendance and health and well-being
- develop staff capability through coaching, mentoring and succession planning
- represent and negotiate on behalf of the agency to advance the agency's interests at external, cross-agency, inter-jurisdictional and other forums
- provide specialist advice, procedural guidance and interpretation to staff, including strategic advice and operational intelligence to the Executive where appropriate
- develop and implement work area plans to meet demands and respond to change, providing strategic direction for work area and allocating resources.

Eligibility

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

For positions located in the Northern Territory or any other state or territory that may mandate COVID-19 vaccination in the future, successful candidates will need to demonstrate that they are fully vaccinated against COVID-19 or have a relevant exemption.

Services Australia is responsible for the implementation of service delivery policy and provides access to social, health and other payments and services. The agency delivers Centrelink, Child Support and Medicare payments and services and Australian Hearing services.

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 a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

A merit pool may be established and used to fill future vacancies.

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	Caitlin McConachy, 0421 915 245
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Social Services

Vacancy VN-0709113

Department of Social Services

Closing Date: Monday 15 August 2022

Community Grants Hub
Health Grants

Job Title	Team Leader
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Townsville QLD
Salary	\$88,490 - \$99,464
Classification	APS Level 6
Position Number	389_07/22
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Department of Social Services purpose is to improve the economic and social wellbeing of individuals and families in Australian communities, which they achieve through the implementation of a diverse range of government policies, programs, services and payments.

The Community Grants Hub (the Hub) partners with government and non-government organisations with the aim to improve the wellbeing of everyone in Australian communities. They do this by effective administration throughout the grants life cycle, which includes delivering policies, programs and services, managing payments and gathering and sharing local intelligence.

The State Head Offices lead the department's engagement with stakeholders and the service sector, as well as monitoring the local risks or issues and providing local leadership for the departments' team. The Health Grants Branch manage grant programs that improve the health and wellbeing of all Australians, now and for future generations from nine locations across all Australian states and territories.

Duties

The Hub is looking for high performing, experienced team leaders to fill vacancies at an APS 6 level within the Brisbane and Townsville offices. As a Team Leader you will be responsible for the management of a small team that delivers high quality administration of grants on behalf of the Department of Health. You will also provide quality grant administration of complex or high risk grants.

The key responsibilities of the Team Leader role include but are not limited to:

- actively monitoring and managing grant performance, quality assurance and compliance with grant terms and conditions for complex or high-risk providers
- leading and managing a small team of funding account managers and admin staff
- assessing and monitoring the performance of grant recipients in accordance with grant agreements and program guidelines
- maintaining knowledge of relevant guidelines, legislation and policy frameworks
- interpreting, analysing, escalating, and where appropriate, resolving issues impacting grant agreements
- liaising with service providers, and as appropriate, key stakeholders in Government and non-government organisations
- creating and supporting on the job learning experiences and identifying opportunities where team members can expand their individual skills and knowledge
- supporting the Director and Assistant Directors to champion positivity and a solution focused culture within the team to achieve results and build capability
- participating in section business planning and assisting in implementing program and process reforms
- contributing to briefs, advice and messages for Ministers; Parliamentary Secretaries and Departmental Executives
- actively encouraging a work environment that promotes a safe work environment, the APS Values and Code of Conduct and other ethical and legal frameworks that govern work and guide decision-making.

Our ideal candidate has a positive attitude, curious mindset, strong work ethic and is passionate about helping achieve outcomes for vulnerable Australians.

To be successful in this role, you will demonstrate that you have the following attributes:

- lead and manage a team of staff to build capacity and deliver outcomes
- think strategically and analyse information to achieve results
- identify and resolve issues effectively using relevant legislative, policy and regulatory frameworks
- communicate with influence and engage professionally and positively with stakeholders to develop productive working relationships
- manage complex grant agreements.

Eligibility

Some inter and intra state travel may be required. A current driver's licence is desirable, but not essential.

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

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

Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 18 months.

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis

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

About the Department of Social Services

The Department of Social Services' (the department) mission is to improve the wellbeing of individuals and families in Australian communities. The department's enduring purpose is to improve the economic and social well-being of individuals and families in Australian communities which we achieve through the implementation of a diverse range of government policies, programs, services and payments.

To Apply

Position Contact	Trish Jager, 0499 388 188
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Department of Social Services

Closing Date: Monday 15 August 2022

Data and Evaluation
Data Access

Job Title	Data Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Woden ACT
Salary	\$110,255 - \$125,152
Classification	Executive Level 1
Position Number	392_07/22
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Data and Evaluation Group is responsible for the Department of Social Services' analytic and data capability, and improving the evidence base for policy development. The Data Access Branch is responsible for producing high quality analysis and reporting products related to Australian Government social expenditure recipients, to support evidence based policy development and program management.

The positions are within the Branch's Families and Child Support Data and Pensions and Rent Assistance Data sections. Your SAS programming, and Microsoft Excel skills, along with your understanding of the framework for Commonwealth income support, family assistance, child support and housing will assist the Data Access Branch to correctly extract, analyse, collate data and report on payments and services quickly and effectively.

You will be responsible for:

- interpreting requests for data (knowledge of how data is stored in Centrelink's ISIS system would be highly regarded)
- using SAS and SQL, extracting data and information from Centrelink systems (extensive experience programming in SAS or SQL is required)
- importing data to, and manipulating data in, Microsoft Excel
- examining data, undertaking analysis, reporting and drawing accurate conclusions
- mentoring and developing junior staff
- liaising with policy areas to ensure they have appropriate involvement in developing commentary and reporting products related to their areas of expertise.

Duties

The EL1 level positions are in the Families and Child Support Data and Pensions and Rent Assistance Data sections who are responsible for preparing management information, analysis, reports and advice regarding pensions, housing and homelessness expenditure and beneficiaries as part of DSS's role in managing Social Security, Family Tax Benefit and Child Support programs offered in partnership with Services Australia.

One of the principal responsibilities of the sections is the Department's Housing Data Set which includes Commonwealth Rent Assistance and related housing data of income support payments and Family Tax Benefit recipients.

The successful applicant will have:

- strong analytical problem-solving skills
- demonstrated ability to plan and prepare high quality and timely written advice, briefings, and other material for a range of audiences
- strong written and verbal communication skills that enable you to deliver clear and concise messages, including responding to queries and drafting of key documents
- demonstrated ability to develop and maintain productive and collaborative relationships with internal and external stakeholders
- deep technical expertise in one or more languages such as SQL, SAS, R, Python or other closely related programming languages.

Desirable but not essential:

- extensive experience working with big data, including data compilation, automated editing, and data quality reporting.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

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Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the Department of Social Services

The Department of Social Services' (the department) mission is to improve the wellbeing of individuals and families in Australian communities. The department's enduring purpose is to improve the economic and social well-being of individuals and families in Australian communities which we achieve through the implementation of a diverse range of government policies, programs, services and payments.

To Apply

Position Contact	Alastair Banks, 02 6146 2438
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0709297

Department of Veterans' Affairs

Closing Date: Tuesday 31 January 2023

Various Divisions
Various Branches

Job Title	DVA Temporary Employment Register
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Darwin NT, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$50,230 - \$155,800
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	DVA Temp Register 2/2022
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

The Department of Veterans' Affairs is seeking registrations from eligible candidates for non-ongoing (temporary) employment and intermittent/irregular (casual) employment opportunities across a broad range of classifications, business areas and locations across Australia.

The Department of Veterans' Affairs (DVA) exists to meet the Nation's commitment to care for our veteran and defence service community – the men and women who have served Australia in time of war and conflict as well as peacetime. This commitment extends to the families of these individuals. We do this through programs of care, compensation, commemoration and Defence support services. DVA is both a policy and service delivery agency.

In response to changed veteran needs and expectations, DVA is embarking on the largest transformation program it has undertaken for decades with a view to be putting veterans and their families first.

Duties

Key duties will depend on what position an applicant is selected for.

Eligibility

Applicants must be an Australian citizen to apply.

Candidates will be required to undertake a pre-commencement checking process which includes an Australian Federal Police Check.

Notes

For enquiries please email psgreruitment@dva.gov.au

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

Non-ongoing may be offered for a period of up to 18 months with the possibility of extension. These opportunities will be offered for a specified term or for duties that are intermittent/irregular. The DVA Temporary Employment Register will be updated every 6 months in February and August each year. Please ensure you re-apply after the end of each 6 month period.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds, and encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people that identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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 Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to meet the Nation's commitment to care for our veteran and defence service community who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care, compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, the Department of Defence, the international veteran community and international veterans' administrations. DVA's vision is to be a responsive and flexible organisation, efficiently delivering high quality, connected services to all generations of veterans and the wider veteran community.

To Apply

Position Contact	PSB Recruitment, PSGRecruitment@dva.gov.au
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Parliamentary Department

Vacancy VN-0708676

Department of Parliamentary Services

Closing Date: Monday 29 August 2022

Parliamentary Library
Research Various

Job Title	Researchers - Parliamentary Library (Multiple Positions)
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Capital Hill ACT
Salary	-
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	JR30377
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

The Department of Parliamentary Services (DPS) is recruiting for multiple Researcher positions within the Research Branch of the [Parliamentary Library](#). The following positions are being recruited to:

- Senior Researchers (PEL1)
- Researchers (PSL6)
- Research Assistants (PSL4/5)

The Research Branch provides high quality information, analysis and advice to Senators and Members of Parliament in support of their parliamentary and representational roles. Researchers work directly with clients to research, analyse and synthesise information across a broad range of topics.

Researchers respond to requests for information on issues of relevance to the Parliament, prepare publications (including analysis of legislation) and work on the Library's Central Enquiry Point. Our Researchers work in diverse teams and display sound judgement and sensitivity while working in the parliamentary environment.

We are looking for researchers who are well-informed, self-motivated, adaptable and able to provide excellent client service. The successful candidates must be able to maintain strict confidentiality and impartiality in accordance with Parliamentary Library policies.

Opportunities for training and professional development are available for DPS staff to ensure they have the skills and knowledge to deliver excellent service.

Please note: Several current vacancies will be filled through this recruitment process. A merit pool will also be established to fill further ongoing or non-ongoing vacancies that may arise over the next 12 months.

All positions are located at Australian Parliament House, Canberra.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicant will:

- be required to obtain and maintain a Baseline security clearance.
- hold tertiary qualifications and/or experience in a relevant field.
- have an understanding of, and ability to analyse legislation.
- be familiar with the legislative drafting process or have the ability to develop such knowledge.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Alyssa Caldrmoski, (02) 6277 2610
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

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