



Commonwealth of Australia
APSJobs - Vacancies Daily
PS31 Daily Gazette Monday - 02 August 2021

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS31 Weekly Gazette Thursday - 05 August 2021.

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

These Vacancies Daily will also appear in the Gazette PS31 Weekly Gazette Thursday - 05 August 2021.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0692613

Australian Children's Education and Care Quality Authority

Closing Date: Sunday 15 August 2021

Business Services Group
Information and Technology

Job Title	Cyber Security Specialist
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$109,683 - \$144,726
Classification	
Position Number	P00194
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

Cyber Security Specialist

- Help children have the best start in life through high quality education & care
- Improve outcomes for children and families in early education and care.
- Join an expert team working across governments at the national level.

About [ACECQA](#)

We want children in Australia to have the best start in life.

We provide national leadership on the implementation of the National Quality Framework ([NQF](#)) and collaborate with the Australian and state and territory governments to:

- implement changes that benefit children birth to 13 years-of-age and their families
- monitor and promote the consistent application of the [Education and Care Services National Law](#) across all states and territories
- support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

The Role

The Cyber Security Specialist uses security measures and information collected from a variety of sources

to identify, analyse and report events that occur or might occur within ACECQA's environment to protect information, information systems and networks from threats.

This role is full time and ongoing at ACECQA Band 6/7 (\$109,683 - \$147,726)

Duties

To be successful in this role you will need to meet the following criteria:

- Demonstrated experience in risk management in an IT context including the application of ISO31001.
- Demonstrated experience in the implementation of at least one of the following information security standards: ISO27001, NIST SP800-53, CIS or ISMS (Aust Gov).
- Demonstrated experience in developing security systems and provide advice on how changes in conditions, operations, or the environment will affect these outcomes.
- Proven ability to apply cybersecurity and privacy principles in a both a corporate and digital service delivery information system environment, including knowledge of cybersecurity best practice frameworks.
- Proven ability to conduct vulnerability scans and recognise vulnerabilities in security systems.
- Proven ability to apply techniques for detecting and assessing threats and incidents, including intrusion detection and basic malware analysis.
- Demonstrated record of customer service excellence and strong verbal and written communication skills, including the ability to maintain documentation and standard operating procedures.

While not essential, the following attributes will greatly assist you in the role:

- Tertiary qualification or equivalent relevant experience and/or professional certifications such as CISM, CISSP, CISA, CEH or similar
- Knowledge and understanding of cybersecurity principles and their application to Australian Government requirements for digital service delivery, including AGISM/PSPF and the requirements for IRAP assessment.
- Ability to confidently and effectively communicate cyber security risk in written and verbal format to staff and senior management.

You must have the right to work and live in Australia to apply for this role.

The successful candidate will be required to consent to a national police check.

Eligibility

How to apply

The closing date for applications is Sunday **15 August 2021** at 11.59pm.

To apply, please register with the ACECQA [Recruitment Candidate Portal](#), navigate to the Cyber Security Specialist vacancy and click **Apply for Job**. The application process will require you to:

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Attach a supporting statement or cover letter of no more than 2 pages highlighting your motivations for applying, and how your skills and experiences meet the criteria listed above.
- Provide the details of at least two referees that cover the last 3 years of employment.

All complete applications will be acknowledged.

ACECQA is committed to removing barriers and opening up opportunities. As an employer we seek to ensure people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through work, social activities, education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location. In particular, we are committed to improving opportunities and outcomes for Aboriginal and Torres Strait Islander peoples.

Notes

More information

If you have any questions about the recruitment process or the role please email the HR team at recruitment@acecqa.gov.au.

Notice to agencies

ACECQA will not accept applications from any source other than directly from a candidate for this vacancy. Recruitment agencies must have received instructions from ACECQA in relation to a specific vacancy in order to submit applications on behalf of candidates.

ACECQA is collecting the information requested in the advertisement for the purpose of selection, recruitment and engagement of staff. ACECQA is authorised to do so by the Education and Care Services National Law. Please refer to our Privacy Policy which can be accessed at <http://www.acecqa.gov.au/privacy-policy>.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Sharon Bell, 0282404216
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0692550

Australian Security Intelligence Organisation

Closing Date: Monday 16 August 2021

NA
NA

Job Title	ASIO Technical Lead, Network Admin
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$120,282 - \$134,407
Classification	Executive Level 1
Position Number	01520212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

Are you seeking a career within an intelligence agency where you can contribute and make a difference to the security of Australia?

The Australian Security Intelligence Organisation (ASIO) is seeking to fill the role of Technical Lead, Network Admin, to provide specialist support to ASIO's technical operations. The success of ASIO's mission is largely dependent on highly skilled technical officers who manage, support and maintain vital communications systems. As a Technical Lead, you will play a key role within the Surveillance Branch, managing a team of staff responsible for the technical operations.

ASIO provides advice to the Australian Government to protect Australia, its people and its interests in today's complex and changing world. To be successful in this mission, we need talented people who are highly capable, dedicated, adaptable and resilient. Our people are our most important assets; they are ordinary Australians but they do extraordinary things. The only difference is, they don't tell you where they work or what they do.

Duties

Role Responsibilities

As a Technical lead, you will assist with the provision of operational communications systems, to support a diverse range of ASIO operations across the Organisation. The primary duties of a Technical Lead include, but are not limited to:

- design implementation, configuration and testing of:
 - o Firewalls
 - o Routers
 - o Switches
- monitoring firewalls, routing and switching to maximise network efficiency and security;
- networking support to the development of ICT solutions architecture;
- provide input to project proposals, and contribute to an organisational design authority;
- engage with partner agencies and senior project stakeholders in solution development;
- develop and maintain network architecture documents and diagrams;
- mentor junior networking staff;
- Engage with ICT solution providers and vendors to maintain an understanding of their technology roadmaps; and
- provision of regular reporting to management.

Key attributes

We invite applications from people with the following attributes:

- demonstrated ability to lead a team, fostering a supportive and professional environment;
- demonstrated experience as Technical Team leader in contributing to ICT architecture design;
- demonstrated experience of Cisco and Juniper products and the application of VPN protocols;
- demonstrated skills and experience relating to the security hardening of software, systems and network environments based on Australian Government and industry best practices is highly desirable;
- demonstrated skills and experience with Software-defined Networking (SDN), DevOps and automation technologies, such as Cisco ACI, Juniper Contrail, Ansible, Puppet and Terraform is desirable;
- demonstrated experience in the design, development and documentation of networks;
- ability to deliver against deadlines and agreed outcomes;
- an ability to learn new technologies, adapt flexibly to new requirements and remain up to date with emerging technology; and
- strong written and verbal communication skills and ability to communicate with both technical and non-technical audience.

Qualifications

Applicants must have a relevant tertiary and/or industry qualification in ICT and/or 5+ years relevant ICT experience.

Eligibility

Eligibility

To be eligible for the role, you must be:

- an Australian citizen; and
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander people are encouraged to apply.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace. This includes access to any reasonable adjustment methodology.

Notes

Location

This position could be based in Canberra, Sydney or Melbourne.

Employment conditions

Employment is under the ASIO Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Benefits

ASIO provides a number of benefits to its staff including:

- a competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance;
- employer superannuation contributions of 15.4 per cent;
- a variety of leave options, including four weeks annual leave;
- flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work-from-home options are not available)
- seven staff-led diversity and inclusion networks;
- study assistance, including financial support and study leave for tertiary education; and
- access to an Employee Assistance Program (EAP).

Closing date and time

Monday 16 August 2021 at, 11:59 pm AEST.

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- A pitch, of no more than 800 words, considering the selection criteria, and using examples to demonstrate your skills/experience; and
- An up-to-date CV, no more than two pages in length.

All employment decisions and selection processes within ASIO are based on merit principles and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Selection Criteria

We recommend that you consider ASIO's People Capability Framework particularly with respect to SITEC/AEE1 level roles (available on the ASIO Careers page). Your pitch should consider the role responsibilities and key attributes, and should demonstrate what you would bring to the role of Technical Lead, Network Admin in relation to the criteria below:

- Strategic Thinking
- Achieving Results
- Productive Working Relationships
- Personal Drive and Integrity
- Communication with Influence
- Demonstrated skills and experience

Enquiries

If, after reading the selection documentation, you require further information please contact ASIO Recruitment at Careers@asio.gov.au or phone (02) 6257 4916.

ASIO thanks all applicants for their interest in applying. In accordance with ASIO policy, unsuccessful candidates will be notified but will not be provided with feedback on any aspect of the selection process.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6257 4916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0692551

Australian Security Intelligence Organisation

Closing Date:Monday 16 August 2021

NA
NA

Job Title	ASIO Technical Lead, Server Engineer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$137,858 - \$163,131
Classification	Executive Level 2
Position Number	00820212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The opportunity

Are you seeking a career at an intelligence agency where you can contribute and make a difference to the security of Australia?

The Australian Security Intelligence Organisation (ASIO) is seeking to fill the role of Technical Lead, Server Engineer, to provide specialist support to ASIO's technical operations. The success of ASIO's mission is largely dependent on highly skilled technical officers who manage, support and maintain vital communications systems. As a Technical Lead, you will play a key role within the Surveillance Branch, managing a team of technical specialists responsible for the technical operations.

ASIO provides advice to the Australian Government to protect Australia, its people and its interests in today's complex and changing world. To be successful in this mission, we need talented people who are highly capable, dedicated, adaptable and resilient. Our people are our most important assets; they are ordinary Australians but they do extraordinary things. The only difference is, they don't tell you where they work or what they do.

Duties

Role responsibilities

As a Technical lead, you will manage the provision of operational communications systems, to support a diverse range of ASIO operations across the Organisation. The primary duties of a Technical Lead include, but are not limited to:

- design, implementation and testing of platforms using one or more of the following set of technologies:
 - o Red Hat Enterprise Linux (RHEL), CentOS, Fedora and Ubuntu Linux platforms, including lifecycle, standardisation, patching and monitoring.
 - o Linux server applications, including PostgreSQL, NGINX, Apache httpd, Apache NiFi and RabbitMQ.
 - o Microsoft Windows and Windows Server platforms, including lifecycle, standardisation, patching and monitoring.
 - o Microsoft Windows Server software applications, including Active Directory, DHCP, DNS, virtual machines and associated technologies.
 - o Automation and orchestration solutions such as Microsoft System Center, Cisco Unified Computing System (UCS) and HP OneView.
 - o On-premises private cloud environments including VMware vSphere, vRealize, Horizon and NSX product suites.
 - o DevOps & Automation tools including GitLab CI, Jenkins, Ansible, Puppet, Terraform, PowerShell;
 - o Kubernetes containerisation platforms, such as Red Hat OpenShift, Rancher RKE and VMware Tanzu.
- analysing technical problems and contributing to effective solutions, enhancements and/or workarounds;
- continual service improvement and streamlining of administrative processes and standards;
- managing and coordinating work packages on a daily basis including the allocation of technical resource allocation;
- providing technical leadership and mentoring of junior staff with the Operational Communications Team;
- providing input to project proposals and contribution to the organisational design authority;
- engaging with partner agencies and senior project stakeholders in solution development;
- the development and maintenance of architecture documents and diagrams;
- engagement with ICT solution provider and vendors to maintain an understating of their technology roadmaps; and
- provision of regular reporting to management.

Key attributes

We invite applications from candidates with the following attributes:

- demonstrated ability to manage a team of technical specialists, providing mentoring and ensuring skills enhancement;
- demonstrated experience as Technical Team leader in ICT architecture design;
- demonstrated experience in Windows and Linux system design, administration and support;
- demonstrated skills and experience relating to the security hardening of software, systems and network environments based on Australian Government and industry best practices is highly desirable;
- demonstrated experience in one or more enterprise application technologies such as Active Directory, SCOM, vSphere or equivalent;
- experience in scripting languages such as PowerShell, Python or Bash;
- ability to deliver against deadlines and agreed outcomes;
- an ability to learn new technologies, adapt flexibly to new requirements and remain up to date with emerging technologies; and
- the ability to communicate effectively with both technical and non-technical audiences.

Qualifications

Applicants must have a relevant tertiary and/or industry qualification in ICT and/or 5+ years relevant ICT experience.

Eligibility

Eligibility

To be eligible for the role, you must be:

- an Australian citizen; and
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander people are encouraged to apply.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace. This includes access to any reasonable adjustment methodology.

Notes

Location

This position could be based in Canberra, Sydney or Melbourne.

Employment conditions

Employment is under the ASIO Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Benefits

ASIO provides a number of benefits to its staff including:

- a competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance;
- employer superannuation contributions of 15.4 per cent;
- a variety of leave options, including four weeks annual leave;
- flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work-from-home options are not available)
- seven staff-led diversity and inclusion networks;
- study assistance, including financial support and study leave for tertiary education; and
- access to an Employee Assistance Program (EAP).

Closing date and time

Monday 16 August 2021 at, 11:59 pm AEST.

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- a pitch, of no more than 800 words, considering the selection criteria, and using examples to demonstrate your skills/experience; and
- an up-to-date CV, no more than two pages in length.

All employment decisions and selection processes at ASIO are based on merit principles, and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others, as doing so may adversely affect your potential employment.

Selection criteria

We recommend that you consider ASIO's People Capability Framework particularly with respect to SITEB/AEE2 level roles (available on the ASIO Careers page). Your pitch should consider the role responsibilities and key attributes, and should demonstrate what you would bring to the role of Technical Lead, Operational Communication in relation to the criteria below.

- Strategic Thinking
- Achieving Results
- Productive Working Relationships
- Personal Drive and Integrity
- Communication with Influence
- Demonstrated skills and experience.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6257 4916.

We thank all applicants for their interest in applying. In accordance with ASIO policy, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6257 4916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0692556

Defence Housing Australia

Closing Date: Monday 16 August 2021

Service Delivery
Service Delivery

Job Title	Assistant Regional Operations Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$89,315 - \$102,678
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.dha.gov.au/

Job Description

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

In this role, you will lead, motivate and provide clear direction, as well as manage the daily program of work of your team, focusing on staff performance and ensuring that resources are used effectively and efficiently to achieve business outcomes. You will ensure adherence to business procedures and processes, manage the workflow, resolve complex issues and manage the region's portfolio of service residences.

You will contribute to business goals by ensuring operational and financial performance targets are met, including; workforce planning, asset management, contractual requirements, key performance indicators (KPIs) and project management outcomes for the Regional Office.

You will lead a team of Property Managers to deliver high quality customer service outcomes to all stakeholders. You will manage complex maintenance issues, enquiries and complaints in accordance with policy and legislative guidelines, provide accurate advice to internal and external stakeholders and actively develop and maintain working relationships across the organisation that are effective and collaborative.

Duties

Appointments in Defence Housing Australia are merit-based. We will make an assessment of your suitability by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development and your personal

qualities.

For this role, we will consider how well you demonstrate:

- In-depth property management experience within the residential property industry and a proven ability to deliver business outcomes.
- Exceptional communication and negotiation skills, with the ability to build and maintain positive working relationships with both internal and external staff and stakeholders.
- Proven experience in leading and managing a team in the provision of high quality customer service to meet organisation/team objectives, including previous experience in developing work plans, team goals and monitoring team performance
- High level organisational, analytical, problem solving and decision making skills, together with sound judgement and high attention to detail.
- Strong budget management experience, including managing asset-based decisions in the context of commercial outcomes.
- Demonstrated ability to be innovative, show initiative and provide sound business solutions to identified issues.

Eligibility

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

Notes

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

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

About the Defence Housing Australia

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

To Apply

Position Contact	Stephanie Miller, 08 8245 7868
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0692353

Department of Home Affairs

Closing Date: Sunday 15 August 2021

ICT
Traveller Cargo & Trade Systems Traveller Systems, Border Systems and
Technical Services

Job Title	Software Developer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$80,274 - \$94,974
Classification	APS Level 6
Position Number	JR 98919
Agency Website	www.homeaffairs.gov.au

Job Description

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

Overview of the Branches and Sections:

The Traveller Cargo and Trade Systems (TCTS) Branch within the ICT Division provides support and enhancements for critical trade and travel systems for Australia. These systems help automate operational functions for the Australian Border Force and the portfolio agencies. They facilitate the movement of legitimate goods and people across Australian borders while ensuring border security by disrupting unauthorised activities. The Branch directly contributes to the prosperity and security outcomes for the Department of Home Affairs and Australia.

The Border Systems and Technical Services (BSTS) and the Traveller Systems (TS) Sections sit within the TCTS Branch. They are responsible for providing maintenance and enhancement support for a range of systems within the trade, border clearance, security and traveller domains, and manage configuration, change and provide automated testing and continuous delivery services. The sections also oversee delivery of a range of customised off-the-shelf vendor products.

The Visa & Citizenship System Delivery section sits within the Visa and Citizenship Digital Systems Branch and provides systems support to enable legislative, policy and operational changes to visa and citizenship production systems. The section plays a key role in implementing and supporting existing applications as well as new ICT initiatives such as provisioning of the DevOps toolchain for the Department.

As the systems owners, the sections provide technical support for Business As Usual (BAU) activities, capital funded projects and new policy proposals. The teams work closely with internal and external stakeholders to ensure operational needs are met.

About the roles:

There are several APS6 developer roles available across the BSTS, TS, and VCSD Sections. These roles are essential for providing incident fixes, maintenance and enhancements of applications supporting critical business functions at the Australian borders and in the visa and citizenship processing domains. These roles would also be involved in various projects for migrating systems to new platforms and contributing to future technology initiatives.

These developer roles span across BAU support and project work for a number of high profile projects and will require provisioning of timely and high quality code changes to existing or new systems. Supervision, training and mentoring of junior staff may also be necessary.

Our ideal candidate:

The Department is looking for software developers who enjoy supporting software applications that have been built with a variety of languages and technology stacks. The candidates will be able to quickly understand how existing applications have been built by browsing source code, accessing system documentation, and engaging with other developers in the support team.

The position holders will be comfortable with navigating various source code and document repositories and will have experience with migration of legacy code and build processes. To achieve intended outcomes the position holders will be required to work collaboratively within a team environment, engaging effectively with business areas and other relevant internal and external

stakeholders. The holders may be required to mentor IT graduates, cadets and apprentices through help and support in learning business system development and using our technology platforms.

Strong skills in either Java or C# .Net and the ability to easily learn and use a variety of languages is essential to this role. Additionally, a sound understanding of Software Development Life Cycle processes will be required to provide quality support and maintenance of systems and applications.

The successful candidates will provide technical assistance to various systems and applications, maintain professional knowledge and continue to develop knowledge and expertise in application development.

Whilst working in the Department you will be exposed to cutting edge technology as well as training resources that can fast track your professional development. This will allow you to excel within and outside of the Department. The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

Duties

Specific duties/responsibilities:

- Provide support to system migration projects
- Investigation of production incidents and development of application fixes
- Writing and maintaining program code to meet system requirements, system designs and technical specifications in accordance with quality accredited standards as well as maintaining technical program, end user and operational procedures documentation
- Testing, debugging, diagnosing and correcting errors and faults in an applications programming language within established testing protocols, guidelines and quality standards to ensure programs and applications perform to specification
- Some positions may require rostered 24/7 on call support through separate agreement.

Role requirements/qualifications:

- Tertiary degree or relevant Diploma or Certificate in IT or related field
- Proven software development experience (minimum 6 months)

Required Skills

- Java (Web applications) or C# (.NET)
- HTML/XML/CSS/JavaScript
- SQL
- Source Control (e.g. Git, SVN, other).

Desirable Skills

- ASP.NET
- Microsoft Visual Studio
- SQL Server
- C++/CLI
- Visual Basic .Net
- Selenium
- Sybase PowerBuilder
- WebMethods
- Web Services
- Code quality inspection tools for continuous integration (e.g. SonarQube or similar)
- CI/CD tools (e.g. Jenkins or similar).

Eligibility

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

- Be an Australian Citizen

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

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

Notes

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

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

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

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

About the Department of Home Affairs

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

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

To Apply

Position Contact	Marko Eronen, 02 6264 4220
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0692490

Department of Home Affairs

Closing Date: Sunday 15 August 2021

Intelligence
Targeting & Operations Support Intelligence Support to Operations Vic/Tas

Job Title	Director Intelligence Support to Operations
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC
Salary	\$120,144 - \$156,346
Classification	Executive Level 2
Position Number	JR 99058
Agency Website	www.homeaffairs.gov.au

Job Description

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

Targeting and Operations Support Branch provides tactical, operational and strategic intelligence and advice to enable the policy and operational objectives of the Department and the ABF. The National Intelligence Support to Operations section is responsible for delivering border intelligence to key decision makers and providing intelligence support to national border operations and initiatives. Its focus is informing the deterrence, detection and disruption of border threats manifesting across the border continuum, identifying and assessing border threat events, vulnerabilities and actors, and coordinating the allocation of effort from across the Division as required to assist the achievement of national operational outcomes. The primary outputs are tactical, operational and current intelligence and advice.

About the role:

Key functions of the position is to align the section's analytical activities to the broader direction of the Department and the Australian Border Force, translate intelligence strategies into business outcomes, and manage the section's intelligence capability, priorities and the working relationships with partners. The Director is responsible for the section's activities and for the quality of all products, services and advice.

Our ideal candidate:

The Department is looking for a senior intelligence professional and experienced manager who enjoys working in a rapidly evolving and forward thinking environment. With a focus on innovation and progression, our ideal candidate will help to further develop our intelligence capability. The successful candidate will be self-driven and seek to directly influence the key outcomes of the organisation.

Duties

Specific duties/responsibilities:

Manage the delivery of high quality intelligence products to partners that align with operational objectives within agreed timeframes;
Develop and maintain effective relationships and facilitate collaboration and partnerships internally within the Department, with the ABF and external partners;
Maintain responsiveness and flexibility of the intelligence capability such that it remain fit for purpose as operating environment changes;

Develop and implement business processes, guidelines and policies in support of ongoing improvement of intelligence services; and

Guide, mentor and develop team members, through formal and informal training, supporting continuous improvement.

Role requirements/qualifications:

Demonstrated experience in an intelligence role and an understanding of intelligence tradecraft and its application;

Excellent judgement and understanding of the Portfolio's focus and priorities;

Demonstrated ability to lead and manage an intelligence team to deliver client-centric, quality intelligence in a high tempo and complex operating environment;

Demonstrated ability to liaise with, develop and enhance effective internal and external relationships; and

Demonstrated experience with managing change.

Eligibility

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

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

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

Notes

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

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

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

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

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To Apply

Position Contact	Jeff CARIGE, 02 6275 5803
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0692496

Department of Home Affairs

Closing Date: Sunday 15 August 2021

Data Division
Data Services Statistics and Reporting Section

Job Title	Statistical Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$67,772 - \$73,100
Classification	APS Level 4
Position Number	JR: 99262
Agency Website	www.homeaffairs.gov.au

Job Description

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

Overview of the Branch and Section:

The Data Services Branch is responsible for:

- Delivery of data products and services to the Minister, Department and the ABF
- Our data products includes 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.

Sections within Data Services Branch:

- Statistics and Reporting Section (SARS) - produce a range of official statistics, statistical products and customised statistics to inform the Minister's office, program management, operational areas and policy development
- Data Services Develop Section – develop Business Intelligence Reports and Tableau Dashboards increasing product maturity, while improving program management processes.

About the role:

The Statistical Analyst APS4 position is part of the Data Services Branch. Your primary role will be to contribute to the section through completing statistical and data related tasks, including providing assistance to relevant areas and responding to information requests. Experience or qualifications in the technical aspects of extracting and manipulating data is an advantage.

Our ideal candidate:

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

You have demonstrated conceptual and analytical skills and the ability to identify and drive business improvements. As a team member in a client service area, you are a clear communicator who engages authentically with stakeholders on complex issues and presents logical and compelling arguments about technical matters to non-technical audiences. You possess sound judgement and exemplary levels of personal integrity, confidentiality and discretion.

Duties

Specific duties/responsibilities:

Under guidance:

- Provide assistance to policy/program/systems areas in the use of specialised datasets and self-service statistical products
- Contribute to data development projects and the deployment of reporting datasets to regular and tight deadlines as well as developing an understanding of build processes and business rules underpinning each dataset
- Contribute to completing competing statistical/data related priorities while remaining as flexible as possible to meet urgent requests as required from Executive
- Respond to simple statistical and analytical information requests, including providing subject matter advice on visa, immigration integrity and goods data holdings
- Extracting, manipulating and interpreting simple data requests using the corporate data warehouse, corporate reporting tools, including Tableau and BobJ
- Understanding of/ability to develop an understanding of statistics published by other agencies, including the Australian Bureau of Statistics.

Eligibility

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

- Be an Australian Citizen
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- Obtain and maintain a current Employment Suitability Clearance
- Undergo a health assessment (where applicable).

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Notes

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

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

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To Apply

Position Contact	Melanie MARTYN, 0434 966 953
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0692593

Department of Home Affairs

Closing Date: Sunday 15 August 2021

Immi Integ & Community Protection
Status Resolution Ministerial Intervention Section

Job Title	Various Roles - Status Resolution Branch
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT
Salary	\$80,274 - \$94,974
Classification	APS Level 6
Position Number	JR: 99499
Agency Website	www.homeaffairs.gov.au

Job Description

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

Overview of the Branch:

The Status Resolution Branch contributes to Australia's migration program integrity through a proactive identification, management and resolution of non-citizens' immigration status, while reducing risks to the community. The Branch provides support to the Chief Status Resolution Officer, Executive and the Minister. It holds accountability for developing, managing and executing the assisted voluntary return, reintegration assistance services and Status Resolution Support Services. The Branch also engages with external advocates and manages a caseload of complex cases requiring the exercise of Ministerial intervention powers.

Ministerial Intervention Section (MI)

The MI section is responsible for providing high level case support, procedural advice and guidance on the resolution of cases to the Status Resolution Network and the Minister's Office. The MI section has responsibility for exploring resolution and management options for complex and high profile cases through progression of requests for ministerial intervention under the Migration Act which provides the Minister with personal powers to intervene in individual cases. The section also has responsibility for the management of Removal Pending Bridging Visas and responds to Commonwealth Ombudsman and Australian Human Rights Commission complaints relating to current or previously held cases. The section is comprised of two teams, one based in Canberra which has carriage of detention related powers under sections 195A and 197AB and the other based in Sydney which has carriage of post-Tribunal review powers under sections 351, 417 and 501J of the Act.

The Status Resolution Support Program Section

The Status Resolution Support Programs Section is responsible for the management, operational implementation and delivery of three programs: the Status Resolution Support Services Program, the Return and Reintegration Assistance Program and the Onshore Education Program.

The section is responsible for contract management of multiple contracts, all required procurements, providing operational policy and procedural guidance in contract and program related matters to service providers and internal staff, managing and monitoring budgets, conducting finance and quality assurance (QA) activities, assessing applications and program monitoring and evaluation.

Status Resolution Program Management and Capability Section (SRPMC)

The SRPMC section provides procedural advice and program support to the Status Resolution Network (SRN), specifically to detention and community Status Resolution Officers (SROs) and Australian Border Force (ABF) officers. The SRPMC also includes the Detention Review Managers function which examines the appropriateness of a person's detention within two business days of that person entering detention. Additionally, the section provides an initial point of contact, helpdesk function for enquiries about Bridging E Visas and enquiries related to determining a person's immigration status, including suspected unlawful non-citizens.

The section also has program management responsibility for the Human Trafficking and Criminal Justice Visa Frameworks, which encompasses the facilitation and administration of the temporary and permanent stay of victims of trafficking and unlawful non-citizens whose presence is required in Australia for the purpose of the administration of criminal justice.

About the roles:

We are seeking APS 6 Officers to fill a range of positions across all sections with the Branch. Positions are diverse and provide an

opportunity for candidates to apply their skills, working in an agile, fast paced environment with a range of internal and external stakeholders.

Our ideal candidate:

We are seeking highly motivated individuals who enjoy working in a rapidly evolving and forward thinking environment. Our ideal candidate will have a high standard of oral and written communication with a developed ability to liaise with, coordinate and support multiple internal and external stakeholders. The work in the Status Resolution Branch can be pressured and unpredictable. You will respond positively and effectively to urgent and ad hoc requests by the Minister's Office or departmental SES, and will have the ability to deal with high volumes to achieve specific targets. A functional knowledge of a broad range of departmental systems is preferable and an in-depth knowledge of the visa program and migration legislation is also highly desirable.

Duties

Specific duties/responsibilities:

Successful candidates in these roles are expected to exercise the following:

- Communicate, consult and collaborate with a range of internal and external stakeholders
- Demonstrate a strong ability to interpret policy/legislation in an application of practice and procedure
- Lead and manage a team
- Demonstrate or quickly develop a sound operational understanding of departmental systems
- Demonstrate strong written and verbal communication skills
- Demonstrate an ability to apply sound judgement and good decision making principles
- Apply accuracy and high level attention to detail to work outputs
- Be able to plan and achieve section work goals, in accordance with established priorities
- Work with a team to review and improve processes and systems to achieve strategic objectives, identifying opportunities for continuous improvement
- Demonstrate flexibility and an ability to produce high quality work output in a context of competing priorities and strict timeframes
- Demonstrated resilience in dealing with sensitive and serious matters in a confidential professional environment
- Ability to work both independently and in a team environment.

Role requirements/qualifications:

Strong written skills are an essential requirement. Visa knowledge and/or operational experience in the status resolution network or other visa processing areas is highly desirable.

Eligibility

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To Apply

Position Contact	Benjamin PAYNE, 02 8862 6813
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0692649

Department of the Treasury

Closing Date:Monday 16 August 2021

Australian Small Business and Family Enterprise Ombudsman
Advocacy Team

Job Title	Assistant Director - Advocacy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$117,195 - \$134,435
Classification	Executive Level 1
Position Number	58-2021
Agency Website	www.treasury.gov.au

Job Description

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

The Australian Small Business and Family Enterprise Ombudsman is looking for tomorrow's capable and professional leaders to help drive our advocacy program across a broad range of complex issues. This is your opportunity to make a positive contribution for small businesses and family enterprises engaging in the Australian business environment.

We are recruiting for an Assistant Director (Executive Level 1) position in our Advocacy Team. Candidates without previous public service experience are strongly encouraged to apply.

For this role we are seeking a person with:

- extensive experience working with, in, or running a small and/or family business;
- experience managing and developing a diverse team to build on current office successes;
- policy experience, and experience navigating complex organisational structures to drive results, including through working in or engaging with peak industry bodies;
- an understanding of the role of the Ombudsman and the place of the agency within the broader stakeholder landscape;
- exceptional stakeholder management skills, and an understanding of the small business stakeholder landscape;
- tertiary qualification(s) in a relevant field, including but not limited to economics/statistics, law, accounting, business, finance and public policy; and
- relevant business/work experience in lieu of tertiary qualifications will also be considered.

Being able to apply your lived experience in dealing with small business issues is a critical component of the role, coupled with flexibility and agility to work across our Office.

Duties

Duties include:

- team management, including the ability to provide effective and supportive leadership, build team capabilities to meet current and future business needs and effectively manage sensitive issues;
- building positive, collaborative working relationships with, and be responsive to the needs of, a broad range of stakeholders, including but not limited to Commonwealth government departments and agencies, state and territory agencies, private enterprises, peak industry bodies and individuals on small business and family enterprise matters;
- providing direct research, policy and other analysis and advice in relation to matters affecting small businesses and family enterprises, in accordance with policy and advocacy branch programs and priorities;
- developing subject matter expertise across a range of policy areas, and proactively ensuring contemporary knowledge and insights;
- demonstrating initiative, flexibility, and capacity to solve problems and work effectively with others while leading a team, and a strong desire to contribute to the work of the Office;
- delivering a wide range of projects, conducting research and analysis and providing high level advice on complex matters affecting small businesses;
- assessing themes and trends confronting small businesses and family enterprises;
- preparing reports, briefings, submissions, and other research and correspondence;
- demonstrating a deep understanding of the challenges facing small and family businesses and a clear desire to support the sector; and
- representing the Office and engaging with a broad range of small businesses, family enterprises, representative organisations and government agencies.

Eligibility

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

Notes

This recruitment process is being used to fill an ongoing Executive Level 1 role. A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 12 months from the date advertised.

Non-ongoing opportunities may be offered for a specified term for an initial period of up to 12 to 18 months (determined by business requirements), with the possibility of extension up to three years.

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

About the Department of the Treasury

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

To Apply

Position Contact	Alexandra Hordern, 02 6213 7442
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0692650

Department of the Treasury

Closing Date: Monday 16 August 2021

Australian Small Business and Family Enterprise Ombudsman
Advocacy Team

Job Title	Advocacy Analysts
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$79,648 - \$108,848
Classification	APS Level 5;APS Level 6
Position Number	59-2021
Agency Website	www.treasury.gov.au

Job Description

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

The Australian Small Business and Family Enterprise Ombudsman is looking for tomorrow's capable and professional leaders to help drive our advocacy program across a broad range of complex issues. This is your opportunity to make a positive contribution for small businesses and family enterprises engaging in the Australian business environment.

We are recruiting for Advocacy Analysts (APS Level 5 or 6) in our Advocacy Team. Candidates without previous public service experience are strongly encouraged to apply.

For this role we are seeking candidates with:

- experience working with, in, or running a small and/or family business;
- experience working in a diverse team to build on current office successes;
- policy and analysis experience, including through working in or engaging with peak industry bodies;
- stakeholder management skills, and an understanding of the small business stakeholder landscape;
- tertiary qualification(s) in a relevant field, including but not limited to economics/statistics, law, accounting, business, finance and public policy; and
- relevant business/work experience in lieu of tertiary qualifications will also be considered.

Being able to apply your lived experience in dealing with small business issues is a critical component of the role, coupled with flexibility and agility to work across our Office.

Duties

Our Analysts report to our Assistant Directors, Advocacy and are responsible for delivery of allocated parts of our consultation, research, projects and other advocacy activities.

The successful candidates must be willing to:

- support and engage with the future direction of the Office;
- be flexible and agile to meet immediate needs and future challenges across the whole Office;
- be able to work on multiple tasks concurrently and subject to tight deadlines;
- be team-orientated, focused on purposeful collaboration, and have energy and determination to succeed;
- be able to make sound decisions and exercise judgment; and
- be open, accountable and of high integrity.

Eligibility

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

Notes

This recruitment process is being used to fill ongoing APS Level 5 and APS Level 6 roles. A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 12 months from the date advertised.

Non-ongoing opportunities may be offered for a specified term for an initial period of up to 12 to 18 months (determined by business requirements), with the possibility of extension up to three years.

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Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0692651

Department of the Treasury

Closing Date: Monday 16 August 2021

Australian Small Business and Family Enterprise Ombudsman
ASBFEO

Job Title	Assistance Case Managers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	60-2021
Agency Website	www.treasury.gov.au

Job Description

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

The Australian Small Business and Family Enterprise Ombudsman (ASFEO) is looking for tomorrow's capable and professional leaders to help drive our advocacy program across a broad range of complex issues. This is your opportunity to make a positive contribution for small businesses and family enterprises engaging in the Australian business environment.

ASBFEO are recruiting for Case Managers (APS Level 5 or 6). Case Managers are responsible for all aspects of a request for assistance and these can involve a diverse range of small businesses, stakeholders and issues.

Duties

Case Managers are responsible for all aspects of a request for assistance and these can involve a diverse range of small businesses, stakeholders and issues. Case Managers are responsible for:

- consulting and collaborating with a broad range of stakeholders, including but not limited to Commonwealth government departments and agencies, state and territory agencies, private enterprises, peak industry bodies and individuals on small business and family enterprise matters;
- providing direct assistance to small businesses and family enterprises by actively managing and driving cases raised with the office.
- delivering a wide range of projects, conducting research and analysis and providing high level advice on complex matters affecting small businesses and their disputes;
- assessing themes and trends confronting small businesses and family enterprises;
- preparing reports, briefings, submissions, speeches, replies to parliamentary questions and other correspondence; and
- representing the Office and engaging a broad range of small businesses, family enterprises, representative organisations and government agencies.

Desirable Qualifications / Experience

- Tertiary qualification(s) in a relevant field, including but not limited to: Business, law, economics or other relevant field.
- Relevant business/work experience in lieu of a tertiary qualification will be considered favourably.
- Small business experience, peak industry body and/or government relationship experience.

Eligibility

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

Notes

This recruitment process is being used to fill ongoing APS Level 5 and APS Level 6 roles. A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 12 months from the date advertised.

Non-ongoing opportunities may be offered for a specified term for an initial period of up to 12 to 18 months (determined by business requirements), with the possibility of extension up to three years.

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

About the Department of the Treasury

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	Craig Latham, 02 6213 7445
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0692629

Federal Court of Australia

Closing Date: Monday 16 August 2021

Family Court of Australia
Judicial Support

Job Title	Legal Associate
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$65,395 - \$71,003
Classification	APS Level 4
Position Number	1750
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

This position sits within the Family Court of Australia jurisdiction.

Legal associates assist with researching cases, points of law, preparing matters for hearing and other related matters for judges of the Court. Legal associates are responsible for providing assistance to judges during court hearings and other administrative support to judges, as required. In addition, legal associates perform court support duties. Legal associates primarily provide assistance to designated judges but may be asked to assist other judges if the need arises. Some travel may be required.

Duties

- provides research assistance to the judge
- assists the judge with the management of cases and enters data into the Court's case management system
- assists with the preparation of matters for both the Court and the judge, with the judge's judgment writing as required including head notes, catch wording, and editing in line with the Court's judgments publication standards
- undertakes judicial associate and client service (court officer) duties, including providing assistance with running court hearings and managing the Chambers email inbox, and
- assists with the general operation of chambers.

Eligibility

It is a mandatory requirement that candidates have completed a qualification in law with a strong academic record and have completed the family law subject or otherwise have experience in family law.

Notes

About the Federal Court of Australia

The Federal Court of Australia entity is the administrative organisation that engages employees under the Public Service Act 1999 (Cth) to work in support of one or more of the following courts or Tribunal - Federal Court of Australia, Family Court of Australia, Federal Circuit Court of Australia, and National Native Title Tribunal. The Courts Administration Legislation Amendment Act 2016 (Cth) established the Federal Court entity, however each court continues to maintain its distinct statutory identity, with separate functions and judicial independence. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018-2021. There are different arrangements in place for senior executive service employees' remuneration and other conditions.

To Apply

Position Contact	Lisa Terceiro, Lisa.Terceiro@familycourt.gov.au
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment/job-vacancies

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Vacancy VN-0692392

Murray-Darling Basin Authority

Closing Date: Sunday 15 August 2021

Basin Strategy & Knowledge
Applied Science

Job Title	EL1 Assistant Director, Environmental Water Planning (First Nations)
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Wodonga VIC, Goondiwindi QLD, Griffith NSW, Mildura VIC, Murray Bridge SA
Salary	\$108,042 - \$118,861
Classification	Executive Level 1
Position Number	100063
Agency Website	

Job Description

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

About us:

The Murray-Darling Basin Authority is an independent, expertise based statutory agency responsible for planning the Murray-Darling Basin's water resources, with all planning decisions made in the interest of the Basin as a whole.

Our most important work is to:

- prepare, implement and review an integrated plan for the sustainable use of the Basin's water resources
- operate the River Murray system and efficiently deliver water to users on behalf of partner governments
- measure, monitor and record the quality and quantity of the Basin's water resources
- supporting, encourage and conduct research and investigations about the Basin's water resources and dependent ecosystems
- advise the Australian Government Minister for Water Resources on the accreditation of state water resource plans
- provide water rights information to facilitate water trading across the Basin
- engage and educate the Australian community about the Basin's water resources.

We are currently recruiting for an EL1 Assistant Director, Environmental Water Planning (First Nations) for an ongoing opportunity.

The Assistant Director, Environmental Water Planning (First Nations) leads work to ensure the incorporation of Aboriginal ecological values into environmental water planning and related NRM strategies, such as the Native Fish Recovery Strategy. A key role is to lead engagement with First Nations people and organisations.

Duties

The key duties for the role include:

- Coordinate the identification of Aboriginal ecological values to inform Basin-scale environmental water planning, including the update of the Basin-wide environmental watering strategy and the Environmental Watering Plan.
- Lead project management and problem-solving on native fish recovery.
- Liaise with First Nations to include their knowledge and values in planning and management of environmental water.
- Develop and maintain close working relationships with key stakeholders, including First Nations and their coordinating bodies such as MLDRIN and NBAN, as well as team members, government and non-government organisations, and members of the community.
- Assist in preparation and coordination of briefing material, correspondence, submissions, contracts and other policy or operational documents.
- Represent, liaise and negotiate on behalf of the Authority with tact, professionalism, patience and in a culturally sensitive manner.
- Work as part of a multi-disciplinary and geographically dispersed team.

Eligibility

- Tertiary qualifications or commensurate experience in environmental science, ecology or related discipline.

Notes

Relocation packages may be available, and we are committed to a flexible and inclusive workplace that will suit you and your individual needs. Joining us means you will contribute your expertise as part of an agile working environment that offers an attractive salary package, including up to 15.4% superannuation. You will also be eligible to receive a wide range of employee benefits, support for flexible working arrangements and have excellent working conditions. We support the professional development of our people, and the chance to try new things across our variety of capabilities and work locations.

Tell me more:

It is easy to apply for a job at the MDBA. Go to www.mdba.gov.au/careers to read more about the type of people we are looking for, and what is expected of you. All you need to do is tell us what makes you the ideal candidate. Take the opportunity to work with the MDBA as we continue to build our relationships with the community in regional Australia.

For more information regarding this opportunity please contact Alex Meehan (alex.meehan@mdba.gov.au or 02 6279 0629).

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 Murray-Darling Basin Authority

To Apply

Position Contact	Alex Meehan, 02 6279 0629
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0692598

Tertiary Education Quality and Standards Agency

Closing Date: Sunday 15 August 2021

Corporate Services
Information Management

Job Title	Business Data Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC
Salary	\$85,102 - \$93,583
Classification	APS Level 6
Position Number	18970
Agency Website	

Job Description

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

The Business Data Analyst will work under limited direction and be responsible for proactively supporting the Assistant Director, Information Management with data collection and acquisition, management, reporting, analysis and providing input to data related policy for the agency.

The Analyst will exercise initiative and judgment when setting priorities and managing workflows and have a strong attention to detail. They will provide information and advice, respond to provider enquiries, administer data collections, prepare and deliver high-quality briefings and reports, and respond to ad hoc data requests, often of a complex nature. They will work collaboratively with others to resolve problems and liaise with a range of internal and external stakeholders in a representational role.

Duties

1. Assist with the implementation and maintenance of systems for gathering and managing data for a range of purposes including the identification and management of risks in the higher education sector.
2. Assist with data collection processes and liaise with external stakeholders to provide advice or resolve issues.
3. Manage the planning, designing, building and testing of data migration processes.
4. Develop and maintain accurate reports, data visualisation dashboards and software packages to support internal stakeholders in delivering their business objectives.
5. Conduct data analysis, identify and investigate data issues, and cleanse and prepare data to support ongoing business process improvement and sound decision-making.
6. Understand organisational requirements to design and build modern data warehouse architectures.
7. Ensure sustainable data warehouse solutions are implemented and maintained by performing scalability and capacity planning, security and performance tuning and monitoring activities.
8. Build and sustain effective stakeholder relationships to anticipate and elicit their requirements and business needs for data storage, analysis and reporting, and to resolve current or emerging issues.
9. Assist with the development and maintenance of documentation including policy and processes, data dictionaries and schemas relating to TEQSA's provider data collection.

10. Work cooperatively and effectively in a team environment to deliver outcomes, manage risks, provide training and support to others and share knowledge.

11. Other duties as directed.

Eligibility

The successful applicant must:

- be an Australian citizen, and
- obtain and maintain an Australian Government Security clearance to Baseline status.

Failure to satisfy any of these conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

- This recruitment process is being used to fill an ongoing position.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies. It is active for 12 months from the date of this advertisement.
- Non-ongoing vacancies may be filled up to 18 months with the possibility of a further extension (up to a total period of 3 years) or becoming ongoing.

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 Tertiary Education Quality and Standards Agency

To Apply

Position Contact	Recruitment, 8306 2442
Agency Recruitment Site	https://www.teqsa.gov.au/careers

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Agriculture, Water and the Environment

Vacancy VN-0692614

Department of Agriculture, Water and the Environment

Closing Date: Monday 16 August 2021

Biosecurity Plant
Science & Surveillance National Border Surveillance & Vector Monitoring

Job Title	Regional Vector Coordinator
Job Type	Full-Time;Part-Time, Ongoing
Location	Export Park SA, Melbourne VIC
Salary	\$74,765 - \$82,018
Classification	APS Level 5
Position Number	2021/3330
Agency Website	https://www.awe.gov.au/

Job Description

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

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. This includes animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

Operational Science and Surveillance (OSS) has three nationally structured Sections, one of which is the Surveillance Section with staff located in Adelaide, Brisbane, Cairns, Darwin, Melbourne, Perth and Sydney. The Surveillance Section is composed of all or some of the staff from two programs – the Vector monitoring and National Border Surveillance (NBS) programs, who deliver surveillance at the national border targeting mosquitoes or high priority exotic plant pests, diseases and weeds respectively. The Vector monitoring program is one of the Department's longest operating and most important surveillance programs, with a team of Regional Vector Coordinators (RVC) based in most of Australia's major cities. They work in collaboration with a large network of staff within the department and some other agencies, who assist the RVC to deliver vector monitoring in more than 90 locations across Australia. The RVC's also obtain diagnostic support when required from staff in OSS Entomology. Policy direction and some oversight of the department's Vector monitoring program is provided by the National Vector Coordinator (NVC) who works closely with the RVC and management team from the OSS Surveillance section.

Duties

The Job

The Regional Vector Coordinator will be responsible for the following duties:

- coordinating, supervising Vector Surveillance Officers (VSO) and providing direction to Vector Officers (VO) including their training, verification and technical support
- maintaining regular contact with VSO/VO's and key stakeholders and act as central contact for department, Border Force, Defence, and State/Territory Health staff for issues related to notification or other vector responsibilities.
- ensuring the preparation, maintenance and annual review and updating (including assisting and coordination of toolbox production by VSOs) of a consolidated Vector 'toolbox' for each port, consisting of:
 - o aerial maps of the ports and high risk Approved Arrangements (AAs), with trap locations,
 - o description of each trap including type, location, and frequency of inspection,
 - o current copies of all vector related Work Instructions including National Response Guidelines and exotic mosquito notification procedures,
 - o copies of raw data worksheets, and
 - o list of local and national vector contacts within our department, State Health, and Port Operations Managers to be contacted in case of an emergency.
- conducting vector monitoring activities as per risk category requirements, including placement, installation, maintenance and servicing of all traps
- conducting or overseeing regular surveillance activities at first points of entry and high-risk AA sites, in particular ground surveys and dipping, to include:
 - o assessing overall receptiveness of each surveillance location or area, including factors such as sanitation, breeding sites, frequency of conveyance movements, cargo types etc

- o identifying, describing and mapping known or potential breeding sites
 - o sampling to determine mosquito species and relative abundance
 - o analysis of data collected from surveillance to identify issues with species abundance
 - o initiation of risk-mitigation actions, through liaison with department staff and stakeholders
 - o providing written reports documenting surveillance activities.
- conducting routine diagnostics for vector samples as per risk category requirements, including outports if required, by:
 - o rearing immature larvae
 - o morphological identification of all mosquito larvae and adults
 - o preparation and retention of specimens for molecular characterisation, when required.
- coordinating the collection of vector data and its accurate entry into the central data template and prepare and provide quarterly vector reports and data to NVC and supervisor
- conducting an annual review of vector monitoring review arrangements to ensure that appropriate vector monitoring activities, including identifying current issues, staffing constraints, training needs, etc to ensure vector monitoring arrangements are delivered, with input from supervisor and NVC, as required
- contributing to non-routine, operational vector monitoring and management activities, such as undertaking inspections of conveyances or high-risk goods and working with other Vector program staff and the National Vector Coordinator to develop innovative approaches to managing vector risk.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

- Experience with planning, managing and conducting of field-based surveillance for insects, ideally mosquitoes, including establishing, maintaining and checking a network of traps.
- Experience with working in a laboratory including rearing insects and preparing insect specimens and using light microscopy for their identification.
- An understanding of the application of WH&S principles in office and field-based contexts.
- Proven ability to perform field and laboratory tasks and management including preparation and storage of specimens, databasing, record keeping, preparation of reports and documentation including data analysis.

Notes

This position may require the occupants to work (and travel):

- outside of normal business hours, particularly during responses to detections of exotic mosquito species
- in harsh environmental conditions or in culturally sensitive areas
- in various regional locations that may be remote, to supervise or provide direction to staff from the department or other agencies who provide vector monitoring or surveillance 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, Water and the Environment

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

To Apply

Position Contact	Craig Marston, 07 4241 7942
Agency Recruitment Site	https://www.awe.gov.au/

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Attorney-General's

Vacancy VN-0692620

Administrative Appeals Tribunal

Closing Date: Wednesday 18 August 2021

Tribunal Services
Registry Operations Sydney Registry

Job Title	APS6 Listing Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW
Salary	\$81,911 - \$93,810
Classification	APS Level 6
Position Number	7000486
Agency Website	http://www.aat.gov.au/

Job Description

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

The Registry provides quality services to the AAT's external users, supports members and conference registrars, and assists in the management of the AAT's caseload. The Registry operates across all divisions of the AAT.

The Listing Manager supports executive members and senior staff in managing cases and listing hearings and other case events in the General and Other Divisions of the AAT. They may also undertake case management activities and be required to undertake other projects to support the registry and members from time to time.

Duties

The successful candidate will have highly developed analytical and problem-solving skills, and a demonstrated ability to exercise sound judgement and use initiative to achieve results in a complex area of operations. While being expected to work autonomously, the Listing Manager must also work effectively with executive member(s) and as a member of the broader registry team.

The AAT provides a rewarding, flexible work environment, attractive remuneration and generous superannuation.

We currently have one position available and an order of merit may be established through this selection process to fill future ongoing or non-ongoing vacancies.

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

Eligibility

Your application must address the selection criteria available from the position description on the website of the Administrative Appeals Tribunal. Please note that applicants who do not provide a statement addressing the selection criteria will not progress to shortlisting. Responses to selection criteria should be limited to 2000 words in total for all criteria.

The AAT generally requires Australian citizenship as a condition of engagement. All employees who are engaged are required to undertake an Australian Federal Police Check. Employees who are engaged on an ongoing basis are required to undertake a health assessment.

Notes

The successful applicant may be required to have or obtain a Negative Vetting Level 2 (Top Secret) security clearance.

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

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

About the Administrative Appeals Tribunal

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

To Apply

Position Contact	Allan Teves, 02 9391 2511
Agency Recruitment Site	https://www.aat.gov.au/about-the-aat/working-at-the-aat

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Comcare

Closing Date: Monday 16 August 2021

Strategic Partnerships and Engagement Group
Marketing and Communications Team

Job Title	Senior Communications Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$86,514 - \$96,000
Classification	APS Level 6
Position Number	00680
Agency Website	

Job Description

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

The Marketing and Communications team is responsible for supporting the strategic direction of Comcare through developing and delivering all external marketing and communications products, services and messages for Comcare. The team works collaboratively across the business and with internal clients to maximise stakeholder engagement with Comcare's products and services.

Duties

The Senior Communications Officer supports internal clients by delivering quality and timely external strategic communication. This includes planning communication across Comcare, making links where necessary, to ensure our communication is consistent, coordinated, and targeted while using a person-centric, evidence-based and digitally focussed approach.

The Senior Communications Officer is also responsible for maintaining Comcare's external website to ensure content is user centric, accessible, engaging and relevant. The position supports the vision of the Marketing and Communications team and assists in writing compelling content across all communication channels and ensures brand guidelines and best practice are met.

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	Sacha Bowen, 0401 882 802
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0692611

Fair Work Ombudsman and Registered Organisations Commission Entity

Closing Date: Monday 16 August 2021

Corporate Group
Corporate Services Financial Services

Job Title	Finance Administration Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	\$66,025 - \$71,165
Classification	APS Level 3
Position Number	21/096EA
Agency Website	http://www.fairwork.gov.au

Job Description

<http://www.fairwork.gov.au/careers/current-vacancies>

The Fair Work Ombudsman and Registered Organisations Commission Entity (FWOROC) is an independent statutory office established by the *Fair Work Act 2009*. Our role is to promote harmonious, productive and cooperative workplace relations and ensure compliance with Australian workplace laws.

Financial Services sits within the Corporate Services Branch. Financial Services provides management and support for all financial functions and is comprised of the following teams:

- Financial Reporting & Budgeting
- Property, Facilities and Business Services
- Financial Operations

The Financial Operations team is seeking to appoint a Finance Administration Officer who will be responsible for daily administrative tasks relating to the FWOROCE's finance and travel functions. This may include creating and amending purchase orders, maintaining vendor records, goods receipting, processing invoices and travel expenses, creating travel profiles and reporting monthly KPIs.

All of these activities will be performed for FWO, and on behalf of the Registered Organisation Commission (ROC) and Australian Building and Construction Commission (ABCC).

Although a significant portion of the duties of the Finance Officer are administrative in nature, there is scope to take on more complex work types. We are seeking someone who is extremely organised and has high levels of attention to detail and accuracy. The successful applicant should have an understanding of accounting and finance related concepts, Public Governance, Performance and Accountability (PGPA) Act and Rule, Resource Management Framework and Commonwealth Procurement Rules.

Relevant experience in using SAP and Excel is highly desirable.

The FWOROCE provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. You will be rewarded and recognised for your performance and have the satisfaction of knowing you work for an agency which aims to achieve fairness in Australian workplaces.

For further information about the Fair Work Ombudsman, please visit www.fairwork.gov.au. **Duties**

Typical Duties

The duties of a Finance Administration Officer include, however, are not limited to:

- Ensure accurate and timely processing of accounts payable duties including purchasing, invoicing, credit card administration, payments and creditor management.
- Ensure accurate and timely processing of accounts receivable duties including invoicing, debt management and leave liability claims.
- Process monthly travel uploads and reconciliations.
- Provide support for end of month/year financial reporting processes.
- Perform general administrative duties and provide inter-team support.

Selection Criteria

To be successful in the role you will have the following attributes:

- Experience in a Federal Government accounting operations area, along with working knowledge of SAP.
- Demonstrated administrative skills, including excellent attention to detail.
- Proven ability to build and sustain positive relationships with team members and internal and stakeholders.
- Demonstrated ability to balance competing priorities and manage time effectively.

Eligibility Notes

How to Apply

If you are interested in this opportunity, please tell us in no more than **500 words**:

- Why you want to apply for this role?
- How your skills and experience address the selection criteria for this role?

All applications must be submitted via our [online application system](#) through FWONet. If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Applications close 11:00pm (AEST) Monday 16 August 2021

About the Fair Work Ombudsman and Registered Organisations Commission Entity

The Fair Work Ombudsman and Registered Organisations Commission Entity (FWOROCE) comprises two independent government bodies: - the Fair Work Ombudsman (FWO), created by the Fair Work Act 2009 (Fair Work Act) - the Registered Organisations Commission (ROC), established under the Fair Work (Registered Organisations) Amendment Act 2016, which began operating on 01 May 2017. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. The ROC is responsible for the regulation and education of registered organisations (unions and employer associations) in Australia. It comprises the Registered Organisations Commissioner and staff assisting the Commissioner who are APS employees employed by the FWO. Please visit the ROC website for further information. For a full list of our current office locations in each state, please visit:

<https://www.fairwork.gov.au/contact-us/offices> The FWOROCE provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWOROCE, you must be an Australian citizen.

To Apply

Position Contact	recruitment@fwo.gov.au, recruitment@fwo.gov.au
Agency Recruitment Site	http://www.fairwork.gov.au/careers/current-vacancies

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Attorney-General's

Vacancy VN-0692635

Office of the Inspector-General of Intelligence and Security

Closing Date: Monday 16 August 2021

N/A
Corporate and Strategic Support Technology and Information Management

Job Title	Assistant Director Security and Property (Agency Security Advisor)
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$106,766 - \$119,020
Classification	Executive Level 1
Position Number	N/A
Agency Website	https://www.igis.gov.au/

Job Description

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

The Assistant Director, Security and Property, is responsible for IGIS's physical, personnel and ICT security, in consultation with the Agency's Chief Security Officer, as well the management of all agency property and facilities.

Duties

- fulfil the functions of Agency Security Adviser (ASA) for the Office
- provide proactive and responsive, high quality, customer service focused protective security and property planning, management, assurance and guidance to internal and external stakeholders
- manage compliance and assurance within the security governance framework, including the mandatory requirements of the Government's Protective Security Policy Framework (PSPF) and the Office security plan
- assist in identifying security risks and implementing proportionate treatments to mitigate those risks
- work under limited direction to draft, interpret, implement and manage policy and procedures for effective protective security in the Office
- oversee the management of Office property including facilities maintenance
- manage security and propertyrelated projects, including relevant procurement activities
- contribute to strategic planning for IGIS protective security and property, and translate this planning into actionable priorities and quality outcomes
- develop and maintain effective relationships with internal and external stakeholders to achieve outcomes.

Eligibility

The successful candidate must be an Australian citizen and able to obtain and maintain a Positive Vetting security clearance. Successful candidates will be required to undergo organizational suitability testing as part of this selection process.

Notes

To be successful in this role your skills should include:

- a desire to work in a productive, values-driven organization and to achieve results
- a positive attitude, energy and commitment to the objectives of IGIS
- a collaborative and respectful approach to all aspects of your work
- the ability to conduct your work in an organized and flexible manner
- the drive to develop your professional expertise
- the ability to motivate and lead by example

- a level of resilience to change and flexibility to changing requirements.

Essential skills

- demonstrated understanding of the PSPF and its applications in a highly secure office environment
- excellent written and verbal communication skills
- aptitude for relationship building, and the ability to influence and build relationships with senior executives and a network of stakeholders
- demonstrated ability to work in a highly sensitive workplace and to handle sensitive matters discreetly
- a desire to resolve complex problems
- capability managing both variety and repetition in day to day activities, whilst seeking opportunities for continuous improvement
- demonstrated ability to exercise sound judgment consistently
- the ability to work effectively in a small team environment.

Highly Desirable skills

- Relevant security qualifications, such as the Certificate IV or Diploma in Government (Security).
- Experience in, and/or the ability to quickly acquire an understanding of, key aspects of property management.

About the Office of the Inspector-General of Intelligence and Security

The Inspector-General of Intelligence and Security is an independent statutory office holder who reviews the activities of the six intelligence agencies referred to as the "Australian Intelligence Community", namely: • Australian Security Intelligence Organisation - ASIO • Australian Secret Intelligence Service - ASIS • Australian Signals Directorate - ASD • Australian Geospatial-Intelligence Organisation – AGO • Defence Intelligence organisation - DIO • Office of National Intelligence - ONI The purpose of this review is to ensure that the agencies act legally and with propriety, comply with ministerial guidelines and directives and respect human rights. The functions of the Inspector-General are prescribed under sections 8, 9 and 9A of the Inspector-General of Intelligence and Security Act 1986 (Comlaw). The Inspector-General can undertake a formal inquiry into the activities of an Australian intelligence agency in response to a complaint or a reference from a minister. The Inspector-General can also act independently to initiate inquiries and conducts regular inspections and monitoring of agency activities. In conducting an inquiry, the Inspector-General has significant powers which include requiring the attendance of witnesses, taking sworn evidence, copying and retention of documents and entry into an Australian intelligence agency's premises. The Inspector-General can also conduct preliminary inquiries into matters in order to decide whether to initiate a full inquiry.

To Apply

Position Contact	Sarah, (02) 6141 4538
Agency Recruitment Site	https://www.igis.gov.au/careers

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Defence

Vacancy VN-0692077

Department of Defence

Closing Date: Sunday 15 August 2021

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	SEA1442 Phase 4 - Integrated Logistics Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	CASG/03262/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AE7634C3-6F78-BBDC-4E4E-BFA5DDC5F4DB>

Duties

The Role

Maritime and Systems Communications Strategic Program Office MSCSPO is looking for an APS 6 ILS Officer for the SEA1442 Program who thrives in a complex environment. APS6 ILS officer is accountable under broad direction to perform and achieve complex materiel logistics work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements of a Defence acquisition and sustainment project. An APS6 ILS Officer 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. Key duties for this role include, but not limited to:

- Reviewing and evaluating materiel logistics activities to ensure alignment with project objectives, managing workflows and resources;
- Responsibility for the management of schedule and resources relating to the ILS program;
- Preparation of ILS briefings and reports relating to project progress and issues;
- The application of established technical, operational, professional and administrative activities, procedures, practices and ILS management methodologies;
- Identification and management of risks, issues and opportunities and the application of these in planning, decision making and priority setting;
- Taking the initiative to resolve ILS-related issues by identifying and developing thorough analysis of alternative courses of action and their implications;
- Building and sustaining relationships with key stakeholders at the strategic and operational level;
- A knowledge of the Defence Military Integrated Logistics System (MILIS) would be beneficial;
- An understanding of Codification and cataloguing of items.

About our Team

SEA1442 is a multi-phased Program that will enhance the Royal Australian Navy's maritime communications capability in support of the Australian Defence Force's Network Centric Warfare (NCW) concept. The Program will make significant contributions towards a 'Networked Navy' to support the Navy's objective to fight and win at sea. The SEA 1442 Program aims to develop standards based open and evolvable architecture that will provide the foundation for future maritime communication systems integration and implementation. You will be working to the ILS Manager SEA1442 Program and will take charge of key aspects of the delivery. The work area encourages development of workforce and prides itself on its ability to deliver outcomes for the Royal Australian Navy. We are a fast-paced team that is working in both a challenging and rewarding environment. The successful applicant will find themselves in a supportive workplace that rewards excellence and encourages innovation.

Our Ideal Candidate

Our ideal candidate will have logistics experience, knowledge and capability in acquisition and/or sustainment within a maritime environment. You are an experienced logistician who is diligent and can perform complex ILS work within an integrated workforce. You engage with stakeholders and investigate ILS concepts in support of Defence Material capability lifecycle. You actively investigate, analyse and report recommendations, and provide advice to address issues. You demonstrate and apply ILS knowledge and experience to develop and review the ILS documentation, identify risk and uncertainties and consider these in planning, decision-making and priority setting.

Our ideal candidate will also:

- Have demonstrated experience working in a team to deliver outcomes in a fast-paced dynamic work environment.
- Demonstrate the ability to build and maintain relationships with a network of key stakeholders internally and externally, as well as having the ability to recognise shared agendas and work toward mutually beneficial outcomes.
- Embrace and model the collegiate nature of our workplace and reaffirm the practice of Defence Values and Behaviours.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Raj Hossain, 0421463325
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AE7634C3-6F78-BBDC-4E4E-BFA5DDC5F4DB

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Defence

Vacancy VN-0692498

Department of Defence

Closing Date: Monday 30 August 2021

Defence Science and Technology Group
Maritime Division

Job Title	Group Leader Naval Architecture and Platform Systems Analysis
Job Type	Full-Time;Part-Time, Ongoing
Location	Fishermans Bend VIC
Salary	\$145,319 - \$163,537
Classification	Executive Level 2
Position Number	DSTG/03393/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=607C6933-AA5C-C915-E740-BFA7F52A3F2D>

Duties

The Role

The Group Leader will lead and inspire staff to push the frontiers of science and technology, and work with the Science Technology Capability (STC) experts in S&T relevant to modelling, simulation and experimentation of platform systems analysis and platform performance to support whole-of-vessel decisions related to safety, availability and performance of maritime platforms.

The current research themes include whole-of-platform integration and performance analysis, vessel stability, seakeeping and multi-vessel interactions. The Group Leader will provide leadership, vision, guidance and support collaborations to ensure the STC capability is harnessed to deliver agreed outputs to Defence. The Group Leader is also responsible for the development of the team, including senior staff, and will cultivate a motivating and collaborative culture. They will have the ability to translate client S&T priorities into a well-planned program of relevant S&T activities, including ensuring resources are applied to agreed priorities and demonstrate flexibility to adjust work plans as required.

About our Team

The Group Leader Naval Architecture and Platform Systems Analysis Group is part of the Maritime Division and is within the Maritime Platform Performance Major Science and Technology Capability (MSTC). The research in the Maritime Platform Performance (MPP) MSTC covers naval architectures, power and energy systems, material design, platform vulnerability and recoverability. The MSTC aims to ensure the Royal Australian Navy Fleet has platforms that are safe, efficient, sustainable, survivable and seaworthy for their desired operational envelope. The Naval Architecture and Platform Systems Analysis leads the research and development of whole-of-platform integration and performance analysis, vessel stability, seakeeping and multi-vessel interactions for the ADF. We support Defence in expert advice, design assurance activities and the transitioning of innovative methods and solutions to Navy to ensure the present and future fleet is available, operational and with a sustained presence. We achieve this by partnering with both international and nationally organisations to remain at the cutting edge of scientific developments.

Our Ideal Candidate

You will be recognised as a leader in a specific STC area of science & technology relevant to Defence and ideally will have a broad background applicable to the area of Naval Architecture and Platform Systems Analysis.

You will lead and inspire staff to push the frontiers of science and technology. Be an excellent collaborator, and be able to develop productive partnerships, work collaboratively across Defence and manage strategic relationships with key stakeholders. You are someone who consults widely, shares information and drives knowledge transfer with a network of stakeholders internally and externally. You are passionate about actively creating opportunities to transition science and technology into Defence business objectives. As a builder of effective transdisciplinary teams, you use an agile, outcome focused approach to program execution. You will have proven ability to manage increasing and highly complex workloads within an integrated workforce.

Eligibility

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

Notes

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

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To Apply

Position Contact	Zenka Mathys, 03 9344 2879
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=607C6933-AA5C-C915-E740-BFA7F52A3F2D

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Defence

Vacancy VN-0692527

Department of Defence

Closing Date: Monday 16 August 2021

Defence Science and Technology Group
Weapon and Combat Systems

Job Title	Combat System Engineers and Scientists
Job Type	Full-Time;Part-Time, Ongoing
Location	Edinburgh SA
Salary	\$68,442 - \$93,993
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	DSTG/03712/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=71C39EC4-EC1B-106B-0DF2-BFA7F82B3FF5>

Duties

The Role

Combat System Engineers and Scientists

The Defence Science and Technology Group (DSTG) is seeking talented engineers and scientists with backgrounds in computer systems engineering, computer science, software engineering, mechatronics, or similar. You will be invited to join our welcoming, diverse team in Edinburgh, South Australia and work on innovative solutions to complex science and technology problems in Naval Combat Systems integration, architecture and modelling.

Australia is embarking on an unprecedented ship building program. It requires the integration of sophisticated systems from across Australia and our global partners to create highly effective naval combat systems for Defence; and continuous research and integration to keep those combat systems at the cutting edge. DSTG's growing team of Combat Systems Engineers and Scientists will play a critical role in the success of this program, transforming the way new capabilities are transitioned from scientific concepts into Defence capability.

These positions are for people at early-career (S&T3/4) levels. We will provide extensive training in current and future Defence technologies, maritime warfare, and Defence Science, to grow your knowledge of combat systems and the military domain. Our team-growth strategy is "people first, structure second." We'll select the right people to grow our team, and then adapt the team structure and roles around you.

As a member of our growing team covering combat systems architecture and integration, you will undertake a subset of the following duties, depending on your specific skills and role:

- Build detailed knowledge of Australia's naval ship combat system architectures, elements, functions and behaviours.
- Analyse combat system designs to identify and characterise solutions to architecture and integration issues, including network, software, and systems integration issues.
- Shape and conduct research into future technologies and concepts for combat systems' software, communications and information-management capabilities, and the socio-technical processes to develop and manage them.

- Demonstrate how to integrate advanced capabilities such as robotic and autonomous systems, artificial intelligence, multi-function sensors, software defined networks, adaptive cloud architectures, data analytics, space systems and cyber defences into naval combat systems, through the development and trialling of integrated prototypes.
- Develop open systems architectures for distributed systems of combat systems to support integration of Australia's maritime platforms into the Defence force.

You will develop trusted relationships with Australian Defence Force (ADF) members, Defence industry and academic researchers, collaborating with our passionate team at DSTG to deliver advice, research and technology solutions to complex problems. Interstate and international travel will be negotiated as part of the flexible working arrangements required to achieve the best outcomes for the ADF and Government.

About our Team

Distributed Combat and Mission Systems (DCMS) is a Branch of Weapons and Combat Systems Division (WCSD), within DSTG.

The DCMS team conducts research and modelling, develops technologies and concepts, and provides advice on tactical C4I (command, control, communications, computing and intelligence) capabilities for joint integrated warfare, maritime and air platforms. This means we work on the 'thinking, processing, communicating and deciding' part of combat and mission systems – the part where humans and distributed computers take information from sensors and networks to understand the tactical situation, and then control weapons and other effectors to influence outcomes.

We enable superior ADF tactical decisions by developing and applying the S&T of software architectures, information interoperability, simulation and human-machine teaming. Our team of world-class scientists and engineers are passionate about improving ADF capability to defend and protect Australia and its warfighters.

Our Ideal Candidate

We are looking for talented people who like solving problems, working collaboratively, learning new skills and knowledge, and want to deliver results for Defence.

Our ideal candidates are self-motivated individuals that show initiative, strive to understand how their work aligns with Defence outcomes and enjoy working in a multi-disciplinary team to achieve those outcomes. They will have a strong attention to detail and take pride in the quality of their work. In their career so far, they will have demonstrated good stakeholder engagement, strong analytical and critical thinking skills, good written and oral communication, and sound professional judgement.

We are considering candidates who have experience in any of the following areas:

- Software Architecture, Software Development and Design
- Artificial Intelligence, Machine Learning

Experience applying the above to the fields of naval combat systems, airborne mission systems or land battle management systems will be highly regarded, but is not essential.

It is desirable that candidates have a Bachelor's degree, Masters or PhD in a relevant science, mathematics or engineering discipline including, but not limited to: Computer Systems Engineering, Software Engineering, Computer Science, Systems Engineering, Mechatronics, and Mathematics. Relevant equivalent experience is also acceptable.

Eligibility

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

Notes

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

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To Apply

Position Contact	Mr Duncan Fletcher, +61 407 541 599
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=71C39EC4-EC1B-106B-0DF2-BFA7F82B3FF5

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Defence

Vacancy VN-0692542

Department of Defence

Closing Date: Monday 16 August 2021

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	(Multiple Positions) Governance and Assurance Officer, Branch Coordinator Officer and Operations Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	CASG/02006/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C1629AE6-7E4B-988C-56DA-BFA8303A50E4>

Duties

The Role

Space Systems Branch has three exciting opportunities for Project Support Officers and Operations Officer at the APS 6 level.

Branch Executive team:

The Governance and Assurance Officer contributes to the development and implementation of the Branch Governance Framework and supports the Assistant Director in managing the Branch's operating budget, accommodation, asset management and information and records management functions. Experience with governance activities and financial systems such as ROMAN is preferred.

The Branch Coordination Officer will coordinate tasks for the Branch and manage the internet and intranet sites. This position will undertake a considerable level of stakeholder engagement.

Satellite Communications Systems Program Office (SATCOM SPO):

The Operations Officer will support the SATCOM SPO senior management team with Project Reporting, Human Resource management, Governance, SPO Tasking and Coordination and other ad-hoc administrative support.

About our Team

Space Systems Branch has been established to acquire and sustain Satellite Communication (SATCOM) systems, and be a trusted advisor of SATCOM systems for the Australian Defence Organisation. The team comprises professionals from various disciplines including project management, engineering, commercial, and logistics.

This multi-disciplinary team is composed of highly skilled and motivated Australian Public Servants, Australian Defence Force members, and contracted personnel. The Branch Executive Team and SATCOM SPO are small, high performing and supportive teams that operate in a high-tempo, dynamic environment. They work from Brindabella Park offices in Canberra and maintain close collaboration with other parts of Defence as well as other Government Agencies.

Our Ideal Candidate

The successful candidates will be required to anticipate, identify and respond to Branch and SPO business requirements to achieve Defence outcomes.

As the ideal candidate, you will:

- Contribute to the administrative executive support team and build and sustain working relationships at all levels; and
- Enjoy working in an adaptable work environment, display initiative, have sound judgement and deliver quality work within deadlines.

You will also work as a member of a small dynamic team and possess the following skills and

capabilities:

- Flexible and adaptable with a positive attitude and helpful approach to others;
- Excellent communication and interpersonal skills;
- Strong understanding of departmental procedures and systems;
- Time management and ability to meet deadlines;
- Discretion in managing sensitive or confidential information; and
- Ability to be organised and multi-task in a dynamic environment.

Eligibility

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

Notes

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

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To Apply

Position Contact	Kylie Ormerod, (02) 5109 6010
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C1629AE6-7E4B-988C-56DA-BFA8303A50E4

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Defence

Vacancy VN-0692596

Department of Defence

Closing Date: Monday 13 September 2021

Defence Executive Support Group
Defence Legal

Job Title	Senior Legal Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$60,422 - \$127,344
Classification	
Position Number	DESG/03889/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2EF3D417-0ECD-6C42-747F-BFA833D0F935>

Duties

The Role

Defence Legal (DL) is a national organisation which provides legal advice and other legal support services to Defence. We draw upon the professional talent of our people to pursue excellence in support of Defence operations, command, management and administration.

As part of the General Counsel - Defence Branch, this position provides legal support to the Directorate of International Government Agreements and Arrangements (DIGAA). The day to day tasks undertaken by the role will include:

- Drafting, reviewing and negotiating proposed treaties and international arrangements sponsored by Defence, in close collaboration with a wide range of Defence stakeholders
- Providing legal advice to internal Defence clients on the application of Defence sponsored treaties and international arrangements
- Working closely with other parts of Defence Legal, and other parts of Government, to facilitate the provision of legal advice affecting Defence activities, and
- Supervising and/or mentoring junior members of the team, and contributing to the team's corporate initiatives.

About our Team

The Directorate of International Government Agreements and Arrangements (DIGAA) in Defence Legal facilitates and coordinates with Defence stakeholders and international partners in the development of Defence specific treaties and international arrangements. DIGAA is responsible for the coordination, drafting and negotiation of treaties and international arrangements sponsored by the Department of Defence. DIGAA plays a key role in Defence's international engagements with other nations and international organisations.

DIGAA drafts, negotiates and advises on the international instruments that underpin Departmental and ADF international activities including capability acquisitions, international materiel, logistics, information sharing, intelligence, personnel, research and technology, and military exercises and operations.

Our Ideal Candidate

We are seeking an EL1 Legal Officer who has -

- relevant experience and/or qualification in international law (experience in drafting, reviewing and negotiating treaties and international arrangements and participation in international forums would be highly desirable)
- excellent communication, relationship management and client engagement skills
- experience in working across Government and building productive working relationships
- ability to lead and work collaboratively as a member of a team, and manage competing priorities in a high tempo environment

Eligibility

Mandatory Qualification

- Hold a relevant degree in law (or equivalent qualification);
- Hold a graduate diploma in legal practice (or equivalent);
- Be admitted as a lawyer, legal practitioner, barrister, solicitor or barrister and solicitor of the High Court or Supreme Court of an Australian State or Territory; and
- Be eligible to hold and maintain a practising certificate in the jurisdiction in which they practice.

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	Zhen Alasya, 02 6192 7950
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2EF3D417-0ECD-6C42-747F-BFA833D0F935

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Defence

Vacancy VN-0692597

Department of Defence

Closing Date: Monday 16 August 2021

Maritime Systems
Naval Shipbuilding Enterprise

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	CASG/03605/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D8D18438-D16D-6059-3910-BFA830E276BE>

Duties

The Role

This role requires an understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements. This role will provide detailed contracting technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

About our Team

The Australian Government is laying the foundations for a nationwide naval shipbuilding enterprise to support the implementation of the Naval Shipbuilding Plan. To support this plan the Future Maritime Sustainment Model is being implemented to realise Plan Galileo; Maritime System Division's national, long term approach to sustainment of the naval fleet.

The Offshore Patrol Vessel Systems Program Office (OPVSPO) is located in Henderson WA and provides capability support to the Royal Australian Navy. The OPVSPO Enterprise has a pivotal role in shaping an effective and efficient sustainment model for the new Offshore Patrol Vessels that will provide advanced capability to the Australian Naval Fleet.

Our Ideal Candidate

The Offshore Patrol Vessel Systems Program Office (OPVSPO) Contracting Officer will work within the Contractor management function of the business. The ideal candidate will be accountable under broad direction to perform and achieve complex contract management work within an integrated workforce.

Eligibility

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Naval Shipbuilding Enterprise, Phone Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D8D18438-D16D-6059-3910-BFA830E276BE

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Defence

Vacancy VN-0692601

Department of Defence

Closing Date: Monday 16 August 2021

Joint Capabilities Group
Joint Logistics Command

Job Title	Business Services Manager
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$75,109 - \$80,450
Classification	APS Level 5
Position Number	JCG/02919/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=71E2C99C-6B2C-2473-D467-BFA86D01FF06>

Duties

The Role

As Business Services Manager you will work in a dynamic environment with Work Health and Safety, Security, Facilities, Information Systems, and Governance specialists to provide business services that support the operation of a Defence Logistics Unit.

You will be part of a small team to ensure that business services are delivered across the Unit. You will manage a budget, and will manage administrative services across the specialist team. You will respond and act upon to the needs of stakeholders. You will monitor and report on business services activities.

About our Team

Joint Logistic Unit - North Queensland (JLU(NQ)) is seeking a motivated team member for the role of APS 5 Business Services Manager as part of our Business Management Team at Lavarack Barracks, Townsville. The Business Services Manager will work within a small team to assist with the day to day support tasks associated with providing Business and Governance functions utilising Defence's information management and records management systems.

This position will also be responsible for direct support with JLU(NQ) stakeholders. There is a requirement to liaise with internal and external organisations to facilitate Business Services tasks. The Business Services Manager is expected to be self-motivated, able to work well unsupervised, whilst showing courage and initiative and sound decision making skills. Your team will come from a diverse range of disciplines including governance, facilities management, safety, quality assurance and data management. As a Team Leader, you will bring your own leadership experience and expertise, to meet organisational milestones.

Our Ideal Candidate

As the ideal candidate, you will have a reputation for the pursuit of excellence, a passion for customer service. You will have worked in and have experience in a similar level of administration services. You will be able to earn the trust of a range of stakeholders by demonstrating your commitment to service delivery, communication and leading high performing teams. You will be resourceful and able to deliver results within a defined framework. You will apply your knowledge and experience in problem solving, self-management and teamwork to provide recommendations on process adherence and improvement.

You will be required to: Provide advice to management relating to the implementation and application of policies within the unit; Facilitate training and education to Defence employees and Industry Partners in the importance, operation and continual improvement of our business systems; Ensure risk reporting is aligned to and supports enterprise key risks, and risk appetite statements including liaison with management, staff, and Industry Partners.

In addition to the above, you will be required to: Manage data entry, generation of reports and the auditing and cleansing of Record Management systems; Oversee the maintenance of Unit's web domain; Support Key Performance Indicator (KPI) definition, harmonization and reporting / analytics; Monitor the Unit's budget and maintaining commitment register and producing forecast reports.

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	Alecia Blanch, 07 4446 1780
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=71E2C99C-6B2C-2473-D467-BFA86D01FF06

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Defence

Vacancy VN-0692619

Department of Defence

Closing Date: Sunday 05 September 2021

Defence People Group
Undergraduate Opportunities

Job Title	Defence Civilian Undergraduate Sponsorship - 2022
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 2
Position Number	DPG/03890/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=0CEA6E95-3E4B-30FB-3EE8-BFA86E2680FD>

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 2022, the following degree disciplines are on offer:

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

It is anticipated that up to 30 sponsorships will be available for the 2022 DCUS.

As a successful participant on the DCUS, you will study alongside Australian Defence Force

cadets at ADFA to achieve a Bachelor degree. The degree is delivered and awarded by the UNSW.

An orientation session will be held in Canberra in February 2022 prior to the commencement of classes on 22 February 2022. A UNSW Canberra Orientation Session will be held on Wednesday 16 February 2022.

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 \$53,044 pa (current as at July 2021); 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 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.

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.

Positive Vetting

Prior to commencement successful applicants will be required to undergo a psychological assessment and an extensive security

clearance. As a Positive Vetting clearance is required, applicants must be an Australian Citizen; 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

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To Apply

Position Contact	Karen Harris, -
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0CEA6E95-3E4B-30FB-3EE8-BFA86E2680FD

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Defence

Vacancy VN-0692622

Department of Defence

Closing Date: Monday 16 August 2021

Defence People Group
People Services

Job Title	Director - APS Recruitment
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Melbourne VIC
Salary	\$120,744 - \$144,929
Classification	Executive Level 2
Position Number	DPG/03928/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7AE7F6E6-4D7C-53BF-3727-BFA86EB455CB>

Duties

The Role

Defence is seeking an outstanding leader to deliver high quality recruitment solutions in Defence People Group (DPG).

Duties of the positions include but are not limited to:

- Providing leadership and direction to a geographically dispersed team.
- Engaging and influencing Defence senior leadership to provide strategic recruitment solutions for the Department.
- Leading a high performing team, through clear and consistent communication, strong performance and behavioral standards, delegating responsibility whilst guiding and developing people.
- Drawing upon experience and expertise to provide advice on broader Defence and government people matters.
- Building and sustaining relationships with stakeholders and subject matter experts to deliver workforce outcomes.
- Assessing and evaluating recruitment management strategies, initiatives, projects, policy and procedures to identify opportunities for continuous improvement.

About our Team

Defence APS Recruitment provides an innovative, strategic and agile APS Recruitment service that is highly valued by Defence customers and candidates. You will be part of an energetic team responsible for directly supporting customers and candidates through their recruitment journey.

Successful candidates will work as part of a respectful, trusted and proven team and will contribute to a positive culture in a high tempo environment. Defence APS Recruitment has a culture of continuous improvement and learning and delivers results in a supportive and diverse environment.

Our Ideal Candidate

As an EL2 Director, you will operate with considerable independence to perform and achieve outstanding recruitments results, leading a geographically dispersed team. You will require extensive knowledge legislative frameworks, government decision-making and Defence's mission and policy requirements.

Our ideal candidates will have the following skills and attributes:

- Exceptional results orientation, resilience and a positive approach to issues resolution.
- Strong initiative and sound judgement with a commitment to continuous improvement.
- Excellent interpersonal and analytical skills with the ability to manage both strategic and operational requirements.
- Excellent leadership skills.
- Strong people management skills, both in leading a team and in liaising with stakeholders.
- Ability to operate and produce high quality outcomes in a fast paced environment with competing priorities.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Leisa Craig, (02) 5109 5485
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7AE7F6E6-4D7C-53BF-3727-BFA86EB455CB

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Department of Defence

Closing Date: Monday 16 August 2021

Capability Acquisition and Sustainment Group
Maritime Systems

Job Title	Administrative Support Officer
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	\$75,109 - \$80,450
Classification	APS Level 5
Position Number	CASG/03648/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5315BB22-1B51-DE22-88C1-BFA7F4B52747>

Duties

The Role

The Offshore Patrol Vessel Systems Program Office (OPVSPO) Administration Officer will work within the Commercial function of the business and is accountable under limited direction to perform and achieve complex procedural, operational, administrative and business support work within an integrated environment comprising of military, civilian and contractors. This role requires a well-developed understanding of and compliance with relevant legislative frameworks, government decision-making and Defence's mission and policy requirements. This role will work within a collaborative team to monitor work practices, set work priorities and develop and enhance local business procedures. The position will be required to supervise and manage staff within the ADMIN team.

About our Team

The Australian Government is laying the foundations for a nationwide naval shipbuilding enterprise to support the implementation of the Naval Shipbuilding Plan. To support this plan the Future Maritime Sustainment Model is being implemented to realise Plan Galileo; Maritime System Division's national, long term approach to sustainment of the naval fleet.

The Offshore Patrol Vessel Systems Program Office (OPVSPO) is located in Henderson WA and provides capability support to the Royal Australian Navy.

The OPVSPO Enterprise has a pivotal role in shaping an effective and efficient sustainment model for the new Offshore Patrol Vessels that will provide advanced capability to the Australian Naval Fleet.

In addition to being involved in building Australia's future naval fleet, at OPVSPO you will also have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, occasionally working from home and working hours that aren't always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

Our Ideal Candidate

We are seeking a candidate with demonstrated high level of administrative and business support experience preferably in the Defence organisation, with excellent communication and record management skills.

Our ideal candidate will:

- Perform complex tasks and activities, work to agreed priorities and outcomes that support business activities;

- Respond to complex operational, procedural, administrative and business support related enquiries and apply the skills, knowledge and experience to provide advice and services;
- Identify and interpret relevant legislation, established principles, work practices and procedures and apply these to the work place;
- Explain and apply the operational, technical and resources requirements of an activity and assist in the coordination, delivery and reporting of that activity;
- Work collaboratively and operate as an effective team member and provide constructive feedback;
- Build and sustain positive relationships with team members, stakeholders and actively participate in team and group activities;
- Progress work to meet business objectives, recommend solutions for issues impacting on the achievement of desired outcomes and seek advice and guidance on more complex issues;
- Consolidate and analyse data and information, coordinate and assist in the preparation of written submissions, briefs, inquiry outcomes, corporate reports, minutes and other correspondence for Defence and external stakeholders.

Eligibility

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

Notes

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

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To Apply

Position Contact	Naval Shipbuilding Enterprise, Build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5315BB22-1B51-DE22-88C1-BFA7F4B52747

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Defence

Vacancy VN-0692647

Department of Defence

Closing Date: Monday 16 August 2021

Capability Acquisition and Sustainment Group
Office of DEPSEC Naval Shipbuilding

Job Title	Project Support - Governance and Reporting
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$82,282 - \$93,993
Classification	APS Level 6
Position Number	CASG/03702/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A7EA1AEC-E24B-1319-583C-BFA87142B4FB>

Duties

The Role

The Maritime Domain is a key sector of the Capability Acquisition and Sustainment Group with the Department of Defence. The Maritime Domain is a key enabler to the preparedness of the Australian Defence Force, delivering acquisition and sustainment solutions across a diverse range of maritime systems for Navy and Army.

This role provides Governance and Reporting Services to the Maritime domain –

- Standardised approach to Project Management across Maritime Domain
- Supports best practice
- Identification of program management & project management risks across Maritime Domain (linked to our internal audit program)
- Identifying opportunities for improvement to our business processes
- Collection, analysis and reporting of performance data

As the Maritime Domain is a highly complex and demanding environment you will need to be resilient, confident and skilled in marshalling the necessary strategic expertise to support Maritime Domain Executives including Deputy Secretary National Naval Shipbuilding (DEPSEC NNS) and to the Maritime Divisions (Ships, Maritime Systems, Submarines, and the National Naval Shipbuilding Office) and to ensure agreed MDSC enabling services are provided to effectively deliver against the Naval Shipbuilding Plan.

About our Team

The National Naval Shipbuilding Enterprise is the largest capital investment in Australia's history; an investment which, through onshore builds of advanced naval vessels, will grow a sovereign naval shipbuilding capability. The 2017 Naval Shipbuilding Plan outlines the Government's vision

for the Enterprise. The implementation of this plan is coordinated by the NNSO.

This endeavour requires consistent long-term planning and decision-making to achieve a sustainable naval shipbuilding industry, infrastructure and workforce. The MDSC provides DEPSEC NNS with the management information and assurance required to best develop and maintain the sovereign capability required to deliver the Continuous Naval Shipbuilding Program through a range of enterprise-level enabling services supporting strategic workforce management, an enterprise master schedule, program management, materiel logistics, engineering, corporate services, and a focal point for Domain staff to seek assistance on Functional matters under the CASG Balanced Matrix operating model.

Working as part of the NNSO, you will enjoy Australian Public Service conditions which include an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for part-time and home-based work. Defence provides a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions

Our Ideal Candidate

Our ideal candidate will have Project/Program experience, knowledge and capability in acquisition and/or sustainment within a maritime environment, although not essential.

As the ideal candidate, you will:

- Have demonstrated experience in working in a team to deliver outcomes in a fast paced dynamic work environment.
- Build and maintain relationships with a network of key stakeholders internally and externally, as well as having the ability to recognise shared agendas and work toward mutually beneficial outcomes.
- Embrace and model the collegiate nature of our workplace and reaffirm the practice of Defence Values and Behaviours.

Our ideal candidate also:

- Has excellent writing skills, including the ability to explain complex technical ideas clearly and succinctly.
- Is passionate about fostering a dynamic team environment where team members are creative, versatile and flexible.
- Has well developed problem solving skills.
- Is driven to deliver against the objectives of the Naval Shipbuilding Plan.

Eligibility

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

Notes

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

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To Apply

Position Contact	Naval Shipbuilding Enterprise, Build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A7EA1AEC-E24B-1319-583C-BFA87142B4FB

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Education, Skills and Employment

Vacancy VN-0692532

Australian Research Council

Closing Date:Monday 16 August 2021

Research Excellence
Research Evaluation

Job Title	Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra Airport ACT
Salary	\$72,989 - \$77,134
Classification	APS Level 5
Position Number	ARC2122-001
Agency Website	www.arc.gov.au

Job Description

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

The position is located in the Research Evaluation section of the Research Excellence Branch (REB), which is responsible for the Excellence in Research Australia (ERA) and the Engagement and Impact Assessment (EI) strategic policy and outreach. The team is also responsible for the implementation of Indigenous studies in ERA and EI which arose from a recent review. The position will actively support the different work outcomes of the section.

Duties

- Conduct comprehensive desktop research and analysis, and succinctly summarise key information to support managers and stakeholders
- Assist in drafting reports, briefing, correspondence, and advice for senior executives
- Assist in preparing high-quality and visually appealing presentations for executives, including online events such as webinars
- Provide secretariat support for committees and meetings, including taking clear and concise meeting minutes
- Liaise with internal and external stakeholders in a professional manner
- Plan and manage multiple tasks, sometimes within tight timeframes
- Work collaboratively with other members of staff across the branch on projects as required.

Eligibility

To be eligible for employment with the ARC, you must be an Australian Citizen.

The successful applicant will be required to successfully undergo a police record check and ID verification check.

Notes

Non-ongoing will be offered for an initial term of 6-12 months with possibility of extension or conversion to ongoing within 12 months from initial advertisement date.

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

About the Australian Research Council

The role of Australian Research Council (ARC) provides advice to Government on research matters and delivers policy and programs that advances Australian research and innovation globally, as well as benefit the Australian community. The ARC funds the highest quality research through the National Competitive Grants Program (NCGP), a core component of the Australian Government's investment in research and innovation. We also evaluated the quality, engagement and impact of research, through the Excellence in Research for Australia (ERA) and the Engagement and Impact (EI) assessment, by comparing Australia's university research effort against international benchmarks. Our people are experts in their fields and enjoy challenging work. We work together to share knowledge and build our capability to support the research sector. This helps us work smarter and more effectively. We are located in Canberra and our culture is inclusive and supportive. Our people are confident, capable and committed. We nurture curiosity and encourage our people to keep learning. We are the flexible workplace champions for 2019 and have flexible work arrangements and a supportive environment. We help our people balance their whole life and be the best version of themselves.

To Apply

Position Contact	Millennia Pullen, (02) 6287 6614
Agency Recruitment Site	https://www.arc.gov.au/about-arc/careers-arc

- ## Education, Skills and Employment

Vacancy VN-0692553

Department of Education, Skills and Employment

Closing Date:Monday 16 August 2021

Job Title	Parliamentary Officers (Various)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,114 - \$96,895
Classification	APS Level 6
Position Number	21/0822
Agency Website	https://www.dese.gov.au/

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

A number of positions are available across the Parliamentary Branch, including in the Cabinet team, Committee Inquiries Team and the Business Intelligence and Systems team. Candidates experience and skills will be assessed against suitable roles.

Duties

The successful candidate will undertake a lead role in the team's responsibilities which may include, but is not limited to:

Cabinet Team

- Day-to-day handling and distribution of the department's cabinet business and information.
- Provide timely advice and support to departmental officers and senior managers on processes.
- Preparation of briefing folders for the Secretary and other Senior Executives and undertake cabinet audits as required.
- Prepare daily report on the progress of cabinet business.
- Process FORTRESS PDMS+ items as appropriate.

Committee Inquiries Team

- Tracking and monitoring all phases of the inquiry process, including the progression and implementation of recommendations from parliamentary committee reports.

- Provide timely advice to business areas and senior management on parliamentary committee inquiry requirements such as submissions, hearing attendance and Australian Government Responses.
- Produce and distribute reports for Executive including the RSGC status update.
- Work with Executive and Ministers' offices to enable the tabling of QoNs and Government responses in a timely manner.
- Business Intelligence and Systems Team
- Identifying and implementing innovative technical solutions for Parliamentary, Ministers' offices and departmental activities.
- Development and maintenance of visualised reporting solutions.
- Administration of the department's digital meeting paper solution including training, support and account management.
- Undertake complex technical tasks to support the department's Parliamentary workflow system, including assisting with client support and training.

Capabilities

The ideal candidate will possess:

- Demonstrated organisational skills, judgement and initiative
- Well-developed written and oral communication skills and an attention to detail
- A strong focus on client service delivery, with the ability to build rapport and maintain positive working relationships with stakeholders
- Knowledge of the role and functions of the agency and an understanding of how these relate to a work area
- The ability to manage priorities, meet deadlines and work under pressure

Desirable but not essential:

- Cabinet knowledge and experience
- Experience in the use of the Parliamentary Document Management System (PDMS).

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a NV1 security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

Notes

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

About the Department of Education, Skills and Employment

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

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

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

To Apply

Position Contact	Bernadette Murphy, (02) 6240 8148
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=21

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Education, Skills and Employment

Vacancy VN-0692578

Department of Education, Skills and Employment

Closing Date: Monday 16 August 2021

Technology and Services
IT Workplace, Environment and Customer Support ICT Procurement &
Financial Management

Job Title	ICT Procurement Administrative Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$65,258 - \$67,971
Classification	APS Level 3
Position Number	21/0823
Agency Website	https://www.dese.gov.au/

Job Description

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

We are looking for talented team members who has experience in procurement, support and administration, or the ability to acquire the required skill in these areas. You will need to be forward thinking with good time management skills and the ability to manage and prioritise your own work with some supervision. Good communication and interpersonal skills are essential, along with the ability to work collaboratively as part of a team and liaise with both internal and external stakeholders. You will need to have a very strong work ethic and be committed to excellence in customer service and the APS values.

Duties

Duties and Responsibilities

Responsibilities may include:

- Assisting departmental Procurement Officials with administrative tasks
- Responding to general queries relating to ICT procurement
- Monitoring the progress of procurement requests to ensure timely service delivery
- Data entry, Archiving, filing paperwork and publishing opportunities
- Drafting and issuing work orders
- Create and amend purchase orders
- Document control (publishing, sending update reminders etc)
- Goods receipting and processing/reconciling invoices

Capabilities

To be a contender for these positions you should:

- Have experience, or relevant study in procurement support and administration, or the ability to quickly acquire these skills
- Be forward thinking, support innovation, and have a strong work ethic
- Have excellent communication, interpersonal skills and excellent customer service attitude and skills
- The ability to prioritise and manage your time and work with some supervision and guidance
- Knowledge and experience using Microsoft Office applications, such as Word, Excel, Outlook

Eligibility

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

Notes

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To Apply

Position Contact	Dru Robinson, 02 6240 5076
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=21

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Education, Skills and Employment

Vacancy VN-0692588

Department of Education, Skills and Employment

Closing Date: Monday 16 August 2021

People, Parliamentary, Communication and Assurance
Enterprise Risk, Audit, and Investigation Enterprise Risk

Job Title	Assistant Director - Enterprise Risk
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$108,350 - \$119,750
Classification	Executive Level 1
Position Number	21/0826
Agency Website	https://www.dese.gov.au/

Job Description

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

Reporting to the Director of Enterprise Risk, the Assistant Director will deliver a range of activities that support the department's enterprise risk management arrangements in a project-based environment. The Assistant Director will lead a team in undertaking annual risk reviews, providing support to the department's risk systems, including coordinating risk training and awareness programs, and providing secretariat support to the Chief Risk Officer and the Risk Governance Committee.

Duties

Duties and Responsibilities

- Responsibilities Include:
- Leading a team to deliver activities that develop, oversee, coordinate, and implement the department's enterprise risk management arrangements.
- Undertaking annual departmental enterprise risk management reviews.
- Maintaining the department's enterprise risk management systems and providing departmental risk training and awareness programs.
- Conducting analysis of the department's risk data and providing reports to Executive, Risk Stewards and Governance Committees.
- Managing the department's response to the Comcover Risk Benchmarking survey.
- Overseeing the secretariat support for the department's Chief Risk Officer, and the risk governance committee.

Capabilities

- The successful candidate will be expected to exhibit the following:
- A strong record of professionalism, performance, and delivery.
- Ability to manage a team through competing priorities in a fast-paced environment.
- Demonstrated strategic thinking and planning capabilities.
- Proven ability to positively engage with internal and external stakeholders.
- Highly developed verbal and written communication skills.
- Strong leadership qualities and drive to foster a positive team culture.
- Personal drive, integrity, and accountability.

Eligibility

Highly Desirable:

- A minimum of two years of demonstrated enterprise risk management experience within the Australian Public Service.
- A thorough understanding of section 16 of the Public, Governance and performance Act 2013, and the Commonwealth Risk Management Policy.
- Formal risk qualifications are preferred but not essential

Notes

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

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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- Improving schooling outcomes for children
- Preparing our future workforce through globally competitive tertiary education, training and research sectors
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To Apply

Position Contact	Julia Harrison, (02) 6121 6863
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=21

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Education, Skills and Employment

Vacancy VN-0692607

Department of Education, Skills and Employment

Closing Date: Monday 16 August 2021

Finance Management Division
Finance Branch

Job Title	Senior Finance Officer / Finance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,377 - \$96,895
Classification	APS Level 5;APS Level 6
Position Number	21/0830
Agency Website	https://www.dese.gov.au/

Job Description

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

Reporting to the Assistant Director (Finance Business Partner), the Finance Officer will support the delivery of a range of finance business activities across the department.

Finance Business Partners (FBPs) support clients in their decision-making through tailored strategic financial advice. FBPs combine the technical expertise from the Corporate and Enabling Group with in-depth business insights gained from partnering with line areas to provide complete business solutions.

Duties

Duties and Responsibilities

Finance Officer (APS5)

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

- assist in preparing timely and accurate monthly financial reports;
- prepare monthly financial journals;
- assist with the preparation of internal budgets and forecasts;
- assist with completion of financial statements and external audit queries; and
- work with internal stakeholders to assist in end of month management reporting.

Senior Finance Officer (APS6)

Responsibilities may include:

- providing support and assistance to DESE groups regarding development of their internal budgets (Administered and Departmental);
- updating forecasts on a monthly basis to inform management of funding issues by highlighting pressures or savings;
- producing monthly financial reports;
- providing analysis and advice on the current and planned financial performance and position of the groups; and
- working with internal stakeholders to assist in end of month management reporting.

Qualifications and Education

The following education, qualifications and/or experience will be highly regarded:

- Relevant accounting and professional qualifications or significant progress towards completion
- Experience in accounting or finance area and a working knowledge and understanding of the Commonwealth financial framework.

Capabilities

The successful applicant will have the following attributes:

- the ability to work independently and prioritise work loads
- sound analytical and problem-solving skills, and ability to work collaboratively to respond to changing demands
- highly developed IT skills including intermediate to advanced Microsoft excel skills
- strong stakeholder management skills and the ability to maintain good working relationships
- highly developed written and verbal communication skills including the ability to cultivate, negotiate and maintain effective relationships with internal and external stakeholders.

Eligibility

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

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 12 months.

Notes

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

About the Department of Education, Skills and Employment

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To Apply

Position Contact	Warren Rushby, (02) 6240 9872
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=21

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Education, Skills and Employment

Vacancy VN-0692630

Department of Education, Skills and Employment

Closing Date: Monday 16 August 2021

International
Partnerships Policy & Collaboration

Job Title	Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$127,501 - \$153,049
Classification	Executive Level 2
Position Number	21/0833
Agency Website	https://www.dese.gov.au/

Job Description

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

Reporting to the Assistant Secretary, the Director is responsible for the management of the Policy and Collaboration team. This role designs, consults on and oversees implementation of the Australian Strategy for International Education to ensure a shared vision and alignment of activity between government and the sector. The Director leads a team to provide quality evidence-based advice to government and manages relationships with industry stakeholders and across government to achieve strategic outcomes and ensure the ongoing credibility of policy settings.

The Policy and Collaboration team takes the lead supporting the Council for International Education and engagement with key stakeholders. The team undertakes research and horizon scanning aimed at expanding the take-up of Australia's international education offerings. The team also contributes to Austrade's work on nationally consistent branding of international education and in communicating the benefits of international education.

Duties

Responsibilities may include:

- Deliver policy advice on complex matters relating to international education, and leading a team to develop briefing, speeches, minutes, reports, and communication materials.
- Provide expert support to the Australian Council for International Education and the Expert Members Group.
- Deliver a funded program that procures initiatives and research for international education.
- Lead policy agenda and deliver regular stakeholder forums, with Commonwealth agencies, peak bodies, state and territory governments and providers.
- Demonstrate effective leadership and management, encouraging collaboration and information sharing to achieve results for the section and broader branch and group objectives.
- Build and sustain internal and external networks, liaising with stakeholders on highly complex and/or sensitive issues, working to achieve mutually beneficial outcomes.
- Lead a healthy and safe working environment, modelling and promoting ethical behaviour and practices, professionalism, and integrity consistent with the APS Values and Code of Conduct.

Eligibility

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Negative Vetting 1 security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill similar roles in the Department over the next 12 months.

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

Notes

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To Apply

Position Contact	Simon Moore, (02) 6121 7216
Agency Recruitment Site	https://dese.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT%20%2D%20DESE&CurBID=21

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Foreign Affairs and Trade

Vacancy VN-0692648

Austrade

Closing Date: Sunday 22 August 2021

Investments and Sectors
Advanced Technology and Manufacturing

Job Title	Content and Communications Officer - Technology and Manufacturing
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Brisbane QLD
Salary	\$79,232 - \$97,090
Classification	
Position Number	NP
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is Australia's investment attraction and export promotion delivery agency. We are experienced commercial advisors, with a positive and proactive culture.

As a Content and Communications Officer in Austrade's Advanced Technologies and Manufacturing Centre of Excellence team, you will play a key role in creatively communicating insights and content that support Austrade's delivery of trade and investment services.

We're seeking a highly motivated, experienced, creative and forward-looking communications officer with excellent writing skills to promote Australia's technology and manufacturing sectors globally.

The role is responsible for executing a range of communications activities including developing content for use across external and internal communications channels.

Duties

- Support the creation of content by the Centre of Excellence, specific to the technology and manufacturing sectors, to support Austrade's trade facilitation and investment attraction teams
- Research topics, create content, edit and proof communications material to support the delivery of consistent and targeted messages to our audiences across all channels
- Support the implementation of the team's communications strategy, working closely with Austrade's corporate marketing, content and social media teams to ensure a coordinated approach across internal and external communication channels including websites, social media and EDM
- Actively contribute to ensuring content is on-brand, consistent in terms of style, quality and tone of voice, and optimised for search and user experience
- Implement best-practice strategies and techniques for content planning, creation, distribution and maintenance
- Collaborate and coordinate with internal stakeholders including Austrade's marketing, content, communications, digital service and social media teams
- Position the work of the Centre of Excellence in the technology and manufacturing sectors on the Austrade website and sector-facing social media channels
- Work with the marketing, social media and digital services teams to deliver planned marketing and communications activities and ad-hoc requests from offshore and onshore staff
- Work with the digital services and social media teams to synthesise web and social media analytics and provide meaningful insights to the team to inform the refinement of communications strategies
- Build effective relationships and key strategic alliances across Austrade and with key stakeholders in Australia and abroad.

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	Prathay Chandrakumar, +61 (3) 9648 3148
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0692587

Aged Care Quality and Safety Commission

Closing Date: Tuesday 17 August 2021

Quality Assessment and Monitoring Group
Home Services

Job Title	Director- Home Services
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Canberra ACT, Perth WA, Adelaide SA, Hobart TAS
Salary	\$124,752 - \$147,700
Classification	Executive Level 2
Position Number	TBC
Agency Website	

Job Description

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

Are you looking to make a real difference to the quality of care provided to older people and thrive in a varied and challenging work environment?

We have an opportunity for the right person to become a member of the national leadership team of the Aged Care Quality and Safety Commission's (the Commission) Quality Assessment and Monitoring Group as the Director of Home Services.

This selection process may be used to fill other roles including vacancies in Regional Director roles in one or more regions.

About the Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to

protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care.

The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life.

We aim to build confidence and trust in aged care, empower consumers, promote best practice service provision, promote quality standards and hold providers to account for their performance against the expected standards of care. We seek to promote an aged care system that develops safer systems of care, inculcates a culture of safety and quality, and learns from mistakes, while providing the oversight that can assure the community that aged care services are operating as they should, including working on continuous improvement.

Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website
www.agedcarequality.gov.au

About the Quality Assessment and Monitoring Group

The Group is responsible for the effective delivery of quality assessment and monitoring of approved provider compliance with the Aged Care Quality Standards, undertaking accreditation and reaccreditation audits of residential aged care services, completion of Quality Reviews of Home Services, and additional functions as required such as infection control monitoring.

The Group is led by an Executive Director and national leadership team which undertakes these functions within a single Commission operating model, and includes approximately 300 staff located across Australia, including four Regional Directors and a national Operations team responsible for program planning and performance.

The Director Home Services is responsible for operational management of a new team delivering quality assessment and monitoring activities of home service providers across the country. The role is newly created and will involve expanding the team and embedding a quality assessment and monitoring program, including overseeing Quality Audits, across the country.

The role includes extensive external stakeholder engagement and internal collaboration with colleagues across the Commission and within the Group, leading change and motivating staff to achieve Commission goals and priorities, and influencing the delivery of our Regulatory Strategy.

Duties

Position overview

The Director Home Services will lead a team of staff geographically dispersed across the country, who deliver quality assessment and monitoring activities, in line with the Aged Care Quality Standards, of home service providers. The team is rapidly expanding and will be fully established to deliver a national program of activity. The Director is responsible for planning and undertaking regulatory activities in line with the Commission's regulatory framework. The Director will work closely with Quality Assessment and Monitoring Regional Directors to ensure transparency and central coordination.

Key accountabilities

- Work closely with the Executive Director, and other Directors to provide leadership, direction and support to staff working in a fast-paced, high workload environment during a period of change.
- Work collaboratively with colleagues across the Commission to implement the organisation's priorities, ensure the integrity of regulatory decisions and demonstrate national consistency of practice.
- Apply work knowledge, precedent and established legislation, policy, procedures and guidelines to situations involving a high level of complexity and sensitivity which require considerable interpretation and analysis.
- Maintain a high level of knowledge of relevant legislation and guidance to exercise appropriate delegations regarding provider failure to comply with the Aged Care Quality Standards and other responsibilities.
- Oversee day to day operations of the team to ensure risks are managed and work undertaken in accordance with agreed priorities and requirements.
- Undertake effective stakeholder engagement at regional and state levels including with consumers and their representatives, aged care providers, regulatory agencies and other government officials.

Eligibility

The successful applicant must have excellent stakeholder engagement and communication skills, a well-developed understanding of contemporary regulatory practice and the application of integrity in regulatory decisions. The successful applicant will have extensive leadership experience, a proven ability to build a positive team culture and to lead staff through change.

To be successful in this role you will need the following role specific capabilities:

1. Demonstrated analytical and problem-solving skills, including the ability to assess and manage risk, work within legislative requirements, make impartial recommendations and to use specialist advice when needed.
2. Highly developed leadership and management skills, including the ability to lead a team in a dynamic environment and foster a positive and supportive team culture.
3. Highly-developed written and oral communication skills and demonstrated ability to communicate information coherently and concisely to audiences with a range of backgrounds and cultures.
4. Demonstrated ability to lead a team of regulatory officers to prepare and finalise comprehensive, well analysed and evidence-based documented reasons for decisions in accordance with relevant legislation, and national policies and procedures.
5. Demonstrated ability to effectively manage interpersonal relationships with respect and communicate with influence with internal and external stakeholders.
6. Capability to work in a busy environment, working with competing priorities and ability to effectively manage and prioritise workload among a team to deliver agreed outcomes.
7. Demonstrated capability to assess regulatory intelligence while working with competing priorities.
8. A consumer focus and ability to foster inclusive work practices in line with the APS Values.
9. Ability to undertake intra- and inter-state travel as required for the duties of the position.

Desirable qualifications or experience

- Tertiary qualifications in a relevant discipline
- Understanding of the Australian aged care system
- Experience of working in a contemporary regulatory environment

Notes

Note: All EL2 employees are expected to meet the EL2 level capabilities outlined in the APS Integrated Leadership System and it is recommended that applicants familiarise themselves with the behavioural expectations outlined in this framework to support preparation of an application.

Salary offered will be between **\$124,752 and \$147,700** per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check.

In your application please provide a statement of claims against the Key Capabilities in no more than 600 words

How to Apply?

1. Navigate to 'Current Vacancies' section of the careers page and locate the relevant job title. All documentation relating to the role and application process will be located here.
2. Click on the job title and at the bottom of the Advertisement you will be asked to create an account. If you are a first-time user or to sign in to complete your application.
3. As part of your application you will be requested to complete a statement of claim or respond to targeted questions, attach your Resume and Application Cover Form. The Application Cover Form is located as a link under the job title on the careers page.
4. Click 'Apply Now' when you are ready to submit your application.

Please complete an online application form and submit to <https://www.agedcarequality.gov.au/about-us/careers> **by 11:59 pm (local time) on Tuesday 17 August 2021**. Only completed applications will be accepted.

For enquiries relating to your application in Submittable please contact HR Services on 02 9633 3262 or email hrrservices@agedcarequality.gov.au

For enquiries relating to the job description, please contact Deborah.raets@agedcarequality.gov.au

Further information:

The diversity of our staff is very important to us. We welcome and actively encourage applications from people with disability, women, and people with culturally and linguistically diverse backgrounds. We recognize the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people.

For further information about the Quality Commission, office locations and other related resources, please visit <https://www.agedcarequality.gov.au/>.

For more information on the Australian Public Service, please visit <http://www.apsc.gov.au/publications> -and- [media/current-publications/cracking-the-code/factsheet-4](http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4) and <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>.

About the Aged Care Quality and Safety Commission

To Apply

Position Contact	Deborah Raets, 02 8831 1160
Agency Recruitment Site	https://www.agedcarequality.gov.au/about-us/careers

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Health

Vacancy VN-0692591

Aged Care Quality and Safety Commission

Closing Date: Monday 16 August 2021

Corporate Services
ICT

Job Title	ICT Infrastructure Manager
Job Type	Full-Time, Ongoing
Location	various locations in ACT , Various locations - NSW NSW
Salary	\$85,088 - \$95,992
Classification	APS Level 6
Position Number	TBA
Agency Website	

Job Description <https://agedcareassessor.submittable.com/submit/200364/ict-infrastructure-manager-aps6-ongoing-act-nsw>

The purpose of this position is to manage, maintain and enhance ICT services through the provision of high-quality customer support.

Duties

- Active engagement with the business to understand user requirements, ICT issues and pain points. Work with ICT teams to remediate and communicate with the business.
- Maintain relationship with both internal and external customers along with partners. This may include conducting one-on-one or group training in new ICT developments.
- Manage service desk requests within the service desk toolset.
- Manage, track and report on all ICT assets
- Produce both structured and ad-hoc reports, memos, procedures and analysis on ICT services, both for customer consumption and on vendor performance
- Monitor infrastructure, security and application environments to ensure they are delivering against Service Level Agreements.
- Maintain currency of knowledge to support the Agency's ICT environment.
- Participate and lead as required projects that enhance the Agency's ICT environment and customer service capabilities.
- Provide mentoring, performance, development and workflow of permanent and/or temporary direct report(s) so that resources are adequately allocated work, that tasks are completed on time and staff members are coached and developed.
- Support the Assistant Director/Director in the delivery of the ICT strategy

Eligibility

- Experience in the technical management of ICT infrastructure, procurement and contracts
- Attention to detail and the ability to meet deadlines
- Technical knowledge, skills and understanding of MS Windows, network hardware and protocols, project management experience
- Effective communications, problem solving and decision-making skills with an ability to lead by example
- Experience in vendor management and knowledge of ITIL practices and processes relevant to the role
- Understanding of Australian Government ICT Security policies or equivalent Industry best practices
- Manage IT employees, making sure network costs are on budget and serving as a liaison between IT staff and project stakeholders.
- Relevant qualifications in IT or Business and/or equivalent relevant experience
- Provide technical leadership on ICT infrastructure to support the operational and strategic objectives of the Commission.
- Maintaining accurate and detailed records of ICT Infrastructure throughout the Commission nationally.

Notes

Salary offered will be between \$85,088 to \$95,992 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Merit Pool established through this selection process may be used to fill this or future vacancies on a non-ongoing or ongoing basis.

The diversity of our staff is very important to us. We welcome and actively encourage applications from people with disability, women, and people with culturally and linguistically diverse backgrounds. We recognize the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy

development and service delivery. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people.

How to Apply?

1. Complete your application form (which could be found below the position description on our careers page)
2. Create your Account using Submittable, in case you have an account then Sign-in
3. A written response outlining your statement of claims and the strengths you would bring to the role against the Key Job Capabilities listed above (no more than a total of 500 words)
4. Attach a copy of your resume along with the completed Application Form and Submit

Please complete an online application form and submit to <https://www.agedcarequality.gov.au/about-us/careers> by 5:00pm (local time) on 16th August 2021. Only completed applications will be accepted.

Contact Officer:

Please contact our recruitment team on (02) 9633 3262 or hrservices@agedcarequality.gov.au for assistance with accessing our website or with lodging your application. Specific questions about the role can be directed to Peter Craig, Assistant Director on 02 8831 1080 and email is peter.craig@agedcarequality.gov.au with position title in the subject line.

Further information:

For further information about the Quality Commission, office locations and other related resources, please visit

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

For more information on the Australian Public Service, please visit

<http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>.

About the Aged Care Quality and Safety Commission

To Apply

Position Contact	Peter Craig, 02 8831 1080
Agency Recruitment Site	https://agedcareassessor.submittable.com/submit/200364/ict-infrastructure-manager-aps6-ongoing-ac

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Industry, Science, Energy and Resources

Vacancy VN-0692572

Department of Industry, Science, Energy and Resources

Closing Date: Wednesday 11 August 2021

National Measurement Institute
Analytical Services Lab Services - North Ryde

Job Title	Organic Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$69,453 - \$74,970
Classification	APS Level 4
Position Number	508470
Agency Website	http://www.industry.gov.au/

Job Description

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

The National Measurement Institute (NMI), a division within the [Department of Industry, Innovation and Science](#), is Australia's peak measurement body responsible for biological, chemical, legal, physical and trade measurement. Our vision is to provide measurement policy, science and regulation that underpins the economy and well-being of Australia.

The Organics section at National Measurement Institute (NMI) North Ryde is a National Association of Testing Authorities (NATA) accredited laboratory specialising in the analysis of trace organics in food and environmental samples.

The section does work for Government and Private clients for a range of organic residues and contaminants such as pesticides, veterinary chemicals, petroleum hydrocarbons & industrial chemicals.

The section also works on developing and validating new analytical methods to meet the emerging needs of the client.

Our ideal candidate

We are looking for an analytical chemist with experience with analysis of trace organics in food samples, in particular veterinary chemical residues.

Based at the NMI North Ryde facility and in a laboratory environment, the Organic Analyst must have an intimate knowledge of Liquid Chromatography techniques including Liquid Chromatography/Mass Spectrometer/Mass Spectrometer (LC/MS/MS) equipment and must have experience in the preparation, extraction and analysis of trace organics in challenging matrices such as animal tissues.

Our ideal candidate will;

- be proficient at LC & LC/MS/MS instrument software
- have demonstrated experience with trouble shooting and maintaining analytical instruments and
- Have a good knowledge of QA/QC and NATA requirements.

Duties

As the Organic Analyst, you will report to the team leader of the Organics Section food group. The role is predominantly laboratory work with some computer based sample processing and reporting.

In this role you will;

- Work independently to undertake trace organic analysis.
- Analyse samples for trace organics using LC & LC/MS/MS equipment.
- Analyse trace level veterinary analytes in animal tissue samples by LC/MS/MS
- Prepare, extract, analyse samples and report results to clients in a timely fashion and under limited direction.
- Mentor and supervise staff at lower classifications. The Organic Analyst is required to train chemists in the analysis of chemical residues and contaminants in food/tissue samples.
- Maintain LC & LC/MS/MS equipment and troubleshooting moderately complex issues.

Eligibility

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

In addition, the suitable candidate must have;

- Tertiary qualifications in a scientific field (chemistry or equivalent).
- A minimum of 5 years of experience working in an analytical testing laboratory.

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

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

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

About the Department of Industry, Science, Energy and Resources

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

To Apply

Position Contact	Danny Slee, (02) 9449 0169
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0692624

Department of Industry, Science, Energy and Resources

Closing Date: Monday 16 August 2021

National Measurement Institute
Legal Metrology Policy and Regulatory Services

Job Title	Legal Metrology Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Adelaide SA, Sydney NSW, Perth WA, Melbourne VIC
Salary	\$76,385 - \$80,590
Classification	APS Level 5
Position Number	508460
Agency Website	http://www.industry.gov.au/

Job Description

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

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

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

The Legal Metrology Branch plays an important role in ensuring Australian consumers and

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

The Policy and Regulatory Services Section provides timely, accurate and appropriate support for the Secretary and Chief Metrologist, including advice and services relating to measurement policy, regulatory and technical matters. This enables the delivery of a strong and effective national measurement system that is trusted and accepted domestically and internationally and does not impose unnecessary barriers to trade through restrictive requirements.

Our ideal candidate

The capabilities listed below describe the specific skills, knowledge and behaviours required to successfully perform this job role:

- Demonstrated ability to engage with and resolve moderately complex legal metrology issues, think strategically, undertake analysis and prepare policy advice to implement risk and principles-based policy in new and existing areas of metrology.
- Strong written and oral communication skills to support effective engagement with industry and community stakeholders, and government agencies.
- Demonstrated ability to achieve outcomes in a dynamic business environment by effectively managing competing priorities as well as identifying and using resources wisely.
- Strong negotiation skills and experience in developing and building professional relationships.
- Demonstrated ability to actively contribute to projects and teams as well as operating independently and responsibly in a technical policy environment.

Desirable:

- A degree or higher qualification in a relevant engineering or science discipline is highly desirable.

Duties

Reporting to an Assistant Manager Legal Metrology Policy, the position supports the delivery of a diverse range of specialised technical services and regulatory activities impacting a wide range of stakeholders including:

- Developing a range of policy reforms relating to the implementation of risk and principles-based technical policy in new and existing areas to strengthen Australia's metrological framework for domestic and international trade.
- Working with stakeholders from industry, government and the international measurement community to help ensure Australia operates competitively in the global environment.
- Leading strategic projects that support the Chief Metrologist and CIML Member.

The primary duties and responsibilities that are typically performed in this role are;

- Contribute to the ongoing development, implementation and review of the branch's operational policy and procedural documents.
- Support the delivery of outcomes in relation to the legal metrology policy areas with direction using both initiative and judgment in the interpretation of policy and in the application of practices and procedures.
- Conducting research and analysis related to the development and support of new policy.

- Negotiate confidently and nurture productive working relationships with internal and external stakeholders.
- Providing regular advice on areas of policy as and when required to influence the strategic direction of the Section and the Branch.
- Contribute to the implementation of policies and practices, including business improvement processes.
- Provide support for various industry engagement activities such as public consultations, industry meetings and roadshows.
- Assist with and coordinate responses to policy, regulatory and technical inquiries to PARS, including allocation of inquiries to relevant staff, review of draft responses, obtaining appropriate approvals and sending of approved responses.
- Contribute to program and change management activities across the Branch.
- Demonstrate behaviour according to APS code of conduct and NMI's standards and participate fully in all aspects of WH&S.

Eligibility

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

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

Notes

This job is being used to fill an immediate APS Level 5 vacancy. A merit pool may be established and used to fill future similar vacancies.

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

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

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

To Apply

Position Contact	Phillip Mitchell, (02) 8467 3652
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0692605

Geoscience Australia

Closing Date: Monday 16 August 2021

Corporate Division
Digital Science and Information (DiSI) Enterprise Digital Delivery

Job Title	Technical Lead, Enterprise Applications Engineering
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$105,826 - \$119,631
Classification	Executive Level 1
Position Number	14284
Agency Website	www.ga.gov.au

Job Description

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

The Enterprise Digital Delivery Section is responsible for specialist software engineering services, agile practices and promoting digital culture across Geoscience Australia.

The Section has primary responsibility for the development and maintenance of scientific web applications such as Earthquakes@GA, DEA Hotspots, Geoscience Portal and Shakemap, as well as a budding capability to develop and maintain enterprise applications such as those provided by the Appian low code platform.

The Section also plays a leading role in fostering digital culture across Geoscience Australia through coaching, mentoring, promotion, digital innovation initiatives and coordinating agile practices such as PI planning, reporting and show cases.

As the Technical Lead - Enterprise Applications Engineering you will be responsible for technical development and ongoing support for software applications operating within the Appian low code platform which provides enterprise services such as Travel Card, Performance Development Plan management, eCat Product Registration and Work, Health and Safety incident management.

You will be responsible for:

- Designing and implementing application features using Appian's design tools. This may extend to other technologies with time.
- Regularly collecting and refining requirements including feedback from users into a prioritised backlog of work.
- Maintaining test automation to validate that requirements are met.

You will work closely with the Director of Enterprise Digital Delivery, the Product Owners, Appian technical support, users of the system (including HR, WHS, Finance and Divisional Users), the Infrastructure Section and technical contractors as required.

The role also requires DevOps Engineer inputs to our enterprise applications and you will have a chance to strategically drive the development of cloud, automation, security, and culture at GA. You will help us to continually improve GA's enterprise applications using cloud environments, code pipelines and test automation, making our services scalable, reliable, responsive, and secure and enable other Geoscience Australia teams to deliver their products.

A collaborative and inclusive culture is vitally important to us; we love solving challenging problems as a team. We're active members of the Canberra DevOps community, involved in and hosting the city's Infrastructure Coders meetup group.

Duties

In this role you will have relevant skills and experience to (with a level of independence):

- Lead the development and implement enterprise tools to help staff in Geoscience Australia manage a range of corporate functions through a high degree of self-service.
- Provide highly technical architectural advice on cloud-based platform as a service to developers, the product owner and the director of Enterprise Applications.
- Design and implement CI/CD pipelines for deploying applications on PaaS.
- Lead activities such as integration design and data modelling.
- Potentially, over time, manage a highly technical and specialised team and build team capability through recruiting, mentoring, training and coaching others, providing performance feedback, conflict resolution and encouraging career development.
- Establish clear expectations and create an environment to achieve stated goals and objectives by taking ownership and honours commitments.
- Improve organisational performance through effective engagement and management of risk within relevant sphere of influence.
- Lead a positive culture of continuous improvement, agility, security, and user engagement.

Eligibility

- To be eligible for this position you must be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.
- Commencement of employment is subject to the successful applicant undergoing and satisfying a police history check.

Notes

Diversity and inclusion: We value diversity in gender, age, disability, religion, sexual orientation and cultural background. We know that our work has the greatest impact when it is informed by diverse experiences and perspectives. We are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Accessible recruitment: We are committed to creating an inclusive and accessible workplace for all our staff, especially those who have a disability. If you require adjustments to the recruitment and selection process or require an alternative format to any of the application material, please contact us.

Health and wellbeing: We value the health, safety and wellbeing of our employees and offer flexible work practices and arrangements for our staff.

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 Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Ole Nielsen, 02 6249 9679
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0692626

Geoscience Australia

Closing Date: Monday 16 August 2021

Office Of the Chef Scientist
Discovery and Engagement Library

Job Title	Cataloguing Librarian
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	\$75,803 - \$84,165
Classification	APS Level 5
Position Number	18646
Agency Website	www.ga.gov.au

Job Description

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

The Research Support team is part of the Discovery and Engagement section which aims to educate and engage Australia's diverse communities in the Earth sciences, to help them understand the value of geoscience in public policy discussions and to ensure Geoscience Australia is recognised as the trusted source of information on Australia's geology and geography. The section comprises four teams: Research Support and Library, Collections, Education and Outreach, and Client and Visitor Services.

The Research Support team is responsible for acquiring, organising, and providing access to geoscientific information supporting the research and operational goals of Geoscience Australia. Many of the activities are centred on the operations of the NH (Doc) Fisher Library. The Library is open to the public, so also serves walk-in and remote users.

The Cataloguing Librarian is responsible for ensuring that items included in the Library collection are catalogued and classified to international standards. The role also involves shared provision of other services to clients and contributions to other research support functions and special projects.

Duties

Working under limited direction, in this role you will:

- catalogue and classify materials to international standards suitable for use in the Library's integrated library management system and submission to the National Bibliographic Database and WorldCat
- develop and maintain policies, procedures and training materials for best practice cataloguing and classification for Geoscience Australia's products
- train and supervise other Research Support staff engaged in copy and original cataloguing
- contribute to short and long-term planning of the team's objectives and initiatives
- monitor changes in cataloguing standards and practices that may impact on work objectives and share same with colleagues and clients as appropriate
- provide other services to clients (such as lending items; assisting with enquiries in the stacks or at the public computers; referrals; re-shelving returned items); and be open to training in other tasks for backup purposes.

Eligibility

- To be eligible for this position you must be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.

- Commencement of employment is subject to the successful applicant undergoing and satisfying a police history check.

Notes

Diversity and inclusion: We value diversity in gender, age, disability, religion, sexual orientation and cultural background. We know that our work has the greatest impact when it is informed by diverse experiences and perspectives. We are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Accessible recruitment: We are committed to creating an inclusive and accessible workplace for all our staff, especially those who have a disability. If you require adjustments to the recruitment and selection process or require an alternative format to any of the application material, please contact us.

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To Apply

Position Contact	Chris Nelson, 02 6249 9200
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0692628

Australian Maritime Safety Authority

Closing Date: Wednesday 11 August 2021

Response
Response Asset Management and Preparedness

Job Title	Administration Officer Aviation Assets
Job Type	Part-Time, Non-Ongoing
Location	Brisbane QLD
Salary	-
Classification	APS Level 4
Position Number	1099
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

\$65,914 - \$74,187 + superannuation (15.4%)

Brisbane based

Part-time

12 months non-ongoing opportunity

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally. Our operations are diverse from regulating fishers off the beach to 345 metre liquefied natural gas tankers, and everything commercial in between. AMSA helps protect Australia's precious marine environments like the Great Barrier Reef from the impacts of shipping, to rescuing yachties in far flung parts of Australia's waters. AMSA does everything from developing policy and regulation, to approvals and compliance and incident management.

We work with a range of stakeholders across governments, industry and the community reflecting the complexity, challenges and opportunities in our business. Our vision connects them all and inspires our talented people to make a real difference every day – *"Safe and clean seas, saving lives"*.

AMSA offers unique and interesting career opportunities, and we employ around 440 people across Australia. To learn more about our organisation please visit [our website](#).

DIVERSITY AND INCLUSION

At AMSA we acknowledge the value diversity brings. Given the diversity of our role and our impact and influence on communities right across Australia, it is essential that we can draw on the diversity of our people in order to successfully deliver against our mission as a regulator of “*ensuring safe vessel operations, combatting marine pollution and rescuing people in distress*”.

We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. You can find more information about AMSA diversity and inclusion initiatives set out in our *Diversity and Inclusion Plan* [here](#).

ABOUT THE ROLE

As the Administration Officer Aviation Assets, you will be responsible for generating and controlling records associated within the Asset Management & Preparedness team's aviation-related contracts and activities, including for the panel of opportunity Search and Rescue (SAR) service providers and the Air Search Observer program. This will also involve assistance with procurement activities, processing of invoices and providing general administrative assistance.

Responsibilities for this role will include liaising with internal stakeholders, assisting with invoicing and procurement documentation, providing support with contracting and records documentation and providing overall office support where needed.

Reporting to the Principal Advisor Aviation Assets, you will be part of a focused and results-driven team of professionals.

ABOUT THE PERSON

To be successful in this position, you will have a proven background in administrative support, with demonstrated ability to apply governance and related requirements to support of contract management activities.

You will be self-motivated and outcome focused with excellent organisational and time management skills. You will enjoy interaction with colleagues, working to deadlines in a fast paced environment and playing a key role supporting the wider Asset Management & Preparedness team.

The successful applicant will have a focus on task completion and attention to detail, along with strong trouble-shooting and Microsoft Office skills. They will require sound organisational and interpersonal skills with a can do attitude.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2016-2019](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by 11:55pm (AEST) 11 AUGUST 2021. You will need to provide;

- your resume (a maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Kylie Tully, Asset Management Coordinator on 07 3001 6838.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

ACCESS TO FLEXIBLE WORKING OPTIONS

AMSA supports flexible work in recognition of the importance of balancing work and personal commitments. AMSA is committed to a performance-based culture where flexibility is an accepted part of how work gets done.

Eligibility Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Kylie Tully, 07 3001 6838
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0692640

Australian Maritime Safety Authority

Closing Date: Wednesday 18 August 2021

Response
Response Asset Management and Preparedness

Job Title	Advisor Pollution Equipment
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	-
Classification	Executive Level 1
Position Number	2077
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

\$110,107 - \$128,413 + superannuation (15.4%)

Brisbane based

Ongoing

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally. Our operations are diverse from regulating fishers off the beach to 345 metre liquefied natural gas tankers, and everything commercial in between. AMSA helps protect Australia's precious marine environments like the Great Barrier Reef from the impacts of shipping, to rescuing yachties in far flung parts of Australia's waters. AMSA does everything from developing policy and regulation, to approvals and compliance and incident management.

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DIVERSITY AND INCLUSION

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We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. You can find more information about AMSA diversity and inclusion initiatives set out in our *Diversity and Inclusion Plan* [here](#).

ABOUT THE ROLE

As the Advisor, Pollution Equipment, you will be responsible for managing the contract for National Plan response equipment and services. This includes ensuring the safe and efficient maintenance, transport, storage and use of the National Plan equipment.

The role will see you in charge of auditing and inspecting pollution response equipment and play a key role in procuring National Plan equipment, including developing technical specifications and overseeing and conducting trials of new, refurbished or modified equipment.

ABOUT THE PERSON

To be successful in this position, you will have the following skills and experience:

- Qualification and or experience in project management, and/or experience in undertaking, managing and auditing equipment maintenance and storage programs.
- Experience in contract management or similar, related experience.
- An understanding or experience in the maintenance and/or operation of mechanical equipment.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2016-2019](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by 11:55pm (AEST) WEDNESDAY 18 AUGUST 2021. You will need to provide;

- your resume (a maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Mike Wytcherley, Principal Advisor Aviation Assets on [07 3001 6825](tel:0730016825).

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

ACCESS TO FLEXIBLE WORKING OPTIONS

AMSA supports flexible work in recognition of the importance of balancing work and personal commitments. AMSA is committed to a performance-based culture where flexibility is an accepted part of how work gets done.

Eligibility Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Mike Wytcherley, 07 3001 6825
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0692616

Department of Infrastructure, Transport, Regional Development and Communications

Closing Date: Sunday 15 August 2021

People, Governance, Parliamentary and Communication
Assurance and Risk Risk

Job Title	Executive Level 2 - Director, Risk
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$125,220 - \$140,718
Classification	Executive Level 2
Position Number	36191
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers/index.aspx>

Duties

A little bit about us

The Department of Infrastructure, Transport, Regional Development and Communications (the Department) is responsible for the design and implementation of the Australian Government's infrastructure, transport and regional development policies and programs, and is the lead agency for communications and the arts. We are at the forefront of the Australian Government's efforts to connect our communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences.

The People, Governance, Parliamentary and Communication Division is responsible for the provision of high quality business services, systems, support and advice to the department and ministerial offices. The division is responsible for providing ministerial and parliamentary services, human resource management services, risk management oversight, governance, communication and other corporate services.

The Assurance and Risk Branch is responsible for audit, risk management, business continuity, fraud and Comcover insurance. The branch plays an important role in supporting our divisions to deliver departmental outcomes, build organisation capability and enhance risk culture.

The opportunity we have available

We are seeking a talented, professional and experienced leader to fill the role of Director, Risk.

We are expanding our risk team and the successful candidate will have demonstrated experience in building capable and high performing teams. The Director will contribute to the design and continuous improvement of the risk functions to ensure we are effectively supporting our business areas to make informed and risk based decisions, and meet our integrity and accountability responsibilities.

The Director plays a central role across the branch and is a key position in the branch's leadership team. The successful candidate will have the demonstrated ability and experience as a trusted advisor across the department and guide and influence risk based decision making. The Director must have a high level of integrity and ethics.

What will you do?

The responsibilities of the position includes:

- Managing, leading and coaching staff and maintaining a positive working environment. This involves setting priorities and managing resources effectively.
- Contributing to the design and ongoing process improvement of the section's responsibilities.
- Supporting the Chief Risk Officer by providing timely, practical and reliable advice on risk, fraud, business continuity and insurance related issues.
- Contributing to regular review of the department's Risk Management Policy and Framework and enterprise risks.
- Identifying and implementing change initiatives to enhance the department's positive risk culture and reviewing and updating the Risk Culture and Awareness Strategy.
- Promoting consistent and effective risk management practices and building organisational capability through the provision of advice, facilitation of risk workshops, and the development of risk management tools and guidance.
- Developing, coordinating and delivering business continuity plans, tools and guidance.
- Developing fraud control strategies and undertaking investigations. This includes contributing to the review and maintenance of the department's fraud control plan and fraud risk assessment, and providing advice on roles and responsibilities for preventing, detecting and responding to fraud.
- Providing advice on Comcover insurance issues, including claims management and reporting, and acting as the principal point of contact for the department. This also involves coordinating the renewal questionnaire and the Risk Management Benchmarking Survey and undertaking a review of the department's insurable risks and insurance requirements.

Who are we looking for?

We are looking for a motivated and high performing leader who is outcomes focussed, accountable, resilient and adaptable. To be successful in this role, you will need to have demonstrated experience in risk, business continuity, fraud, and/or insurance and building and leading high performing teams.

The following core capabilities are critical for this role:

- **Qualifications and experience** – experience in risk management, business continuity, fraud, and/or insurance.

- **Leadership** - managing, coaching, empowering and guiding staff, and fostering a positive and high performance culture.
- **Problem solving and judgement** – ability to distil complex information and quickly identify critical issues to formulate appropriate advice and guidance and make informed decisions.
- **Communication and collaboration** – strong communication and negotiation skills and the ability to effectively collaborate across the branch and broader department to find common ground and achieve outcomes.
- **Integrity** – Acts with integrity, is ethical, professional, accountable and discrete in managing sensitive information in accordance with the APS Values and APS Code of Conduct.
- **Strategic perspective but an eye for detail** – the capability to see the big picture but also to get the details right in order to build trust and confidence with stakeholders.
- **Resilience and adaptability** – the ability to adapt to changing priorities, deal with uncertainty and ambiguity, and continuously improve work processes.

Eligibility

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

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications, applicants must be an Australian citizen. Only in exceptional circumstances will the department consider waiving this requirement.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting 1. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Qualifications:** Potential candidates must have relevant tertiary qualifications or experience in the fields of risk management, business continuity, fraud and/or insurance.

Notes

How to apply

Applications for this opportunity close at **11.59pm AEST, Sunday 15 August 2021**.

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of **no more than two pages** outlining your background, capabilities and experiences, and how these align with the advertised role. You should also provide a CV, to a **maximum of three pages**. The capabilities and behaviours required to be successful for this role are identified in the 'Who are we looking for' section.

Your application should be received through the department's online recruitment system. Applications via Indeed will not be accepted.

If you experience any issues with the system please contact the Recruitment Team on 02 6274 6161 or via email to recruitment@infrastructure.gov.au to discuss an alternative way to submit your application.

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

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

The Department is responsible for the design and implementation of the Australian Government's infrastructure, transport and regional development policies and programs, and is the lead agency for communications and the arts. We are at the forefront of the Australian Government's efforts to connect our communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences. The department's objectives: Connecting Australians, Enriching Communities and Empowering Regions represent the work we focus on

daily to improve the lives and opportunities of Australians and all who live throughout our country. We do this by: • Building stronger communities through major infrastructure planning, investment advice and delivery, and strategic development of policies and programs. • Supporting a thriving aviation industry, connecting even our most remote residents with the rest of the country and the world. • Making sure that all transport users benefit from a safe and secure transport system. • Managing some of Australia's most significant infrastructure projects which affect the wider community, including regulating airports, implementing the Smart Cities Plan and the development of the Western Sydney Airport and the delivery of Melbourne to Brisbane Inland Rail. • Enabling all Australians to connect to effective communications services and technologies, including through the rollout of the National Broadband Network and the Mobile Black Spot Program. • Supporting inclusiveness and growth in Australia's creative sector, and protecting and promoting Australian content and culture. The department's objectives: Connecting Australians, Enriching Communities and Empowering Regions represent the work we focus on daily to improve the lives and opportunities of Australians and all who live throughout our country. We seek people with a wide variety of skills and competencies, and look for applicants who demonstrate they will strive to support the behaviours we seek to foster in our workforce. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Indigenous Australians, people from culturally and linguistically diverse backgrounds, carers, LGBTQI+ and people with disability.

To Apply

Position Contact	Liz Caelli, 02 6274 7323
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0692545

Office of the eSafety Commissioner

Closing Date: Sunday 15 August 2021

Office of the eSafety Commissioner
International Strategy and Futures

Job Title	Manager, Industry Affairs and Engagement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Melbourne VIC, Pyrmont NSW
Salary	\$122,689 - \$145,134
Classification	Executive Level 2
Position Number	A210136
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

We are seeking an experienced leader who is adaptable, mature and dedicated to eSafety's mission of keeping all Australians safer online.

Our ideal candidate will have extensive stakeholder engagement experience with a robust and practical understanding of the architecture, systems and operations of a range of digital platforms and services. You will have worked for or within the technology industry and have a strong understanding of 'trust and safety', and industry and government relations. You will be passionate about the work of eSafety, committed to making digital environments safer, more inclusive and positive, and be a strong advocate for a more responsible technology agenda.

You will have excellent verbal and written communication skills, including the confidence to represent and distil complex technical and non-technical matters and queries to industry professionals. You will have a demonstrated ability to develop strong relationships with a broad range of stakeholders, including with domestic and international bodies and networks.

The online regulatory environment can be volatile and unpredictable, and as such, direct experience of leading teams in uncertain and high-pressure environments will be beneficial. To thrive in the role, you must have a capacity to show resilience in achieving objectives even when confronted with competing demands, be self-driven and provide strategic leadership and support to both your team and the wider eSafety office.

Duties

eSafety is the world's first government agency solely dedicated to tackling online abuse and keeping its citizens safer online.

Global recognition of the need to develop more responsible technologies and ethical frameworks in the design of technology services continues to take hold. There is a growing consensus that the individual and societal impacts of critical technologies need to be more systematically and comprehensively addressed. Online safety is increasingly being considered the third pillar in the development of cyber and critical technology standards and strategies, sitting alongside security and privacy, and in combatting known and emerging online harms.

In this role, you will be responsible for managing and coordinating eSafety's engagements with industry; providing professional support across teams on their industry information gathering needs; providing subject matter expertise across the structures, systems standards, and processes employed by sectors across the digital ecosystem to address and mitigate against online risks and harms; undertaking advocacy work to improve stakeholder compliance with regulatory obligations; and increasing eSafety's reach into new sectors and industry alliances and bodies.

It is expected that you will work closely and seamlessly with all functions in the International, Strategy and Futures branch – as well as across all areas within eSafety.

Eligibility

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

Successful candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

Suitable candidates may be placed on a merit pool from this selection process and be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service agencies looking to fill similar roles.

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

About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australian's at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Julia Fossi, 02 9963 6720
Agency Recruitment Site	https://www.acma.gov.au/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0692580

Office of the eSafety Commissioner

Closing Date: Sunday 15 August 2021

Office of the eSafety Commissioner
Corporate

Job Title	Assistant Manager, Change and Regulatory
Job Type	Full-Time, Non-Ongoing
Location	Belconnen ACT, Melbourne VIC, Pyrmont NSW
Salary	\$101,414 - \$114,364
Classification	Executive Level 1
Position Number	A210137
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

We are seeking a candidate with an interest in both project management and policy, and a willingness to alternate between both disciplines, or to focus exclusively on one depending on business exigencies. To be successful in the role the candidate will need to be comfortable working in a shifting landscape of ambiguity and complexity where matters considered may break new ground and require novel approaches, new policies or processes.

This will require flexibility and the willingness to work on both small and larger scale projects, tasks and deliverables, and the capacity to shift between different styles of work, from the 'deep dive' of a policy paper to organising meetings and taking minutes.

The ideal candidate will be meticulous and highly organised, with an excellent project management background and strong business analyst skills to assist in supporting organisation of projects to implement eSafety's new Online Safety Act. These may include operating the Secretariat for eSafety's Regulatory Action Committee and Change Portfolio Steering Committee and working on other change projects as required.

The candidate will require the experience and ability to identify slippages early and communicate these appropriately. This will require strong interpersonal and stakeholder management skills, removing impediments to progress and supporting teams to find solutions, meet deliverables and progress work plans in a collaborative and communicative manner.

Our ideal candidate will have strong public policy and regulatory skills and be able to simplify complex policy problems into concepts that can be easily understood. The candidate will be able to manage a diverse workload and deliver clear, accurate and well researched recommendations advice under tight timeframes. To be successful in the role the candidate should have an ability to learn quickly and manage multiple complex matters in an exciting period of significant change and reform.

The candidate will have excellent communication skills and be comfortable forging and maintaining internal stakeholder relationships, working closely with all areas of eSafety.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered the role for a specified term.

Duties

The role will assist in bringing a number of projects within eSafety to fruition, principally supporting delivery of significant organisational changes such as the implementation of eSafety's new Online Safety Act, as well as a key foundation of that program, the Regulatory Action Committee.

The role will operate the secretariat for this Committee as well as eSafety's Change Portfolio Steering Committee and in addition may be called on to provide support to projects within eSafety's change portfolio. The role may also operate secretariats for other committees as the need arises. Secretariat work will include preparing agendas and minutes, and monitoring regulatory performance.

You will be required to prepare papers and briefings on matters related to eSafety's regulatory work, distilling complex matters into clear briefing material, and to provide senior management with support in relation to policy issues associated with the exercise of eSafety's regulatory powers.

In addition to preparing policy papers and analyses, the role will operate as a key support in bolstering eSafety's project management capability, designing project documentation (project plans, schedules, business cases, status and progress reports and updates and tracking of deliverables). The position will also capture and provide updates on impediments and issues, risks and

dependencies and have the opportunity to identify solutions and process improvements to address these.

The role will perform work cooperatively with line areas to perform business analyst tasks. It will manage relationships with teams across eSafety including the Investigations Branch and Legal and Compliance area in relation to implementation of legislative change and regulatory approaches, the ICT and Digital area to ensure requirements for any new systems or services are provided, and the Research and Education, Diversity and Inclusion areas to incorporate their requirements and to provide briefings and updates as required.

The position will also seek guidance from the Communications and Marketing area to deliver an appropriate internal communications strategy for projects in train, and draft communications to update staff on progress.

Please note that while the occupant of this position will not be expected to review or investigate content there may be some exposure to distressing or sensitive matters associated with eSafety's regulation of image-based abuse, serious cyberbullying and cyber abuse.

Eligibility

To be eligible for employment with eSafety, the applicant must be an Australian citizen.

Successful candidates must be able to obtain and maintain a baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Notes

Suitable candidates may be placed on a merit pool from this selection process and be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service agencies looking to fill similar roles.

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

About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australian's at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Dominique Tubier, 02 9334 7969
Agency Recruitment Site	https://www.acma.gov.au/careers

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Australian Public Service Commission

Closing Date: Sunday 15 August 2021

Strategic Policy & Research
Workforce Research & Analysis

Job Title	APS2 Research Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$53,043 - \$59,167
Classification	APS Level 2
Position Number	21_52
Agency Website	https://www.apsc.gov.au/

Job Description

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

The Australian Public Service Commission (the Commission) is an agency within the portfolio of the Department of Prime Minister and Cabinet. We seek to make a practical difference to the current and future effectiveness of the Australian Public Service. Our focus is on good governance, building leadership for the future, lifting workforce capability, and upholding the integrity of the APS.

About the opportunity

The Australian Public Service Commission is recruiting for APS 2 Research Officer/s during 2021.

Research Officers will work in a small team to analyse and communicate workforce information, including survey data. The positions can be full or part time, and are flexible around study and exam commitments.

These positions will provide Research Officers with relevant and practical experience in working for Government. Students or recent graduates of psychology, social sciences, human resources or another related field are encouraged to apply.

About you

Applicants need to demonstrate that they:

- Are interested in pursuing opportunities to work with workforce data and analytics.
- Have strong written and oral communication skills.
- Can analyse quantitative and qualitative information to draw insights.
- Can effectively use SPSS or other statistical analysis software.
- Learn rapidly and show their understanding of new information and the application of new skills.

Applicants must also:

- Have completed at least their first year of study.
- Be an Australian citizen.
- Be able to obtain and maintain a baseline security clearance.

You don't require any previous work experience. We will provide the training you need to work with us. **Duties**

About the role

One of the primary functions of the Strategic Policy and Research Group is to collect, analyse and communicate insights from a range of APS-wide data holdings. These include human resource data and employee perception data collected through the annual

APS employee census and agency-specific data collections. This role provides an exciting opportunity to gain awareness of the broader APS and provide input to some of the strategies, projects and products of the Commission.

The successful applicant will:

- Gain exposure to workforce data and analytics and survey design.
- Contribute to the work of an exciting high performing team.
- Have access to a range of learning opportunities including networking and on the job experience.
- Be eligible for flexible working arrangements – we will negotiate the length of your employment term and hours of work to suit your needs.

Eligibility

Citizenship: to be eligible for employment with the Commission, you must be an Australian Citizen or, in limited circumstances, in the process of obtaining it.

Security Clearance: all roles at the Commission require a minimum of a baseline security clearance and successful applicants must have the ability to obtain and maintain this level of clearance.

Police check: successful applicants are required to undergo a mandatory Australian Federal Police check.

Notes

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

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 200 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Alysum Doak, 02 6202 3791
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Department of the Prime Minister and Cabinet

Closing Date: Monday 16 August 2021

Cabinet Division
National Security & Cabinet Systems

Job Title	Senior Adviser, National Security & Cabinet Systems
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Barton ACT
Salary	\$129,786 - \$154,467
Classification	Executive Level 2
Position Number	PMC/2021/139
Agency Website	

Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

The Opportunity

PM&C is seeking talented and motivated managers to lead teams within the National Security and Cabinet System Branch within Cabinet Division (This recruitment process may also be drawn on for other EL2 roles in Cabinet Division, including National Cabinet, Domestic Policy submissions team, Priorities & Delivery Unit and Operations). This is a rare opportunity to lead a team at the heart of government and support well-informed deliberations and decision-making.

The positions report to Assistant Secretary (AS), National Security and Cabinet Systems Branch and regularly engage with the Cabinet Secretary's Office and officials across government to ensure the smooth functioning of the Cabinet.

Responsibilities include:

- Supporting AS National Security and Cabinet Systems Branch and the Cabinet Division SES to set the strategic direction and work practices of Cabinet Division
- Providing leadership to a team within Cabinet Division and fostering a vibrant, inclusive culture
- Recruiting, developing and motivating a diverse, talented team in a high pressure environment
- Advising the Cabinet Secretary on Cabinet policies and processes to support effective decision making
- Being an official note taker for relevant Secretaries Committee meetings (such as the Secretaries Committee on National Security) and Cabinet and Committee meetings as required
- Negotiating outcomes across government to ensure the Cabinet and Committees receive timely, high quality advice
- Driving further improvement and user-engagement with the IT system that underpins Cabinet operations (CabNet+)
- Representing Cabinet Division and the department in outreach activities to inform, train and receive feedback throughout the wider APS on CabNet+

What We Offer

- Agile, respectful, dynamic, and inclusive workplace;
- Attractive remuneration package including generous employer superannuation contributions;
- Exciting and fulfilling work at the heart of government, contributing to improving the lives of all Australians, with career development and networking opportunities difficult to find elsewhere;
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- We embrace flexible working practices and specially designed offices to enable flexible working approaches through spaces designed to accommodate a range of working styles (whilst at all times adhering to social distancing principles and appropriate hygiene practices). PM&C staff apply flexibility and activity-based principles to work, allowing them to choose where and how they work in an open space, while using integrated technological solutions. This type of working supports increased communication and collaboration, and encourages agility and innovation.

Duties

Our Ideal Candidate

We are looking for someone who:

- Is a problem-solver who can build strong professional relationships and collaborate to achieve outcomes
- Exhibits strong judgement, discretion and professionalism
- Is a flexible and resilient leader who can motivate and support diverse teams and build a vibrant, inclusive culture
- Demonstrates high level policy, analytical and conceptual skills
- Has outstanding communication and interpersonal skills to engage with senior stakeholders on complex issues
- Demonstrates knowledge and experience in the conduct of Cabinet processes, the budget process and decision-making by the Australian Government
- Is able to undertake occasional evening/weekend work.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- The occupant must be able to obtain and maintain a NV1 level security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 12 months from the opening date of this advertisement.

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 Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet, as Minister for the Public Service, and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Hugh Cameron, (02) 6271 5669
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0692557

Department of the Prime Minister and Cabinet

Closing Date: Wednesday 18 August 2021

Ministerial Support Division
Ministerial & Parliamentary Support Branch VIP Operations Section

Job Title	Director, VIP Operations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$129,786 - \$154,467
Classification	Executive Level 2
Position Number	PMC/2021/140
Agency Website	

Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

The Opportunity

A twelve month opportunity exists within the Ministerial & Parliamentary Support Branch, as the Director of the VIP Operations Section. As Director of VIP Operations you will lead a fast paced, dynamic, multi-functional team to deliver high-level client service support to key stakeholders, including the Prime Minister's Office and PM&C Portfolio Minister's Offices. You will provide coordinated support to Departmental Liaison Officers, The Lodge, Kirribilli House and Former Governors-General.

The role will involve:

- having high-level liaison and negotiation with various internal and external stakeholders
- cultivating productive working relationships with government agencies and private sector suppliers
- being results-oriented
- having exceptional leadership and people management skills
- possessing excellent communication skills
- managing sensitive material
- knowledge of contract management, procurement and other relevant legislation (e.g. the Environment Protection and Biodiversity Conservation Act 1999).

While the intended purpose of the recruitment process is to fill a twelve month vacancy, a merit list may be established to fill any similar future vacancies, within the twelve months from the date of advertisement.

What We Offer

- Agile, respectful, dynamic, and inclusive workplace;
- Attractive remuneration package including generous employer superannuation contributions;
- Exciting and fulfilling work at the heart of government, contributing to improving the lives of all Australians, with career development and networking opportunities difficult to find elsewhere;
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- We embrace flexible working practices including working from home and specially designed offices to enable flexible working approaches through spaces designed to accommodate a range of working styles (whilst at all times adhering to social distancing principles and appropriate hygiene practices). PM&C staff apply flexibility and activity-based principles to work, allowing them to choose where and how they work in an open space, while using integrated technological solutions. This type of working supports increased communication and collaboration, and encourages agility and innovation.

Duties

Our Ideal Candidate

You are a confident and resilient leader with experience across a range of policy and program matters. You have strong conceptual and analytical skills that enable you to succinctly explain to others a variety of policy, programme and implementation matters. You have excellent influencing, negotiation and engagement skills. You possess vast experience in developing effective networks and building strong relationships with stakeholders. You are effective at identifying emerging issues and drawing on stakeholder relationships to achieve outcomes.

You show initiative, sound judgement with integrity and personal drive. You work effectively under pressure and in a changing environment to deliver high-quality advice and outcomes. You will understand, respect and safeguard the operations of the Prime Minister's official residences, working closely with key stakeholders. You have a strong commitment to motivating staff at all levels to bring their best and whole self to their role, while supporting their professional development. You must have the ability to gain and maintain an NV2 clearance.

Eligibility

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The successful candidate must be able to obtain and maintain a NV2 level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 12 months from the opening date of this advertisement.

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 Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet, as Minister for the Public Service, and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Callie Zorzi, (02) 6271 5930
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0692257

National Indigenous Australians Agency

Closing Date: Monday 23 August 2021

Operation and Delivery
Grants Management Unit

Job Title	Director, Grants Management Unit
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	\$129,786 - \$154,467
Classification	Executive Level 2
Position Number	NIAA/2021/150
Agency Website	https://www.niaa.gov.au/

Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NIAA>

The Opportunity

The National Indigenous Australians Agency (NIAA) has an exciting EL2 opportunity within the Grants Management Unit in Perth, WA. The transactional components of the grants management process in NIAA are consolidated into a single Grants Management Unit.

You will be expected to lead and supervise a large team to ensure effective agreement management; undertake consistent agreement management; assess and manage risk; liaise with both internal and external stakeholders regularly; and ensure that contractual issues are appropriately addressed. You will have in depth knowledge of the grant lifecycle, agreement management, documents, and the Public Governance, Performance and Accountability Act 2013 and financial delegations.

The role requires a solid understanding of financial statements and the ability to use online data management systems. You will be expected to assess and resolve complex and sensitive issues that impact programs or agreements, and develop creative solutions in partnership with Regional Office delivery teams and/or relevant program areas. You will be expected to escalate, delegate and manage issues appropriately as needed.

What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions,
- Exciting and fulfilling work including career development and networking opportunities,
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

Duties

Our Ideal Candidate

Our ideal candidate is passionate about better understanding the key issues faced by Aboriginal and Torres Strait Islander peoples. Candidates should exhibit sound judgement and professionalism, and have the capacity to work flexibly and responsively to achieve results. Additionally candidates will be required to manage medium to large teams administering agreements with confidence, and have experience guiding teams through change.

The role undertakes a diverse range of activities, including negotiation, oversight of auditing activities, strategic planning, quality assurance and provision of technical advice. You will lead a team of staff to ensure all agreements are developed, monitored and managed in line with established policies and legislated requirements. You will have advanced knowledge of relevant legislation and agreement management.

To fill the role, we are looking for an employee who can demonstrate the following competencies:

- Ability to provide expert agreement management and administration advice to staff and internal stakeholders
- Demonstrated analytical, research and problem solving skills
- Ability to manage complex agreements and identify potential risks to relevant internal stakeholders when appropriate
- Ability to engage effectively with internal (Regional Offices, Program and Policy Areas) and external (grant recipients and providers) stakeholders regarding the management of agreements e.g. service delivery and provider capability risks, performance reports, grant payment instalments
- Ability to provide strategic and technical advice to guide risk assessment and integrity across agreements
- Ability to identify emerging opportunities or issues, and respond quickly to competing priorities as they emerge
- Demonstrated ability to monitor and analyse performance and financial reports
- Demonstrated flexibility, good judgement and political nous
- Demonstrated proactive leadership across all APS levels that provides staff with tools and expectations to deliver high quality, client focused outcomes
- Ability to manage a large team and ensure their agreement management and administration activities comply with relevant legislation, guidance materials and policy frameworks
- Ability to provide constructive management to staff with a focus on capability development, team building and talent management
- Proactively manage and administer all IAS agreements within the Grants Management Unit you will have responsibility for.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 12 months from the opening date of this advertisement.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Adrian Ranieri, 0408 387 903
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NIAA

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Social Services

Vacancy VN-0692599

National Disability Insurance Agency

Closing Date:Friday 13 August 2021

Chief Information Officer Division
Protective and Cyber Security Branch

Job Title	EL1 Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Greenway ACT, Tuggeranong ACT, Geelong VIC
Salary	\$106,275 - \$116,317
Classification	Executive Level 1
Position Number	1195_07/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The EL1 Project Officer is accountable to lead complex work that is guided by legislation, policies, procedures, standards, methodologies and precedents.

The position is a team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across a range of activities. It will provide the leadership, control, planning, resource management, performance management and decision making for the Team Membership within the positions assigned Work Area.

The EL1 Project Officer will provide detailed technical, professional, policy, operational support and advice in relation to complex problems. It will be required to coordinate and assist in the strategic planning, program and project management and policy development that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

Duties

Responsibilities may include but are not limited to:

- Developing, managing and implementing project plans and schedules in accordance with the Agency's project management framework and considering project interdependencies.
 - Providing specialist advice and technical expertise to staff and stakeholders.
 - Performing independent research work and analysis including the preparation of draft reports on relevant project activities.
 - Managing regular project reporting including status updates and exception reports.
 - Completing written material including business cases, plans, executive briefs and corporate documentation.
 - Monitoring project budgets, review and report on expenditure and assist with procurement and contract management.
 - Identifying, assessing, managing, escalating, reporting and monitoring project risks, issues and benefits, including developing treatment strategies.
 - Contributing to project quality management to ensure that project deliverables are fit for purpose and meet client needs.
- (NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Scott Farren-Price, 0427457550
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0692600

National Disability Insurance Agency

Closing Date: Monday 09 August 2021

Chief Information Officer Division
Protective and Cyber Security Branch

Job Title	APS6 Compliance Coordinator
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Geelong VIC
Salary	\$82,296 - \$94,300
Classification	APS Level 6
Position Number	1181_07/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Chief Information Officer Division is primarily responsible for the management of technology related solutions within the Agency. This includes managing Shared Services Information and Communication Technology (ICT) services and delivery of ICT projects.

The Protective and Cyber Security Branch is responsible for implementing the requirements of the Protective Security Policy Framework (PSPF) and Information Security Manual (ISM) within the Agency. This is achieved by providing strategic, Agency-wide oversight of Security across Security Governance, Information Security, Personnel Security, Physical Security and Cyber Security and Operations.

The branch provide pragmatic, risk based advice on the operations of the Agency in line with the PSPF and ISM.

Duties

Responsibilities may include but are not limited to:

- Developing and implementing effective compliance programs for selected protective and cyber security processes.
- Creating sound internal controls and monitoring adherence.
- Building and maintaining sound knowledge of Agency security policies and Australian Government Security Guidelines.
- Undertaking audit processes, practices and documents to identify weaknesses.
- Evaluating Agency activities to assess compliance risks.
- Developing plans to manage responses to compliance violations.
- Contributing to the development and maintenance of security training to ensure alignment with agency security policies.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Scott Farren-Price, 0427457550
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0692602

National Disability Insurance Agency

Closing Date:Monday 09 August 2021

Chief Information Officer Division
Protective and Cyber Security Branch

Job Title	APS6 Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC
Salary	\$85,296 - \$94,300
Classification	APS Level 6
Position Number	1191_07/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS6 Project Officer is accountable under limited direction to undertake complex work that is guided by legislation, policies, procedures, standards, methodologies and precedents.

The position is a team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across a range of activities. It will provide the leadership, control, planning, resource management, performance management and decision making for the Team Membership within the positions assigned Work Area.

The APS6 Project Officer will provide detailed technical, professional, policy, operational support and advice in relation to complex problems. It may be required to coordinate and assist in the strategic planning, program and project management and policy development that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

Duties

Responsibilities may include but are not limited to:

- Developing and managing project plans and schedules in accordance with the Agency's project management framework.
- Providing specialist advice and technical expertise to staff and stakeholders.
- Performing independent research work and analysis including the preparation of draft reports on relevant project activities.
- Coordinating regular project reporting including status updates and exception reports.
- Preparing draft written material including business cases, plans, executive briefs and corporate documentation.
- Monitoring project budgets, review and report on expenditure and assist with procurement and contract management.
- Identifying and assisting with the management of project risks, issues and benefits.
- Contributing to project quality management to ensure that project deliverables are fit for purpose and meet client needs.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Scott Farren-Price, 0427457550
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0692603

National Disability Insurance Agency

Closing Date: Monday 09 August 2021

Chief Information Officer Division
Protective and Cyber Security Branch

Job Title	APS4 Training Coordinator
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Tuggeranong ACT, Greenway ACT
Salary	\$67,661 - \$75,100
Classification	APS Level 4
Position Number	1192_07/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS4 Training Coordinator is a team membership position that will work within defined parameters relating to their area of responsibility. It will apply well-established policy, principles, practices and procedures to achieve outcomes that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

The position will provide operational and administrative support that is informed and directed by sound knowledge in areas and may undertake some research and analysis activities.

The APS4 Training Coordinator will work as part of a small team alongside training professionals and subject matter experts to support Regional Security Advisors to deliver virtual training. Working predominantly in a Microsoft Teams environment, the role will manage and moderate training sessions, engage and encourage learners to participate, provide technical support and trouble shoot issues as they arise.

The role will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of matters to resolve moderately complex enquiries.

Duties

Responsibilities may include but are not limited to:

- Working across teams and alongside colleagues to deliver a high quality interactive learning experience.
- Presenting in a public forum and engaging with learners and subject matter experts.
- Overseeing the security training calendar and ensuring that training evaluation data is captured and reported on a regular basis.
- Providing system, administrative and support for planning, scheduling and reporting on staff participation in learning activities.
- Processing course registrations, enrolments, cancellations, course logistics, accommodation and travel arrangements, maintaining learning processes and procedure documentation.
- Collating capability and learning information from a range of sources to a central repository.
- Preparing general correspondence and reports in relation to capability and learning and related administrative responsibilities.
- Assisting with the updating of course materials and producing and distributing to training sites as required.
- Interpreting and providing advice on policies and procedures governing capability and learning activities.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment. Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Scott Farren-Price, 0427457550
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0692604

National Disability Insurance Agency

Closing Date: Monday 09 August 2021

Chief Information Officer Division
Protective and Cyber Security Branch

Job Title	EL1 Assistant Director Policy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Tuggeranong ACT, Greenway ACT
Salary	\$106,275 - \$116,317
Classification	Executive Level 1
Position Number	1179_07/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The EL1 Assistant Director Policy is an important team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across wide-ranging activities of substantial depth involving significant detail. It will provide the leadership, control, planning, resource management, performance management and decision making for the Team Membership and assigned Contractors working within the Work Area.

The position will coordinate and assume responsibility to undertake detailed or sensitive projects that may include performing varied activities involving many different and unrelated processes or methods that may impact on the strategic or operational outcomes that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

The EL1 Assistant Director Policy is responsible for actively managing key internal and external stakeholder relationships and may be required to represent and negotiate on behalf of the NDIA to advance the NDIA's interests across a range of forums.

Duties

Responsibilities may include but are not limited to:

- Developing policy content and supporting implementation in the area of Protective and Cyber Security.
- Providing strategic policy advice to the Director and other senior leaders.
- Undertaking policy research, analysis and regulatory performance reporting.
- Developing implementation plans for the branch, developing a stakeholder engagement strategy and grant funding proposals.
- Preparing high-quality correspondence, including briefings, minutes and reports ranging in complexity.
- Overseeing, maintaining and analysing policy initiatives.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Scott Farren-Price, 0427457550
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0692606

National Disability Insurance Agency

Closing Date: Monday 09 August 2021

Chief Information Officer Division
Protective and Cyber Security Branch

Job Title	APS6 Cyber Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Greenway ACT, Tuggeranong ACT
Salary	\$85,296 - \$94,300
Classification	APS Level 6
Position Number	1187_07/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS6 Cyber Analyst will undertake activities and tasks using available information where options are not always evident. It will be required to perform procedural, clerical, administrative and operational tasks that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

It is a team membership position and is accountable for organising their workflow and making independent decisions relating to an area of responsibility.

The position will provide policy advice within an area of specialisation with advice based on policies and legislation. As part of a small team of Cyber Analysts, the role will provide support to ensure that NDIA has the capability to deploy and manage cyber-resilient information technology platforms to support strategic objectives.

Duties

- Providing compliance and risk based advice to system owners for systems throughout the design-build-operate life cycle.
- Supporting the development of security policies and process.
- Undertaking continuous monitoring to detect anomalous or suspicious events.
- Investigating and reporting potential security incidents and creating post-incident reports.
- Focusing on vulnerability management and remediation planning.
- Providing cyber support in FOI and Royal Commission investigations.
- Supporting the delivery of cyber awareness to the Agency.
- Coordinating the risk register.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship.

Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Phil Wagner, 0419001911
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0692608

National Disability Insurance Agency

Closing Date: Monday 09 August 2021

Protective and Cyber Security Branch
Protective and Cyber Security Branch

Job Title	APS6 Regional Security Advisor
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Surry Hills NSW, Darwin NT, Brisbane QLD, Adelaide SA, Geelong VIC, Melbourne VIC, Werribee VIC
Salary	\$85,296 - \$94,300
Classification	APS Level 6
Position Number	1120_07/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS6 Regional Security Advisor is the Agency's state/territory based contact for all matters relating to Protective Security. The position works to ensure the security and safety of Agency staff, and the protection, security and integrity of all Agency information and systems in the delivery of the NDIS.

This is achieved in line with the Australian Government Security framework, associated legislation, Agency policies and procedures, and direction from the Chief Security Officer and Accountable Authority.

The role will have a considerable level of public contact in relation to complex, difficult or sensitive issues. It may liaise with a range of internal and external stakeholders in a representational role on behalf of the branch/division/NDIA.

The APS6 Regional Security Advisor will also have responsibility for managing protective security matters and advice for NDIA offices within a specified geographical area, requiring intrastate and occasional interstate travel.

Duties

Responsibilities may include but are not limited to:

- Providing protective security advice to the Agency, supporting site managers and staff to understand and fulfil their security responsibilities and obligations.
- Assisting in the development, maintenance and review of protective security policies and procedures.
- Monitoring and reporting on compliance with mandatory security framework requirements.
- Preparing, monitoring and reviewing security plans, site security reviews and risk assessments.
- Supporting the continuous improvement of NDIA security culture through the development and delivery of training, awareness and education programs.
- Contributing to the management of agency security operations, overseeing security maintenance programs, troubleshooting and rectifying security system faults and issues where required.
- Assisting in the management of Security, Emergency Management and Incident reporting protocols for the Agency.
- Contributing to the development, management and delivery of identified protective security projects.

- Contributing to responses to a wide range of operational security matters for NDIA Australia-wide.
- Identifying and reporting emerging security issues/incidents/trends and providing suggested solutions.
- Contributing to the development and socialising of NDIA security awareness resources.
- Conducting Site Security Reviews at NDIA offices.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Sean Giddings, 0411800283
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0692609

National Disability Insurance Agency

Closing Date: Monday 09 August 2021

Chief Information Officer Division
Protective and Cyber Security Branch

Job Title	APS5 Personnel Security Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC
Salary	\$76,379 - \$82,224
Classification	APS Level 5
Position Number	1185_07/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS5 Personnel Security Advisor is a team membership position and is accountable for organising their workflow and making independent decisions relating to an area of responsibility. The position will provide policy advice within an area of specialisation with advice based on policies and legislation.

The role will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of matters to resolve moderately complex to complex enquiries.

The APS5 Personnel Security Advisor is responsible for the efficient day to day management of personnel security tasks for the Agency. The role will work collaboratively with other divisions within the Agency to ensure eligibility and suitability throughout the pre-employment cycle, and seek to raise both the security culture and PSPF security maturity.

Duties

Responsibilities may include but are not limited to:

- Assisting with administration and record keeping data and documents relevant to pre-employment checks and security clearance process.
- Assisting with maintaining appropriate records of personnel security actions in an Agency database.
- Assisting with administration monitoring and processing clearance requests for all levels.
- Undertaking administration tasks related to working with the Australian Government Security Vetting Agency.
- Providing customer service and managing communications relevant to the completion of the security clearance ePack and documents related to the security clearance process.
- Monitoring a centralised inbox, providing advice and actioning enquiries.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Sean Giddings, 0411800283
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0692610

National Disability Insurance Agency

Closing Date: Monday 09 August 2021

Chief Information Officer Division
Protective and Cyber Security Branch

Job Title	APS6 Personnel Security Advisor
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Tuggeranong ACT, Greenway ACT
Salary	\$85,296 - \$94,300
Classification	APS Level 6
Position Number	1184_07/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS6 Personnel Security Advisor is a team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across a range of activities. It will provide the leadership, control, planning, resource management, performance management and decision making for the Team Membership within the Work Area.

The position has reasonable autonomy and accountability to exercise both initiative and judgment to interpret legislation and policy, in the application of practices and procedures to achieve outcomes within the functions.

The APS6 Personnel Security Adviser is responsible for the effective and efficient day to day management of personnel security tasks for the Agency. The role will work collaboratively with other divisions within the Agency to ensure eligibility and suitability throughout the pre-employment cycle, and seek to raise both the security culture and PSPF security maturity.

Duties

Responsibilities may include but are not limited to:

- Coordinating data and documents relevant to pre-employment checks.
- Coordinating data and documents relevant to the security clearance process.
- Maintaining appropriate records of personnel security actions in an Agency database.
- Monitoring and processing clearance requests for all levels.
- Undertaking administration tasks related to working with the Australian Government Security Vetting Agency.
- Providing customer service and managing communications relevant to the completion of the security clearance ePack and documents related to the security clearance process.
- Monitoring a centralised inbox, providing advice and actioning enquiries.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment. Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Sean Giddings, 0411800283
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0692543

Royal Australian Mint

Closing Date: Monday 16 August 2021

Royal Australian Mint
Information & Security IT Operations

Job Title	Technical Support Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$75,034 - \$79,106
Classification	APS Level 5
Position Number	939
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

Technical Support Officer
APS 5
Full time Ongoing
\$75034 to \$79106

We are looking for a Technical Support Officer to work on a full time basis. This ongoing employment opportunity is available to all members of the community.

Royal Australian Mint

The Royal Australian Mint is a prescribed agency within the Commonwealth Government portfolio of the Treasury. The Mint is the sole supplier of Australia's circulating coinage and produces a range of high quality numismatic coins, both national and international. In addition, the Mint is a popular Canberra tourist attraction with a public gallery and shop.

IT Operations Section

The IT Operations section provides a range of specialist services to the Mint and contributes to the successful outcome of its business goals. The section contains a small team of professionals, to provide various aspects of service delivery, including database and application support, telecommunications, IT infrastructure, information and knowledge management, for the provision and support of business and manufacturing systems in use by the Mint.

Individual Role within the Team

The IT Operations Section provides highly reliable IT services to internal clients providing technical solutions that address the strategic business needs. The Technical Support Officer is a role that interfaces with the Service Desk and the Infrastructure support staff and will be working with both teams. They will provide mentoring to the Service Desk staff and act as an escalation point for tasks that are not resolved at the Service Desk. They will work with the Infrastructure support staff to maintain and upgrade the Mint's IT environment. The Technical Support Officer will also be involved in project work to evaluate and implement new technologies.

The Technical Support Officer will possess sound communication skills, investigative skills and analytical skills. They will have the ability to build and maintain relationships on all levels and the ability to exercise initiative in resolving technical issues whilst managing competing priorities and demands. The Technical Support Officer is required to possess a good understanding of an IT

Service Desk operating within an ITIL framework.

Duties

Duties

Under limited direction:

- Manage, prioritise and complete tasks escalated from the Service Desk
- Manage, prioritise and complete tasks required to maintain and upgrade the IT infrastructure, including servers and security appliances
- Provide technical advice and assistance to business units throughout the Mint for evaluation and deployment of new technologies
- Participate in a roster to provide support to IT customers on an ad-hoc basis

Eligibility

The successful applicant will need to have the following Knowledge, Skills and Experience:

- Qualification or certification or relevant experience in Information Technology
- Knowledge and strong experience in the support of desktop and laptop PCs in a complex network environment
- Some experience in developing, implementing and maintaining IT infrastructure with some off the following technologies: Microsoft Windows, email, backup systems, security appliances, software patching, virtualisation and cloud hosted systems
- Experience in investigating new technologies to provide business outcomes

To apply for this position, please submit:

- A current resume including the contact details of two referees
- A personal details form (can be obtained on our website at www.ramint.gov.au)
- A one-page-pitch which describes how your skills align to the role as detailed in the role statement. Your pitch should demonstrate an understanding of the role giving details on how your skills and experience meet the required capabilities of the selection criteria and what value you can add to the Mint. Please go to the Mint's website (see Agency Link) to find the Role Statement which gives the job description and selection criteria for this role.

Notes

This is a full time ongoing position working 37.5 hours per week with conditions of service are set out by the Royal Australian Mint Enterprise Agreement 2016-2019.

For more information on the role, please contact Mr Michael Moore on (02) 6202 8797.

Applications for this position as detailed above should be forwarded to mintrecruitment@ramint.gov.au by close of business on Monday 16 August 2021.

Information on applying for a job in the Australian Public Service can also be found at the Employment page of our website. Applicants must be Australian Citizens and be prepared to undergo and maintain a security clearance to the appropriate level.

About the Royal Australian Mint

To Apply

Position Contact	Mr Michael Moore, 02 6202 8797
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0692522

Department of Veterans' Affairs

Closing Date: Monday 31 January 2022

Various Divisions
Various Branches

Job Title	DVA Temporary Employment Register
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Townsville QLD, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Adelaide SA, Darwin NT
Salary	\$49,293 - \$152,895
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 2/2021
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

To be eligible for all non-ongoing employment, applicants must be Australian citizens.

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

These are non-ongoing opportunities for period of 12 months or less. 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 LGBTQ+, and people from culturally and linguistically diverse backgrounds.

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—the men and women 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, PSBRecruitment@dva.gov.au
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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