



Commonwealth of Australia
APSJobs - Vacancies Daily
PS32 Daily Gazette Friday - 15 August 2025.pdf

Australian Government Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS33 Weekly Gazette Thursday - 21 August 2025.pdf.

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

These Vacancies Daily will also appear in the Gazette PS33 Weekly Gazette Thursday - 21 August 2025.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

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Vacancies

Vacancy VN-0761844

Australian Competition and Consumer Commission

Closing Date: Sunday 31 August 2025

AER - Legal, Corporate & Governance
Corporate

Job Title	Assistant Director, Senior .NET Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$123,702 - \$136,900
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	All ACCC/AER employees are required to work a minimum of 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2025/140
Agency Website	https://www.accc.gov.au/

Job Description

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

- Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?
- Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?
- Do you want to work within a specialised team developing IT-based solutions to complicated data issues in energy markets?

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

- Build and maintain .NET applications that support day-to-day business needs, covering both frontend and backend work.
- Work closely with business analysts, testers, and other developers to deliver solid, reliable solutions.
- Help troubleshoot and fix application issues to keep systems running smoothly and minimise any downtime.
- Contribute to the design of new solutions and help keep technical documentation up to date, using established standards and good practices.

Eligibility

About you

In order to succeed in the role, you will have:

- Demonstrated experience leading a development team or similar role in a fast-paced and large complex people-centred organisation.
- At least 5 years of work experience in business analysis to gather IT requirements and development skills to implement robust solutions.
- The ability to lead technical projects through to completion and supervision of teams using agile (SCRUM) and project management methodologies (Prince2).
- A well-developed understanding, or ability to quickly acquire an understanding of Australian energy markets and the role, purpose, and objectives of the AER.

To find out more about us and the role, please read the Candidate Kit.

Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Brian Wong, 08 8213 3454
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0761850

Australian Competition and Consumer Commission

Closing Date: Sunday 31 August 2025

Corporate
Finance

Job Title	Senior Procurement Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$99,562 - \$111,590
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	All ACCC/AER employees are required to work a minimum of 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2025/141
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to assist in delivering high quality procurement advice, support and assurance at an agency assisting everyday Australian consumers?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

- Provide expert advice and assurance on ACCC procurement and contract processes including the development and compliance review of procurement plans, request for tender documentation, panel arrangements, evaluations, negotiations, probity matters, contracts, and stakeholder engagement.
- Work collaboratively with internal teams, business stakeholders and external entities to achieve service delivery outcomes.
- Manage the development and continuous improvement of ACCC procurement policies and processes in consultation with key stakeholders.
- Identify, develop, and manage procurement and contract management training to ACCC staff.

Eligibility

About you

In order to succeed in the role, you will have:

- Demonstrated experience and a strong understanding of the application of the Commonwealth Government procurement framework including the Commonwealth Procurement Rules, connected polices and emerging Whole of Australian Government (WoAG) requirements.
- Demonstrated experience undertaking end-to-end procurement that includes reviewing and providing constructive advice on procurement plans, approval minutes, contracts and evaluation reports.
- A demonstrated ability to effectively manage several competing priorities and strategic directions, including allocating work and ensuring critical deadlines are being met.
- Demonstrated experience leading, mentoring and developing a team, across multiple priorities, to achieve results.

To find out more about us and the role, please read the Candidate Kit.

Notes

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To Apply

Position Contact	Marcus Sanchez, (02) 6243 3007
Agency Recruitment Site	https://acc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0761854

Australian Competition and Consumer Commission

Closing Date: Sunday 31 August 2025

Corporate
Executive Office

Job Title	Assistant Director, Government Relations and Advocacy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$123,702 - \$136,900
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	All ACCC/AER employees are required to work a minimum of 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2025/142
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to assist in providing information, advice and recommendations to Government and to influence policy affecting Australian consumers?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

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Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

- Brief the ACCC Chair, Commissioners and Senior Executives on key engagements with external stakeholders.
- Advocate for policy reform and contributing the ACCC's views across relevant reforms across the economy.
- Develop and lead a small, high performing team in a busy environment.
- Develop and maintain relationships with key stakeholders including Ministers' offices and Departments.

Eligibility

About you

In order to succeed in the role, you will have:

- Demonstrated experience leading a team in a fast-paced and large complex people-centred organisation.
- A broad and detailed understanding of the roles and functions of the ACCC and related policy and political issues.
- Experience working on highly complex and sensitive policy and operational issues to tight timeframes.
- A demonstrated ability to build effective working relationships with internal stakeholders, particularly at senior levels (EL2, SES and Commissioners/Board members) within an agency and to influence, negotiate and advocate effectively within networks.

To find out more about us and the role, please read the Candidate Kit.

Notes

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To Apply

Position Contact	Luke McMahon, 0433 535 034
Agency Recruitment Site	https://accs.bigredsky.com/page.php?pageID=106

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Vacancy VN-0761899

Australian Competition and Consumer Commission

Closing Date: Sunday 31 August 2025

Scams Prevention and Digital Markets
 National Anti-Scam Centre

Job Title	Director, National Anti-Scam Centre
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$143,411 - \$168,064
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	All ACCC/AER employees are required to work a minimum of 2 days a week onsite
Classification	Executive Level 2
Position Number	EA2025/143
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to work at the centre of Australia's national response to scams and drive innovative, intelligence led and collaborative approaches to tackling financial crime?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

- Plan and lead fusion cells comprising cross sector participation focused on priority scam threats, ensuring clear objectives, outcomes focus and strong partner engagement.
- Design and implement processes for intelligence and data sharing across government, banks, telco, digital platforms and other organisations in the scam ecosystem.
- Oversee development of scam typologies, indicators of compromise and actionable intelligence products to inform prevention and disruption.
- Drive innovative approaches to improve data quality, interoperability and automation across reporting and detection systems.
- Lead a team of professionals, role modelling our leadership behaviours, supporting a professional and collaborative working environment, coaching, giving continuous feedback, resolving conflict and facilitating career development
- Represent the ACCC and NASC in high level forums, partnerships and policy processes relating to scams, fraud, data sharing and intelligence.

Eligibility

About you

In order to succeed in the role, you will have:

- In-depth experience in leading multi-organisation taskforces, joint operations or facilitating public private partnerships in a fast paced environment.
- An extensive understanding of Australian information management legislation, standards, policies and authorities.
- Excellent stakeholder management and communication skills.
- Highly developed project management skills including the ability to manage multiple work streams concurrently, manage competing priorities and adhere to strict deadlines.
- An understanding of scams, financial crime, fraud or cybercrime intelligence, digital ecosystems, data analytics or consumer protection.
- Relevant tertiary qualifications or demonstrated experience in intelligence, criminology, cyber security, information systems, economics, law, data analysis, public policy, project or program management, or related discipline.

To find out more about us and the role, please read the Candidate Kit.

Notes

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

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To Apply

Position Contact	Jayde Richmond, 03 9658 6460
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0761921

Australian Competition and Consumer Commission

Closing Date: Thursday 21 August 2025

Specialist Advice and Services Division
Data and Intelligence

Job Title	Assistant Director, Infocentre
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Perth WA, Adelaide SA, Brisbane QLD
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2025/130
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to lead a dynamic team and drive performance in a fast-paced contact centre environment while contributing to the protection of Australian consumers?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

There are currently three Assistant Director within the Infocentre, while this process will be used to backfill the position of Assistant Director Support, the merit list will be used to fill ongoing and non-ongoing positions as they arise.

Assistant Director, Infocentre Operations

This role is responsible for planning, coordinating and implementing strategies to monitor and drive high performance in the Infocentre. This will include strategies relating to workforce optimisation, performance management, onboarding, training and quality assurance. This role oversees the Operations stream of the Infocentre. The Assistant Director will have one APS5 staff reporting directly to them, and oversight of a team of Public Information Officers who handle contacts from the public and additional support staff members. Contact Centre experience and/or experience working in client service environments will be highly regarded.

Assistant Director, Infocentre Support

The Assistant Director, Infocentre Support is responsible for the Infocentre's system, data and innovation work, learning and development and knowledge management. This role manages a team of up to four staff. The Assistant Director, Infocentre Support requires a track record in training and applying adult learning principles, with Cert IV qualifications preferable, and experience with system and data support.

Assistant Director, Infocentre Engagement

The Assistant Director, Infocentre Engagement is responsible for internal liaison, coordinating correspondence, the Under Assessment process (which involves collecting information and triaging reports received) and implementing strategies to support the work of the Infocentre. This role manages a team of up to four staff. The Assistant Director, Infocentre Support requires a track record in their ability to research and analyse information to identify trends and emerging issues, draw accurate conclusions based on evidence, compile reports, and present recommendations.

Eligibility

In order to succeed in the role, you will have:

- demonstrated experience in leading high performing teams in a fast paced environment, encouraging engagement and collaboration
- strong interpersonal and communication skills, to engage effectively and influence outcomes
- an ability to contribute to Infocentre strategies and projects, to drive process efficiency and improvements and contribute to the ACCC's strategic priorities
- knowledge of the ACCC's role and functions and/or Competition and Consumer legislation, or the demonstrated ability to quickly acquire it.

To find out more about us and the role, please read the Candidate Kit.

Notes

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

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To Apply

Position Contact	Joanna Carlton, 02 6243 1348
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0761749

Australian Electoral Commission

Closing Date: Tuesday 02 September 2025

Chief Information Officer
Indigo Delivery Branch

Job Title	Program Coordinator, Chief Information Officer Division
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Hobart TAS
Salary	\$94,603 - \$106,304
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2025-145 Multiple
Agency Website	https://www.aec.gov.au/

Job Description <https://candidate.aurion.cloud/aec/production/vacancies/2912585478178798~1/edit>

The Chief Information Officer (CIO) Division delivers a range of digital technology and operational services that support and enable the AEC to deliver on its strategic outcomes along with supporting and enhancing business as usual activities.

The CIO Division is committed to establishing and maintaining a high-performing and positive workplace culture. It is a fast-paced work environment, but we have a great team of highly motivated and collaborative professionals who work well together, sharing knowledge and supporting each other in our day-to-day activities.

The Indigo Delivery Branch (IDB) lead the build, refinement and deployment of modern, secure and agile AEC services and technologies for the Indigo Program.

We currently have opportunities available to join the following teams within the IDB:

- **Indigo Build Delivery:** Multi-disciplinary teams that build, refine and deploy solutions to re-engineer business processes and replace aging electoral systems with modern, secure and agile technologies.
- **Indigo Testing:** We are dedicated to ensuring software and applications meet quality standards. We are comprised of multi-disciplinary teams with a focus on quality in an agile development environment. Providing functional and non-functional testing services, we support User Acceptance Testing (UAT) and Deployment activities.
- **Indigo Systems:** Provides technical expertise to the broader Indigo Program across multiple disciplines, including architecture, security, Azure cloud, Azure DevOps, ServiceNow, enterprise integration, and infrastructure to support and enable agile delivery teams. Acting as the IT enabler, the team ensure that systems are efficiently designed, secure, integrated and deployed.

Duties

As a Project Coordinator within the CIO Division, you will play a pivotal role in supporting the strategic objectives and organisational priorities of the respective section by providing administrative support, collaborating and communicating effectively with stakeholders and, ensuring rigorous governance reporting and record keeping.

The role is responsible for undertaking work that is moderately complex to complex and/or sensitive in nature, under limited direction, utilising expertise and knowledge within the area of operational project and programme delivery.

To excel you'll have:

To excel in the roles across all sections you will have the following generalist capabilities and skills:

Mandatory

- Demonstrated work experience in a project, management or business administration role.
- Demonstrated experience managing high volumes of work and competing priorities, with the ability to deliver high-quality work to agreed standards and timeframes.
- Well-developed written and verbal communication skills, with the ability to communicate effectively with people from diverse backgrounds and levels of seniority.
- Well-developed stakeholder engagement skills, with the ability to build and maintain strategic relationships and use professional judgement to communicate decisions and manage stakeholder expectations.
- Demonstrated high integrity and discretion when dealing with confidential and sensitive matters.

- Demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.
- Demonstrated proficiency in using IT tools to maintain project/program records and information (e.g. MS Suite, electronic record management system, Azure DevOps, etc.).

Desirable

- Tertiary qualifications and/or an industry recognised certification in Management, Business Administration, Project Management or a similar field.
- Demonstrated work experience providing administrative support for a program/project in the Federal government context.
- Demonstrated work experience providing administrative support to an Information Communication Technology program/project.
- Experience in Agile ways of working, such as SCRUM or the Scaled Agile Framework (SAFe).

In addition, in the Indigo Build Delivery section the role available requires workforce management skills. Those with a keen interest, and the relevant skills and experience in this area, should include this in their statement of claims.

Eligibility

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

Notes

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC's statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent

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

To Apply

Position Contact	Evie Redshaw, evie.redshaw@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/2912585478178798~1/edit

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Vacancy VN-0761866

Great Barrier Reef Marine Park Authority

Closing Date: Sunday 31 August 2025

Strategic Policy and Partnerships Strategic Governance

Job Title	Strategic Governance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	\$76,583 - \$84,443
Future Merit Locations	Townsville
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 4
Position Number	1084
Agency Website	

Job Description

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

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Position

We're seeking a reliable and detail-oriented Strategic Governance Officer to support the coordination of two Reef advisory committees and governance activities across the Reef Authority.

This role is hands-on and focused on delivering committee meeting materials, managing meeting logistics, and providing administrative support that keeps our governance functions running smoothly.

You'll work within the Strategic Governance section of the Strategic Policy and Partnerships Branch, supporting the Board's advisory committees and the Audit and Risk Management Committee. You'll also assist with strategic planning documents and ministerial coordination, working closely with colleagues across the organisation. You will have a friendly demeanour and apply good judgment and initiative to support the governance forums.

About You

You're a proactive and adaptable professional who thrives in a fast-paced environment. You work collaboratively, think logically, and take ownership of your work. You're comfortable navigating complexity and supporting your team across a range of functions.

You bring:

- A strong team ethic - you work in harmony with colleagues and stakeholders at all levels
- Practicality and resourcefulness - you're organised, accountable, and solution-focused
- The ability to anticipate issues and resolve them with sound judgement
- Flexibility in how and where you work, with a willingness to support broader team needs
- Experience in public sector administration and governance
- Well-developed written and verbal communication skills
- Qualifications in business and/or administration (desirable)
- Willingness to travel occasionally for multi-night commitments

Duties

- Deliver professional secretariat services for Board advisory committees and the Audit and Risk Management Committee
- Prepare and distribute agendas, minutes, reports, and correspondence
- Maintain accurate records including conflict of interest registers
- Coordinate logistics including travel, catering, and venue hire
- Build strong relationships with committee members and internal stakeholders
- Support strategic governance documents and ministerial functions
- Contribute to agile and flexible ways of working across the Reef Authority

Eligibility

To be eligible for employment, candidates must be an Australian citizen at the time of application.

The position requires a Baseline security clearance. Successful candidates will be required to obtain and maintain a clearance at this level.

The successful candidate will be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service.

Notes

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Jessica Mead, 0499 438 324
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0761893

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date: Friday 12 September 2025

Offshore Renewables Regulation
Perth

Job Title	Directors - Offshore Renewables
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	\$287,431 - \$287,431
Future Merit Locations	Perth
Office Arrangement	On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	Executive Level 2
Position Number	13523
Agency Website	https://www.nopsema.gov.au/

Job Description

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

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

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

Working with us provides an opportunity to make a real difference to people working in Australia's offshore, energy industries.

We are currently seeking applications from senior professionals with extensive experience in providing leadership in the operations of a regulatory organisation and / or major hazard industry, with demonstrated knowledge in one or more of the following:

- application of a management systems approach to the control of hazards and risks.
- strategic planning and governance (including risk identification and management).
- developing, implementing and continuously improving frameworks, systems and processes to facilitate the delivery of regulatory functions and / or organisational objectives.
- developing, implementing and streamlining regulatory frameworks in relation to work, health and safety, infrastructure integrity and / or environmental management.

to fill current vacant and future ongoing (permanent) and non-ongoing (fixed-term) management roles in our Offshore Renewables Regulation Directorate within our Perth Office.

A pool of suitable candidates will be established from this selection exercise and **may** be used to fill current and future vacancies.

Why work for us?

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

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

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

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

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

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

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

Duties

As an experienced senior professional, you will be responsible for leading and managing a functional team of specialists and advisors to deliver the functions of the OIR in line with legislative requirements.

These management roles form a critical part of the leadership team for the OIR function and NOPSEMA's broader senior leadership team.

The key responsibilities of these roles encompass:

- Providing strategic, operational and specialist technical advice and support to the OIR and the executive leadership.

- Planning and managing the delivery of ongoing OIR regulatory operations including assessment, compliance monitoring, investigation and enforcement.

- Managing and conducting regulatory and related stakeholder engagement with relevant external and internal parties including duty holders, government agencies, industry bodies and other organisations.
- Maintaining oversight of the use of regulatory powers to deliver fair, consistent and reasonable regulatory outcomes under the *Offshore Electricity Infrastructure Act 2021*.

Eligibility

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

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

You must obtain and maintain a Maritime Security Identification Card (MSIC) clearance.

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

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

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

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

Notes

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

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

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

To Apply

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

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Vacancy VN-0761901

Office of National Intelligence

Closing Date: Sunday 31 August 2025

Various

Job Title	Executive Assistants to Agency Senior Leaders
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$93,275 - \$117,729
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5;APS Level 6
Position Number	Various
Agency Website	

Job Description

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

Our Executive Assistants comprise a small, dynamic team committed to delivering excellent customer service to the Office of National Intelligence (ONI) and broader National Intelligence Community (NIC). Executive Assistants are vital to the success of our senior leadership team – serving as indispensable partners to their seniors and receiving strong support and recognition for their valuable contributions.

You will provide high-quality executive support, coordination and assistance to a member of the ONI senior leadership team, operating at the APS5 or APS6 classification.

We are seeking individuals with exceptional organisational skills, sound judgement and the ability to:

- Thrive in dynamic, fast-paced environments, possessing a keen attention to detail while maintaining an awareness of the bigger picture
- Enjoy working in a collaborative and friendly environment with team members who support one another and care about the broader agency
- Demonstrate strong interpersonal and collaborative skills, with the ability to influence and engage across all levels of the organisation and government

- Apply excellent analytical and problem-solving abilities to independently manage and deliver a diverse variety of tasks and initiatives
- Uphold high levels of integrity and discretion when working with sensitive information.

Duties

- Organising seniors' commitments by managing workflows, meetings, diaries and calendars to ensure priorities and deadlines are met
- Coordinating meetings, invitations, and visit logistics, including the preparation of relevant supporting materials
- Managing forward work programs in close collaboration with the executive teams supporting the Director-General and Deputy Directors-Generals to align priorities and optimise seniors' time
- Preparing various written communications, and managing documents and databases to ensure accurate, comprehensive and timely information
- Coordinating travel arrangements with assistance from ONI's Business Support Unit, including preparing travel programs, agendas, bookings and expense acquittals
- Developing and maintaining strong working relationships with a range of key internal and external stakeholders to optimise outcomes for ONI and senior leaders
- Responding to general enquiries and conducting document and data analysis as required
- Contributing to a range of project and administrative work as required to support the delivery of ONI work priorities.

Key Attributes

Our ideal candidate will have:

- Previous executive support experience
- Strong interpersonal skills, including the ability to liaise with government representatives at a high level, and develop and maintain a broad network of relevant contacts
- Strong attention to detail, paired with exceptional organisation and time management skills
- Sound judgment and the ability to manage competing priorities while working productively within a small, collaborative team
- Lateral thinking and problem-solving skills, with the ability to design and implement workflow improvements
- Adaptability and flexibility to accommodate changing needs of ONI seniors throughout the day.

Eligibility

Am I eligible to apply?

You must be an Australian citizen.

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

You must have a checkable background.

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

You must be willing to undergo an organisational pre-employment assessment.

Note: to be eligible for employment with ONI, the preferred applicant(s) will be required to undergo a pre-employment screening assessment (see Pre-employment Screening Assessment).

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

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

Notes

About the Office of National Intelligence

To Apply

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

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Administrative Review Tribunal

Closing Date: Wednesday 27 August 2025

Case Management or User & Member Services

Job Title	Senior Tribunal Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$85,755 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 5
Position Number	Multiple
Agency Website	https://www.art.gov.au/

Job Description

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

The Administrative Review Tribunal (ART) is currently seeking applications for multiple **Senior Tribunal Officers** to join our team across multiple work areas.

This is an excellent opportunity for candidates who thrive on being subject matter experts and can effectively share their knowledge to build team capability and achieve results.

These positions are hybrid, subject to operational requirements, and can be located in Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth or Sydney. Please note these positions are often part of geographically dispersed teams.

We have multiple ongoing and non-ongoing positions available. The non-ongoing positions will be offered initially for a period of 12 months with the possibility of extension.

About the opportunity

Senior Tribunal Officers are subject-matter experts in ART jurisdictions, procedures and case management. They play a critical role in providing leadership, guidance, training, coaching and support to more inexperienced staff and undertake quality assurance, workload allocation and team administration functions.

We are seeking to fill Senior Tribunal Officer vacancies across multiple work areas, as outlined below.

1. Case Management - Applications & Early Case Assessment (AECA) and Pathway Support

These sections are responsible for management of cases from lodgement and through the case management phase. The AECA section has responsibility for registering new applications and conducting preliminary jurisdiction assessments, as well as triaging and profiling to assist in determining appropriate case pathways.

The Pathway Support section provides administrative support for case management activities, including preparing files for case events before registrars, managing summons and finalising cases resolved during the case management phase.

2. User Services

The User Services section is responsible for delivering first level contact services to the Tribunal's users. This includes managing incoming email and mail correspondence and telephone calls, responding to in-person enquiries at the Tribunal's registries and providing event day support for hearings.

3. Member Services

The Member Services section is responsible for providing support to the Tribunal's members. This includes providing administrative support to members with matters constituted or allocated to

them, liaising with parties, file management including preparing member files and notifying decisions and finalising matters. The section may also provide support for case events in limited circumstances.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on [our website](#).

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, including flexi-time and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%.
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- Employee Assistance Program for you and your family
- positive and inclusive culture.

Read our [Enterprise Agreement](#) for more information about our terms and conditions of employment.

Duties

- **Complex case management and hearing support:** Manage a caseload, which can include significant and/or complex matters, and/or provide leadership and subject matter expertise to ensure high level administrative and hearing support.
- **Management support:** Work collaboratively with the Team Leader to ensure the team delivers high quality services to users of the Tribunal's services, and internal stakeholders. Provide guidance, coaching, subject matter expertise and training as needed. Assist in allocating work and monitoring workloads within the team and undertake administrative tasks to support effective registry operations. Model adherence to the APS Code of Conduct and other workplace policies to support a positive, high-performance culture within the team.
- **Stakeholder management and services:** Develop and maintain strong, productive relationships with key stakeholders, providing expert advice, administrative assistance and support to members, conference registrars and staff. This includes providing advice to both internal and external stakeholders in relation to more complex procedural matters. Maintain an advanced working knowledge of the practices and procedures of the jurisdictions and contribute to continuous improvement of registry processes.

About you:

We are seeking candidates who are highly motivated with a strong user-focus. You will be experienced at delivering high-quality service to both internal and external stakeholders.

To be successful you will have:

- Advanced working knowledge, or the ability to rapidly acquire knowledge of applicable legislation, policies and procedures, and have the ability to exercise sound judgement in applying this knowledge.
- Demonstrated ability to provide training, guidance, and quality assurance practices to support staff development in the delivery of high-quality services to internal and external stakeholders.
- Well-developed ability to plan, organise and monitor individual and teamwork priorities, meet deadlines, and to keep and maintain accurate records.
- Well-developed written and verbal communication skills, including the ability to deal effectively with a diverse client base and complex client situations.
- Demonstrated ability to work both independently and collaboratively with other leaders to support effective leadership of a team to achieve results, embrace change, and work in alignment with Australian Public Service and ART Values and standards.

Eligibility

Candidates must nominate their preferred work area when submitting their application (only one preference can be nominated).

Essential:

- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Desirable:

- Tertiary qualifications in a field of study that might demonstrate some or all the required capabilities, OR relevant experience in a similar work environment, OR subject-matter expertise related to one or more of the ART's jurisdictions.

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our Career Opportunities page.

Please submit a CV (e.g. of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the Position Description.

Notes

Should you wish to discuss this position, please contact the relevant contact person for your preferred work area :

Case Management (AECA and Pathway Support)

Sophie Wild – 03 9454 6320 or Sophie.Wild@art.gov.au

User Services

Nicole Simmons - 02 9276 5435 or Nicole.Simmons@art.gov.au

Member Services

Delia Daniels – 03 9454 6228 or Delia.Daniels@art.gov.au

NO AGENCIES PLEASE

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Each work area will convene a panel to (a) assess candidates who nominate that work area as their preferred work area and (b) fill immediate vacancies within that work area.

Please note that merit lists/pools established by any of the panels may be utilised to fill future like vacancies across any work area. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTIQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging 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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: <https://www.art.gov.au/>.

To Apply

Position Contact	See above, (02) 9276 5443
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0761887

Australian Federal Police

Closing Date: Friday 29 August 2025

Job Title	Software Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Hobart TAS, Melbourne VIC, Adelaide SA, Perth WA
Salary	\$118,673 - \$127,101
Future Merit Locations	Canberra, Sydney, Darwin, Brisbane, Hobart, Melbourne, Adelaide, Perth
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	This position is located in Canberra ACT, however remote working options may be negotiated.
Classification	Executive Level 1
Position Number	15014
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/15014/>

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 8 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Do you like a variety of work, ranging from resolving production issues on legacy systems, to building new web applications utilising modern technical stacks? Are you excited by the prospect of helping the police force combat complex, transnational and organised crime and terrorism, as well as providing technical services to support the ACT, Jervis Bay and Australia's external territories?

The Policing and Operational Systems (POS) section is responsible for the development, enhancement and sustainment of the AFP's Police Real-time On-line Management Information System (PROMIS), the PROMIS mobile platform and any new internal and external interfacing systems such as the Investigations Management Solution (IMS) and the Australian Criminal Intelligence Commission's National Criminal Intelligence System (NCIS). In addition, POS also provides support assistance to all development business as usual and project activities, including toolchain development, release and environment management and performance testing.

You will be working within an agile application development environment to support, enhance and uplift the organisations Case Management System, as well as integrations with bespoke AFP systems such as the Investigations Management System (IMS) and Forensics Management System (FMS).

As a Software Engineer, you will be expected to deliver on development outcomes for the organisation; help to guide and lead the adherence to standards; and support, mentor and uplift your peers. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

As a Software Engineer in the AFP, you will ensure the achievement of outcomes are in accordance with our standards, regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. You will help develop and promote technical solutions which support the business requirements of the AFP.

We're interested in hearing from people who:

- Have the technical skills required to support and uplift legacy systems.
- Have the technical skills required to build and maintain new systems.
- Have a mentality of continuous improvement.
- Have a passion for supporting and mentoring your peers.
- Have the ability to ask the right questions and find the right solutions with the customer at the centre of everything you do.
- Can work closely with business while bringing a drive for service excellence and the ability to work independently and as part of a team.
- Can act with integrity, fairness, trust and respect, while showing commitment, excellence and accountability in everything you do.

What will you do?

As a Software Engineer your role will be to help implement technological solutions in accordance with business priorities; Maintain and support the legacy case management system; Build and maintain new and existing systems/applications and their supported APIs; promote best working practices within the development community; and ensuring that applications are maintained keeping technical debt to a minimum.

- Implementation of proposed changes through full stack software development.
- Remain accountable for accurate completion of work within timeframes and quality requirements.
- Analysis and refinement of work items; requirements; and existing code bases.
- Build and sustain relationships and liaise with internal and external stakeholders (i.e. business; testing; release management; and other technical teams).
- Provide advice and technical expertise to the team and development community.
- Mentor; guide; and share knowledge/skills with team members.
- Creation of new and updating existing design artefacts for proposed changes.
- Record and maintain files/information in accordance with AFP requirements.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Minimum of 3+ years relevant experience in the ICT development field.
- Skills and experience in UI development (.NET C#, Angular).
- Skills and experience in API Services development (e.g. REST API).
- Skills and experience in Database development (e.g. Oracle, PL-SQL).
- Skills and experience in Pipeline Creation and Management (e.g. YAML, Octopus Deploy).
- Skills and experience in DevOps development (e.g. Group Policy, PowerShell, Citrix Management).
- Experience in and desire for continuous improvement.
- Excellent time management skills.

Desirable Requirements

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

- Tertiary qualifications in relevant field
- Knowledge of UI development (VB6)
- Knowledge of API Services development (WCF)
- Experience with the Agile Methodology

Notes

- This position is AFP Band 7 level.
- This position is located in Canberra ACT, however remote working options may be negotiated.
- Interstate travel may be required for this role.

Commitment to Diversity & Inclusion

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

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

To Apply

Position Contact	Nicole Thompson, 02 5126 5197
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15014/

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Attorney-General's

Vacancy VN-0761868

Office of the Inspector-General of Intelligence and Security

Closing Date: Sunday 07 September 2025

Job Title	Director - HR Operations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$140,938 - \$167,436
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Canberra-based with opportunity to negotiate flexible working arrangements, including hybrid working arrangements
Classification	Executive Level 2
Position Number	0256/25_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

<https://agcareers.nga.net.au/?jati=C4261155-3566-7A28-6C34-E41CFBCE91EA>

Who are we?

The Office of the Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence and security agencies. The Inspector-General is an independent statutory office holder with oversight of the activities of Australia’s intelligence and security agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. The work of the Inspector-General and his staff provides assurance to ministers, the parliament and the public that these agencies are using their powers as intended.

We are a small portfolio agency, proud of our contribution to the national interest. We recognise that our people are our greatest asset – we recruit and retain highly capable, motivated professionals with high levels of integrity and personal drive; and we invest in, and value, their development. Further, we offer a rewarding, positive, and inclusive environment, empowering staff to work flexibly in their contribution to the achievement of agency goals.

It is an exciting time for our office, as we undergo a period of change and growth. As a result of an expected expansion in our jurisdiction and new powers granted to intelligence agencies in recent years, the office is expected to grow to strengthen our capabilities.

Duties

The Opportunity

Our Human Resources (HR) practice has two distinct areas, HR Operations incorporating HR Advisory, IR/ER, WHS, L&D and payroll; and HR Strategy incorporating People Strategy, Strategic Reporting and Recruitment. Both areas are led by a Director, with both teams working collaboratively to deliver the OIGIS HR priorities for the Office.

The Director, HR Operations position is an important leadership role within the OIGIS. We are seeking a suitably qualified candidate who is enthusiastic about working in our HR Practice to deliver this important function for the Office.

The position will apply a significant understanding of the HR function to provide high level advice, to senior management, the Executive Leadership Team and OIGIS staff. It is responsible for developing and influencing HR policies, priorities and operational practices in support of OIGIS's objectives. The Director, HR Operations will use high-level decision-making, judgement and independence. The role will be required to coordinate and assume responsibility for a range of complex or sensitive HR matters across the operational and transactional HR functions.

Please note, this position is Canberra-based with opportunity to negotiate flexible working arrangements, including hybrid working arrangements.

Key responsibilities of Director, HR Operations include:

- Effectively undertake the director role in the HR practice in line with the branch plan; responsible for functional areas of HR including policy, pay and conditions, learning and development, performance management, health, wellbeing and safety and workplace relations.
- Drive the design and implementation of employee relations frameworks, policies, guidelines and conditions to ensure short, medium, and long-term alignment with OIGIS objectives.
- Manage and advise on complex HR matters including but not limited to Code of Conduct, case management, rehabilitation, external legal matters and a variety of industrial relations areas.
- Provide high-level, strategic advice and policy direction on HR issues whilst promoting a positive, safe, inclusive and diverse culture in OIGIS.
- Work closely with the Director, Agency Expansion to support and enable HR strategy within the Office.

The HR Practice seeks to:

- enhance HR capability across OIGIS
- deliver strategic and tailored initiatives that enhance the delivery of HR and People solutions and work practices
- drive improvements to systems, processes, and the use of technology and data management.

As a member of the Enterprise Management Unit's Executive team, actively contribute to shaping the strategic direction of the branch and OIGIS's corporate agenda. Including:

- liaising, negotiating and representing OIGIS's workplace interests with other government agencies
- engage within the Portfolio and manage the relevant provision of services under our existing Memorandum of Understanding with our service provider
- managing the HR budget and related reporting.

To be successful in this role you will have:

- broad experience in managing and leading a team providing a broad range of support, systems and solutions through the analysis, development and implementation of HR strategies, frameworks, guidance and reporting materials.
- a proven track record at overseeing the development of HR policies, procedures and programs to achieve corporate objectives, and contributing to the effective operation of the team, branch and divisional priorities.
- experience in managing the implementation of best practice HR approaches to developing capabilities and increasing operational effectiveness and informing business decisions.
- current technical knowledge of relevant employment legislation and APS frameworks.
- strong communication skills to engage with clients and to work effectively with the Branch and HR team.

Highly Desirable skills

- experience in the breadth of HR activities
- tertiary qualifications in Human Resources Management or a similar/equivalent field
- eligibility for individual membership of the Australian HR Institute.

Eligibility

Security, suitability and integrity requirements

- **Citizenship** - you must be an Australian citizen
- **Employment Suitability Assessment (ESA)**– appointment to our Office depends on the outcome of an ESA.
- **Security Clearance** – appointment and ongoing employment at the Office are subject to a Positive Vetting clearance being granted and maintained. You must be willing to undergo a security clearance vetting process at the Top-Secret Positive Vetting clearance level and must be willing to fully cooperate in the assessment process, including the timely provision of information and documentary evidence. Security vetting may take many months to complete and requires candidates to provide significant personal information to the vetting authority.

Positions at IGIS are positions of trust. In addition to the above, all IGIS staff are required to make annual conflict of interest declarations to support the independence and integrity of the Office.

The successful candidate must be located in Canberra or willing to relocate. The IGIS offers relocation assistance to new employees relocating to Canberra from interstate.

Notes

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

About the 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 six intelligence agencies within IGIS jurisdiction: • 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 these 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 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 the premises of an agency within jurisdiction. The Inspector-General can also conduct preliminary inquiries into matters in order to decide whether to initiate a full inquiry.

To Apply

Position Contact	OIGIS Recruitment Team, 02 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=C4261155-3566-7A28-6C34-E41CFBCE91EA

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Defence

Vacancy VN-0761910

Australian War Memorial

Closing Date: Friday 29 August 2025

Corporate Services
Corporate Services Information Technology

Job Title	Chief Information Officer and Head of ICT
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	\$157,609 - \$169,999
Future Merit Locations	Campbell
Office Arrangement	On Site;Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	Executive Level 2
Position Number	25-100
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

The Chief Information Officer (CIO) and Head of Information and Communication Technology (ICT) provides functional leadership for corporate ICT, and leads the development, implementation and communication of the organisation’s ICT strategies, frameworks, policies, controls and supporting practices.

The CIO is designated as the Memorial’s Chief Information Security Officer and Chief Information Governance Officer.

Our Ideal Candidate

The successful applicant has a wide range of ICT experience and expertise, outstanding project management skills, and a demonstrated ability to think strategically. You have a thorough current working knowledge of ICT operations in the Commonwealth public sector, and the related information management and cyber security policies and frameworks.

You are a strong and effective people manager, able to motivate staff to bring their best to their role and build capability and professional expertise. You have a proven track record of achieving results in ICT environments, and will ensure that the Memorial's ICT investments align to organisational priorities, achieve the best outcomes and represent value for money.

Duties

- Lead the Memorial's strategic and operational business systems planning to progressively achieve the target enterprise architecture environment.
- Ensure effective security risk management of the Memorial's corporate information and systems in accordance with government policy, legislation, and best practice (including access controls, plans and business continuity / disaster recovery capability).
- Manage the daily operations of the IT Section to deliver high quality and timely ICT support services and reliable ICT infrastructure.
- Develop and implement strategies and solutions to improve the efficiencies and effectiveness of existing IT functions and services.
- Direct the formulation and implementation of corporate information technology and information management policies.
- Manage ICT resourcing requirements, including budget development and management, oversight of complex procurement processes, contract negotiation and performance monitoring and management.
- Lead the ICT team to ensure a productive, motivated, flexible and efficient working group, delivering an effective customer service culture from the section that balances organisational needs, priorities and stakeholder expectations.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Mandatory Requirements

Applicants must either hold a current NV2 security clearance or possess the ability to obtain and maintain this clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

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

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

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

To Apply

Position Contact	Leanne Patterson, (02) 6243 4232
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0761606

Department of Defence

Closing Date: Sunday 31 August 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	ILS Manager - Sustainment
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$120,303 - \$135,701
Future Merit Locations	Enoggera
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/06612/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=629763E0-D8E9-DE20-4135-E41B9326FCAC>

Duties

The Role

Within the Materiel Logistics function an EL 1 ILS Manager - Sustainment is accountable under broad direction to perform and achieve complex to very complex materiel logistics work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

This EL 1 ILS Manager is responsible for the supply system that supports acquisition, introduction-into-service and sustainment of the AH-64E Apache helicopter program - a >\$5B program delivering Army's most advanced and capable combat systems.

Specific areas of responsibility include:

- Leadership and management of an integrated team of APS, Industry and ADF logistics practitioners; and the maturation of the Attack Helicopter SPO's supply and logistics capability
- Oversee Reception, cataloguing and codification of AH-64E Apache spares and support equipment, procured primarily via Foreign Military Sales.

- Oversight and governance of Procurement, reception and in-lay of Petroleum, Oils and Lubricants (POL), consumables and other tooling or support equipment procured via Direct Commercial Sales.
- Oversight and governance of OEM Performance Based Logistics arrangements.
- Oversight and governance of the AH-64E Apache supply system to ensure compliance with the Electronic Supply Chain Manual, Defence Logistics Manual, and other Departmental or Government policies.
- Oversight and governance of a contractor-managed central warehouse (Primary Stocking Unit for AH-64E Apache).
- Stakeholder engagement and negotiation, not limited to the Project Manager, Product Manager, Industry partners and operating units.
- Ongoing analysis and performance monitoring, to assure availability of supplies to the AH-64E Apache fleet.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technology. The ITAR is United States (US) law, which regulates defence articles, including technical data, and defence services on the United States Munitions List. Access restrictions may apply on the basis of currently held/previously held citizenship, as well as current permanent residency. Defence may be able to utilise workforce exemptions to mitigate these restrictions, which generally requires that applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects these details to confirm an applicant's eligibility for the role and to maintain compliance with international obligations

About our Team

The Attack Helicopter Systems Program Office (AHSPO) is delivering LAND 4503 Apache Attack Helicopter – the \$4B acquisition of 29 AH-64E Apache helicopters via Foreign Military Sale to replace the Tiger ARH. AHSPO will support the Joint Force of the late 2020s and beyond to fight and win the land battle. As the Apache Helicopter project is an emerging capability, the team, which comprises of ADF, APS and Contractor staff, is rapidly growing. Whilst this role is based in Gallipoli Barracks, Enoggera, our growing Apache team is split between Canberra, Brisbane, and Townsville. You will have the opportunity to contribute to the delivery of high-value, advanced Defence capabilities, whilst being rewarded with a professional, inclusive and supportive team.

Our Ideal Candidate

The successful candidate for this role will be required to work on-site.

Our ideal candidate is an experienced Defence ILS Manager, preferably with experience in ADF aviation and/or Foreign Military Sales programs.

To be successful in this role, you will:

- Have leadership and management skills to unite, motivate and achieve outcomes from a functional team that supports both acquisition and sustainment.
- Have a grounding in Defence logistics policies, processes and systems, and the ability to apply this to the emerging Apache program.
- Have problem solving skills and the motivation to raise and establish a new and complex supply system to support the AH-64E Apache.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	LTCOL Liam Cunningham, 02 5108 7947
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=629763E0-D8E9-DE20-4135-E41B9326FCAC

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Department of Defence

Closing Date: Sunday 31 August 2025

ARMY
 ADFHQ- Office of Chief of Army

Job Title	Security Adviser (Three positions)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$95,187 - \$108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ARMY/05091/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=56B8CA31-B8E2-1151-14AC-E41BCED0FECB>

Duties

The Role

An APS 6 Security Advisor is accountable under broad direction to perform and achieve complex protective security 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.

They will work independently with reasonable autonomy, and accountable for outcomes. They will have initiative and judgement in the interpretation of policy and apply this to practices and procedures. They will be the SME in their respective security fields and provide fearless technical and professional advice. They will be a team leader setting work priorities and manage workflows using initiative and leadership. They are accountable for actions within their team including administration and coordination.

They will have a level of stakeholder engagement and will be accountable to create working relations to manage expectations and outcomes. They will be accountable to contribute towards their ongoing self-improvement and professional development.

About our Team

The Army Protective Security Team is responsible for managing security and providing assurance for the Chief of Army.

Located with Army Headquarters, the Protective Security Team fall within the Army Land Operations Branch, Army G2 Directorate (Intelligence and Security.)

Reporting to the Deputy Director Security - Army, the Protective Security Team comprises of Personnel Security Policy, Physical Security Accreditation, and Land Capability Security Adviser. The Land Capability Security Adviser provides advice on Army's advanced capability programs. The Team ensures that Army is compliant with policy and able to mitigate security risks.

Our team is fast paced with multiple functions to support the Army Physical and Personnel Security functions for a large workforce. The function supports the Chief of Army and Senior Leadership in the provision of security, security risk management and security related decisions. Your role in this function is vital.

The Protective Security team is diverse, and is within a larger workforce of Serving ADF, APS and Contractors.

Our Ideal Candidate

Army is seeking three (3) APS 6 positions:

- Personnel Security Adviser and Team Leader
- Physical Security Accreditation Team Leader
- Land Capability Program Security Adviser

Whilst each Security Adviser role is uniquely different, they must all have a proven security track record in one of these fields. They all will be able to lead a team, have excellent communications (both written and verbal). They must have advanced ICT skills and work quickly and decisively.

Our ideal candidate must have a good understanding of Government and Defence, or commensurate private industry policies. The ideal candidate filling one of the three identified positions will be or will become a Subject Matter Expert in that field.

All positions must have an in-depth understanding of risk. They must be able to work collaboratively with other stakeholders, as well as building relationships in a broader network and contributing to the Team effort within the Directorate.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Luke Lyons, 02 5131 4791
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=56B8CA31-B8E2-1151-14AC-E41BCED0FECB

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Defence

Vacancy VN-0761707

Department of Defence

Closing Date: Sunday 31 August 2025

Defence People Group
Joint Health Command

Job Title	Health Workforce Assurance Officer
Job Type	Full-Time, Non-Ongoing
Location	Campbell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/06797/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=82B63931-67E3-0B2B-E2BC-E41BD4CDEC59>

Duties

The Role

The Health Workforce Assurance Officer role is critical to the delivery of high-quality healthcare to Defence personnel. The successful candidate will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgment in the interpretation of policy and in the application of practices and procedures. They will provide detailed technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

This recruitment process is being used to fill a non-ongoing position for 9 months. A merit pool of suitable candidates may be established following the conclusion of this recruitment process and used to fill similar ongoing and non-ongoing roles across the Department over the next 18 months.

About our Team

The Future Health Workforce team is nested within the Directorate of Health Workforce

Optimisation and provides the strategic advice to Surgeon General Australian Defence Force on the military health workforce. This advice includes planning for future force structures, introducing new workforce capabilities, labour market analysis and workforce demand as well as remuneration, retention and attraction to support the development of a capable and sustainable health workforce for Defence. This team also supports Australian Defence Force health workforce prioritisation across the Enterprise and strategic reporting for military health workforce matters.

Our Ideal Candidate

Our ideal candidate will possess the following:

- Strong communication skills, with the ability to support a broad range of stakeholders;
- Research, draft and prepare briefs, complex correspondence and reports including submissions for committee consideration;
- Provide operational support to project management and facilitate administrative and coordination requirements.

Eligibility

Security Clearance:

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

Notes

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

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includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	John Kennedy, 02 9494 7352
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=82B63931-67E3-0B2B-E2BC-E41BD4CDEC59

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Defence

Vacancy VN-0761717

Department of Defence

Closing Date: Sunday 31 August 2025

Defence People Group
Joint Support Services

Job Title	Area Manager - Richmond/Hunter
Job Type	Full-Time, Ongoing
Location	Richmond NSW, Williamtown NSW
Salary	\$120,303 - \$135,701
Future Merit Locations	Williamtown, Richmond
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/06280/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C2829A4A-D199-6816-7B32-E41C8245975C>

Duties

The Role

Defence Member and Family Support (DMFS) is committed to empowering Defence families through a range of services and programs that promote resilience and community integration. DMFS assist ADF families to navigate the unique challenges of military life.

DMFS is looking for a motivated professional people manager to fill the role of Area Manager in our Richmond/Hunter Office. Area Managers lead multidisciplinary teams, which comprise of Defence Social Workers, education specialists who support the children of military families, Family Liaison Officers, who assist with community engagement, administrative staff and Military Support Officers. Together the team deliver individual and program-related support to Defence families, including bereavement support.

Area Managers work with Australian Defence Force (ADF) Command and key stakeholders to facilitate a range of critical assessments. These assessments assist Commanders in making decisions with available capability, manage e affects and enhance Defence families' self-reliance. The Area Manager role is based at RAAF Base Williamtown, New South Wales, and will be

required to travel to Richmond, New South Wales on a regular basis. The role is accountable for the delivery of the DMFS suite of nationally consistent programs, including management of social work services, critical incidents and community engagement.

About our Team

Defence Member and Family Support (DMFS) Branch assists ADF members and family to balance the demands of military service with personal and family commitments. DMFS provides a broad range of individual and program related services which remediate unique family challenges such as periods of absence, mobility to take up postings while managing their children's education and wellbeing, and connecting with the community.

Our Ideal Candidate

The ideal candidate will be an enthusiastic, highly skilled people manager, motivated to support Defence families. Defence Member and Family Support serves all branches of the military – Navy, Army and Air Force. The candidate should be capable of fostering self-reliance in families and enhancing their engagement with community resources. You will manage a workforce that consists of APS, ADF and contracted staff. We welcome applications from individuals from diverse backgrounds, with a diversity of lived experience, to grow a service that reflects the diversity of the modern ADF members and their families.

We are seeking applicants who possess:

- High-order communication and coordination skills.
- Excellent stakeholder engagement and relationship management skills.
- An ability to work independently in alignment with our defined strategic direction and are confident communicating expected outcomes.
- Strong people skills and can lead a high performing and cohesive team.
- Strategic thinking and are adaptable and open to change/continuous improvement.
- Integrity, sound decision-making and judgement in providing expert policy advice.
- The ability to engage in complex problem solving and issues management.

Area Managers are required to:

- Engage with, and respond to, the needs of ADF Commanding Officers and assist them to support and manage ADF members under their command.
- Form positive relationships with key internal and external stakeholders, communicate with influence to maintain productive relationships and achieve business outcomes.
- Think strategically and make evidence-based decisions under pressure.
- Manage military, APS and contracted staff in line with relevant workplace agreements, provisions and policies.

- Manage complex procedural, operational, administrative and business management activities that support the delivery of outcomes across Defence.
- Plan, lead and manage a range of human and physical resources within budget allocation.
- Exercise appropriate financial responsibilities to achieve business outcomes.
- Develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement.
- Manage workflow and work quality according to Commonwealth and Defence policy.
- Set work duties that align with the strategic objectives and communicate expected outcomes.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Kristy Brown, 0410 694 382
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C2829A4A-D199-6816-7B32-E41C8245975C

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Defence

Vacancy VN-0761719

Department of Defence

Closing Date: Sunday 31 August 2025

Security and Estate Group
Service Delivery Division

Job Title	Forms Data and Digital Development Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	\$86,887 - \$93,066
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	APS Level 5
Position Number	SEG/04418/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DBE67297-F48C-E3A8-819C-E41C848CA17A>

Duties

The Role

The APS 5 Forms Digital Development and Data Integration Officer is responsible for analysing and improving business processes to increase efficiency and support standardisation and consolidation of corporate forms. They will collaborate with enabling partners to identify and influence process improvements and design workflow solutions to support corporate business operations.

The role will include:

- Leading the design, development, and maintenance of digital forms.
- Ensuring best practices in form development and user experience.
- Collaborating with cross-functional teams to integrate forms with other digital solutions.
- Continuously improving the forms management process based on user feedback.

About our Team

Defence's primary mission is to protect Australia and its national interests, promote security and stability in the world and support the Australian community as directed by the Government. Our Directorate has a customer-first, user-centred, agile focus and thrives on working closely with teams across our organisation to solve problems and deliver simple, guided and integrated solutions.

Members of our team are passionate about improving service delivery and enjoy the challenge of working in a fast paced, challenging and rewarding environment. We enjoy a culture of excellence and curiosity to deliver exciting and challenging high profile projects that build a better, smarter digital future for Defence capability through our ServiceConnect platform.

We offer flexible work arrangements, a great work-life balance and access to the best Nationally recognised training and development programs in the market to facilitate professionalisation and career advancement opportunities.

Our Ideal Candidate

Service Delivery Division prides itself on its positive, collaborative, and supportive workplace culture. For us, it is all about building a team of people who want to be a part of the culture we have created. Our ideal candidate will:

- Enjoy working in a dynamic workplace on a wide variety of tasks.
- Have genuine interest in providing the customer with an enjoyable and easy to use streamlined digital experiences.
- Have excellent communication skills, ability to listen to Business Owners and turn requirements into simple digital solutions.
- Have knowledgeable technical skills, primarily in JavaScript and Java. CSS is a plus.
- Have a willingness to learn and be challenged with a "can do" attitude. Importantly, we are seeking a person with a positive attitude towards helping our customers and end users. We want a team player focused on people, who can navigate the occasional stresses of deadlines and competing priorities with perspective and good humour.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Josh Schlegel, 02 6192 7490
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DBE67297-F48C-E3A8-819C-E41C848CA17A

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Defence

Vacancy VN-0761727

Department of Defence

Closing Date: Sunday 31 August 2025

Security and Estate Group
Service Delivery Division

Job Title	Forms Development Lead
Job Type	Full-Time, Ongoing
Location	Albury NSW, Canberra ACT, Melbourne VIC
Salary	\$95,187 - \$108,734
Future Merit Locations	Albury, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	APS Level 6
Position Number	SEG/06823/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=747D35A2-9777-A6E9-DB83-E41C83693DC3>

Duties

The Role

As the Forms Development Lead, you will be responsible for leading and managing our development team, providing technical leadership, and ensuring the successful delivery of high-value forms. You will be the go-to expert for all things related to design standards and data quality.

The role will include:

- Managing backlog and prioritisation of digital delivery activities through Agile Sprint cadence
- Leading the design, development, and maintenance standards for digital forms and workflows.
- Ensuring best practice in user experience design.
- Collaborating with cross-functional teams to integrate forms with other digital solutions.
- Continuously improving the forms management process based on user feedback. Defence's primary mission is to protect Australia and its national interests, promote security and stability in the world and support the Australian community as directed by the Government.

About our Team

Our Directorate has a customer-first, user-centred, agile focus and thrives on working closely with teams across our organisation to solve problems and deliver simple, guided and integrated solutions. Members of our team are passionate about improving service delivery and enjoy the challenge of working in a fast paced, challenging and rewarding environment. We enjoy a culture of excellence and curiosity to deliver exciting and challenging high profile projects that build a better, smarter digital future for Defence capability through our ServiceConnect platform.

We offer flexible work arrangements, a great work-life balance and access to the best Nationally recognised training and development programs in the market to facilitate professionalisation and career advancement opportunities. Service Delivery Division prides itself on its positive, collaborative, and supportive workplace culture. For us, it is all about building a team of people who want to be a part of the culture we have created.

Our Ideal Candidate

Our ideal candidate will:

- Enjoy working in a dynamic workplace on a wide variety of tasks.
- Have genuine interest in providing the customer with an enjoyable and easy to use streamlined digital experiences.
- Have excellent communication skills, ability to listen to Business Owners and turn requirements into simple digital solutions.
- Have knowledgeable technical skills, primarily in JavaScript and Java. CSS is a plus.
- Have a willingness to learn and be challenged with a “can do” attitude. Importantly, we are seeking a person with a positive attitude towards helping our customers and end users. We want a team player focused on people, who can navigate the occasional stresses of deadlines and competing priorities with perspective and good humour.

Eligibility

Security Clearance:

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

Notes

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workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Josh Schlegel, 02 6192 7490
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=747D35A2-9777-A6E9-DB83-E41C83693DC3

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Defence

Vacancy VN-0761728

Department of Defence

Closing Date: Sunday 31 August 2025

NAVY
Deputy Chief of Navy

Job Title	Senior Psychologist Training Development & Evaluation
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NAVY/06830/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BE0C56ED-08AB-954D-6D31-E41C836A5944>

Duties

The Role

Navy Psychology is responsible for the development and delivery of the Navy Mental Health Training Continuum (NMHTC) and additional psychology and performance related courses and workshops. This training aims to be responsive to Navy’s mental health, performance and resilience training requirements in order to develop cognitive preparedness for effective and sustained maritime service. The Senior Psychologist Training Development & Evaluation will be responsible for the on-going development and evaluation of Navy Psychology Training. You will be responsible for responding to command requests for training, reviewing and updating current courses, developing new training, training facilitation, and evaluation of training to enable continuous improvement.

This role will also assist the wider Navy Psychology team through the provision of stakeholder advice and liaison, referrals from Command for advice, brief self-referrals from uniformed members for work-related support, operational mental health screening and critical incident mental health support and organisational interventions, as required.

About our Team

Navy Psychology provides psychological support to the RAN uniformed workforce and contributes directly to Navy's capability and national security. Navy Psychology strengthens the Navy workforce by delivering best-practice resilience, organisational and mental health programs and by working with Navy leadership to optimise members' performance.

Our Ideal Candidate

This is a civilian (non-uniformed) role, as part of the Australian Public Service (APS) workforce within Navy. Our ideal candidate will have experience in best-practice training development, facilitation, evaluation, and stakeholder engagement. They will also be open to innovative strategies for the development of experiential and impactful behavioural change.

The Senior Psychologist Training Development & Evaluation will exercise a considerable degree of autonomy and display strong prioritization and time management skills, together with strong facilitation skills and preparedness in the development, delivery, and evaluation of the Navy Psychology Training.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Registered as a Psychologist with the Psychology Board of Australia.

Notes

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

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To Apply

Position Contact	Kevin Hayter, 03 5931 8983
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BE0C56ED-08AB-954D-6D31-E41C836A5944

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Defence

Vacancy VN-0761729

Department of Defence

Closing Date: Sunday 31 August 2025

Capability Acquisition and Sustainment Group
 Joint Systems

Job Title	Engineering Manager - JP09101 - IC3SPO
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/06825/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=B1A312A8-3CF9-928B-9833-E41C847B791C>

Duties

The Role

As an EL1 Engineering Manager for Joint Project 9101 Phase 1 (JNT9101 PH1), you will play a critical role in managing complex engineering and project activities within Defence's Strategic High-frequency Communications (SHFC) program. You will provide expert engineering advice, implement technical governance, and oversee engineering processes to ensure compliance with regulatory frameworks and Defence policies. Leading a team of engineers, you will drive capability outcomes through stakeholder engagement, risk management, and the integration of engineering solutions across the capability lifecycle.

Key responsibilities include:

- Leading and managing engineering teams, ensuring performance and capability development.
- Overseeing engineering governance, risk management, and compliance activities.
- Collaborating with internal and external stakeholders to drive project success.

This role requires strong leadership, technical expertise, and an ability to navigate complex engineering and project challenges while ensuring Defence capability outcomes are met.

About our Team

The Joint Project 9101 Phase 01 (JNT9101 PH1) Team delivers critical communications capabilities to the Australian Defence Force (ADF), combining procurement, sustainment, and innovation to support operational readiness. The team operates collaboratively across Defence and industry, ensuring alignment with the Capability Manager's objectives and broader organisational goals. With a focus on achieving outcomes specified in Materiel Acquisition Agreements, the team ensures delivery within defined budgets, schedules, and performance standards. Employing best practice project management and governance frameworks, the JNT9101 PH1 Team prioritises efficiency, effectiveness, and value for money while meeting contractual and policy obligations.

The team fosters a culture of communication and collaboration, integrating expertise across technical, operational, and strategic domains. By maintaining strong partnerships with Defence customers, Capability Acquisition & Sustainment Group (CASG) elements, and industry stakeholders, the JNT9101 PH1 Team ensures seamless delivery of enhanced HF capabilities that meet Defence requirements, support mission success, and drive continuous improvement.

Our Ideal Candidate

Our ideal candidate is a highly skilled and experienced engineering professional with a strong background in Defence or similar technical environments. You will have demonstrated expertise in engineering management, project delivery, and stakeholder engagement. Your ability to lead

teams, manage risks, and provide strategic engineering direction will be essential to success in this role. You will be a proactive leader who fosters a high-performing and collaborative team environment.

Your strong problem-solving skills, attention to detail, and ability to navigate complex technical and regulatory landscapes will set you apart. Experience in high-frequency communications, systems engineering, or Defence capability projects is highly desirable. If you thrive in a challenging environment and have a passion for delivering high-quality engineering solutions, we encourage you to apply.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

This engineering position may require the individual to be able to meet the requirements of Chartered Professional Engineer (Engineers Australia), Registered Professional Engineer (Professionals Australia) or, Fellow/Member of Royal Institution of Naval Architects or demonstrated the ability to obtain such status within 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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Adam Dyson, 02 6132 7768
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B1A312A8-3CF9-928B-9833-E41C847B791C

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Defence

Vacancy VN-0761734

Department of Defence

Closing Date: Sunday 31 August 2025

Defence Science and Technology Group
 Science Strategic Planning and Engagement

Job Title	Records Management and Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Fairbairn ACT, Fishermans Bend VIC
Salary	\$86,887 - \$93,066
Future Merit Locations	Edinburgh, Fairbairn, Fishermans Bend
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DSTG/06835/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=618D3AC3-8875-680F-20F3-E41C83EAB7D7>

Duties

The Role

Research Contracts and Agreements Team (RCAT) delivers the commercial and contracting function in Defence Science and Technology Group (DSTG). It supports Defence's Innovation, Science and Technology (IS&T) objectives by implementing contracts and agreements with high level clients including Australian universities, industry partners and publicly funded research agencies. Your primary role will be twofold 1) to manage a busy inbox, triaging and allocating requests, working with Contract Support Officers to ensure timely responses are provided to clients, and 2) ensuring appropriate records management processes are followed in establishing Objective and bespoke system records. You will be an experienced Objective workgroup coordinator, and will also develop template emails and correspondence.

About our Team

Within the Science Strategic Partnerships and Engagement Division in DSTG, the Research Contracts and Agreements Team (RCAT) supports Defence IS&T objectives through the provision of high-level contracting and commercial support to draft negotiate and implement Research contracts and agreements. Working with Defence and Commonwealth procurement policies and procedures, the team comprises of highly experienced commercial and procurement specialists with considerable experiences in both traditional Defence procurement and contracting domains as well as research specific enterprises. The team provides high-level support to the entire Australian Defence Organisation to deliver efficient and effective procurement and contracting support. RCAT works closely with specialist areas within Defence (including security, legal, commercialisation and partnering) to ensure our procurement and contracting advice is robust and complies with Defence and Commonwealth policies and rules as applicable to contracting for IS&T.

Our Ideal Candidate

Our ideal candidate will:

- Have a strong background in records management and significant experience as an objective workgroup coordinator.
- Demonstrate strong interpersonal and communication skills.
- Show high attention to detail and an analytical approach.
- Be able to work independently and collaboratively in a team.
- Display adaptability and a positive attitude.
- Have an interest in working in a contracting and procurement environment and a willingness to expand skills and knowledge in this area.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Joanne Colloff, 0407 668 810
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=618D3AC3-8875-680F-20F3-E41C83EAB7D7

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Defence

Vacancy VN-0761736

Department of Defence

Closing Date: Sunday 31 August 2025

Joint Capabilities Group
Chief of Joint Capabilities

Job Title	Deputy Director Engagements
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Russell ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JCG/06814/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=49B83837-1448-D8AD-7D4D-E41CBDCAC9A>

Duties

The Role

Joint Capabilities Group (JCG) Headquarters is seeking a Deputy Director – Engagements to join the team for an initial 12 months, with a possibility for ongoing placement. The role will provide strategic advice and support to 2 and 3-Star level domestic and international engagements.

The role will lead on key thematic and/or geographical areas and provide support to JCG engagements across space and cyber domains, joint logistics and national support. Primary responsibilities will include the development and co-ordination of policy, as well as planning and execution of international engagements, up to the 4-Star level, to meet Defence’s strategic outcomes.

This role will initially operate with significant independence, but may work with or lead an integrated team of ADF and APS members. The role will work across the JCG, other Groups & Services, other government departments and agencies, as well as industry and international partners to achieve a variety of priorities.

About our Team

We are a fully integrated headquarters, drawing on high quality and motivated people from diverse backgrounds and academic disciplines who embody ADF and APS values. The Engagements and Events Directorate is a high-performing team located within the Strategy and Governance Branch working to the direction of the Chief of Joint Capabilities and Deputy Chief of Joint Capabilities.

We offer flexible working arrangements and a range of formal and informal professional development opportunities. While we offer a high degree of flexibility, the position is located in Canberra, ACT. Successful applicants must be willing to relocate to Canberra.

Our Ideal Candidate

We are seeking a motivated, enthusiastic, adaptable and collaborative Deputy Director to join our team to contribute to our goals in the space and cyber domains, and joint logistics and national support.

To succeed in this role, applicants will require:

- Practised leadership and people skills;
- An ability to work with a high degree of independence and initiative;
- Sound judgement with an innovative approach to problem solving;
- Superior written and verbal communication skills;
- Strong relationship-building stakeholder skills;
- And adaptability, resilience, and flexibility in the face of changing priorities.

This position may be required to conduct work outside of regular business hours to support engagements with international partners.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Tom O'Brien, 02 5130 2218
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=49B83837-1448-D8AD-7D4D-E41CBDCCAC9A

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Defence

Vacancy VN-0761743

Department of Defence

Closing Date: Sunday 31 August 2025

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Operations & Plans Administration Officer
Job Type	Full-Time, Ongoing
Location	Bungendore NSW
Salary	\$86,887 - \$93,066
Future Merit Locations	Bungendore
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JOC/05890/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=97087635-D6F1-6201-E4B5-E41C849F3219>

Duties

The Role

The role of the J3 Administration Officer (AO) sits within the J3 Operations and Plans Executive Team at Headquarters Joint Operation Command (HQJOC). The right candidate will thrive in a dynamic and fast-paced work environment where they can work independently to help deliver HQJOC missions.

To be successful in this role you will need to be outcome-focused with a high level of attention to detail and be able to engage constructively and provide assistance to a range of critical stakeholders. Demonstrated experience with managing competing priorities and exceptional time management skills are a must. The AO is part of the J3 Executive Support Team, being a mix of APS and ADF personnel providing direct support to the Director General Operations and Plans (J3). The AO is responsible for a number of key administrative functions to support the J3, including but not limited to:

- Synchronisation of Battle Rhythm calendar
- J3 inbox management (DPN and DSN)

- J3 personal administration
- Finance payments and acquittals for J3
- Calendar scheduling (room bookings, invites and confirmations)
- J3 Executive Admin inbox support (DPN and DSN)
- Objective Workgroup Coordinator (DPN and DSN)
- J3 office administration (including stationary orders)
- Objective filing and maintenance of structure (DPN and DSN)
- Information Management (including distribution of information within the Branch)
- Template management
- Monitoring of Standard Operating Procedures (SOPs) and Bench Level Instructions (BLIs) and staffing of reviews

An NV2 clearance is essential with 90% of the work required at HQJOC at Bungendore.

NV2 is required to access the work area, NV1 applicants will be considered if found suitable.

About our Team

The J3 Executive Team works at the centre of HQJOC, where current operations are being planned and coordinated - you will have great visibility of current operations and activities, and play a key role in supporting the J3 and the branch coordinate operations.

- Headquarters Joint Operation Command (HQJOC)
- HQJOC employs the Joint Force to plan, control and conduct operations, activities and actions as directed to meet Australia's Strategic Objectives.
- JOC is the critical node in applying Defence capability at the operational level by integrating the efforts of the Joint Force to conduct operations and exercises to meet government aims, deepen Australia's alliances and partnerships, and prepare the Joint Force for future contingencies.

J3 Operations and Plans Branch:

The J3 Branch monitors, integrates and controls the delivery of JOC operations, activities and actions on behalf of CJOPS in order to achieve operational objectives.

This includes:

- Coordinate immediate Defence response to crisis;
- Ensure timely development of formal orders and lawful instructions that reflect strategic and command guidance in support of operations and crisis events;

- Release operational information to support information operations, operational security and consequence management requirements;
- Coordinate ADF Joint Effects and targeting for operations; and
- Control ADF Operations, Joint Exercises and other relevant activities on CJOPS' behalf.

Our Ideal Candidate

HQJOC is a fast paced and dynamic work environment. We are seeking an energetic and collaborative person to join the team. You will need to be highly organised, with highly developed communication skills (written and verbal) and be adept at working within a high-paced team environment. You will thrive under pressure and have the ability to work in peak periods, and other instances as required. We are looking for individuals with exceptional organisational skills, able to communicate effectively and work collaboratively. You will have excellent attention to detail and possess well developed organisational and priority-management skills. To be successful in this role you will need to:

- Use your initiative and solve problems
- Complete tasks, plan, and coordinate business priorities
- Successfully develop and implement Branch administrative procedures
- Work collaboratively in a team-based environment
- Actively participate in, and contribute to, team and organisational objectives
- Be an excellent communicator who can liaise with a range of internal and external stakeholders
- Have experience in providing secretariat support coordinating briefing packs, writing minutes and supporting the coordination across the Command
- Be self-motivated, pro-active, organised, and enjoy being part of a team
- Have good judgement.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	WGCDR Kris VanGarderen, 08 8974 4386
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=97087635-D6F1-6201-E4B5-E41C849F3219

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Defence

Vacancy VN-0761751

Department of Defence

Closing Date: Sunday 31 August 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Engineering Professional - Communications
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Fyshwick
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/06530/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=CD8D274B-63CA-3228-6C28-E41C85C71A78>

Duties

The Role

Working as part of a project team, you will draw upon your engineering qualifications and experience to engage with stakeholders, investigate mission system communications engineering concepts, deliver and manage specifications and resources in support of the Defence materiel capability lifecycle. Investigate, analyse and report on engineering defects, requirements, develop and implement recommendations and advice to address issues.

Within the Communications sub-function an APS 6 Engineer Professional is accountable under broad direction to perform and achieve complex to very complex communications engineering work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements. An APS 6 Engineer Professional will take personal responsibility for meeting objectives, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Integrated Warfare Systems Program Office (IWN SPO) is responsible for the acquisition, integration and sustainment of command, and control warfare systems for the Australian Defence Force across the country and in operational theatres overseas.

These capabilities include computer applications that support planning and conduct of operations, including IT infrastructure and command and control systems for deployed military forces across the five Domains. IWN SPO acquires and sustains joint-information warfare capabilities that are mission critical to all three services of the Australian Defence Force.

Our Ideal Candidate

You are a customer-oriented problem solver focused on achievement of necessary outcomes with a track record of working within engineering projects using appropriate engineering practices and processes, preferably in software intensive projects.

The successful candidates will need to demonstrate that they can:

- Be accountable for accurate completion of work within timeframes, share own expertise with others and understand and support the reasons for decisions and recommendations.
- Lead, plan and deliver critical and complex to very complex engineering activities and provide advice in the field of communication engineering under broad direction in accordance with authorised Technical Regulatory Authority delegations.
- Work collaboratively, communicate effectively with internal and external stakeholders and influence the work of teams.
- Evaluate and ensure that the delivered materiel meets requirements and legislative, policy and regulatory frameworks and implement actions.
- Lead and ensure safety aspects of Defence materiel systems are considered and incorporated into communication engineering activities.

Eligibility

Security Clearance

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

Mandatory Qualifications

This Communications Engineer position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the [Washington Accord](#) for recognition as a Professional Engineer.

Notes

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

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To Apply

Position Contact	Brent Ryan, 02 5130 1733
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CD8D274B-63CA-3228-6C28-E41C85C71A78

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Defence

Vacancy VN-0761785

Department of Defence

Closing Date: Sunday 24 August 2025

Defence People Group
 Military Personnel Division

Job Title	Assistant Director Processing and Transaction Team, ADF Bonus Team
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/06409/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=38317C34-5C36-D7EE-B888-E41CBE4559C5>

Duties

The Role

As the Assistant Director of Processing and Transaction Team within the ADF Bonus Team, you will work alongside the Deputy Director of the ADF Bonus Team as a Delegate, responsible for the processing and transactional administration of the ADF Continuation Bonus. This role involves:

- Interpreting and implementing policy relating to the ADF Bonuses
- Generation and analysis of reports, via PMKey Query and MARS to enable identification of members eligible for ADF Bonuses
- Perform delegate functions as required
- Ensuring accountability and accuracy of team's transactions
- Manage and supervise the diverse APS Staff within the team

About our Team

The ADF Bonus Team, within Military Personnel Branch, Military Personnel Division, provides oversight for ADF Bonuses, including but not limited to, the administration of the ADF Continuation Bonus. While the team is currently focuses on delivery and administration of the ADF Continuation Bonus, the team will be integrating over the next 6 months to administering ADF Bonuses. The team is currently split into two locations, with the EL 1 advertised position to be based in Brindabella Park, Canberra.

Our Ideal Candidate

We are seeking a highly motivated candidate who has a strong understanding in service obligations and PMKeyS access and knowledge. We seek candidates who will be capable of leading the small team and provide professional administrative guidance and support within and outside the team.

Our ideal candidate will have:

- Experience with PMKeyS, service obligations
- Good knowledge of Defence data systems and be able to understand database queries and create queries as required
- Ability to deliver high quality customer service
- Good attention to detail and professional approach
- Ability to be flexible and work as part of a team

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

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To Apply

Position Contact	Nicole Reid, 02 5109 6566
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=38317C34-5C36-D7EE-B888-E41CBE4559C5

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Defence

Vacancy VN-0761794

Department of Defence

Closing Date: Sunday 31 August 2025

Joint Capabilities Group
Chief of Joint Capabilities

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Macleod VIC
Salary	\$79,176 - \$86,438
Future Merit Locations	Macleod
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	JCG/06217/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5A55EA3B-5DC4-ACA5-4EE5-E41CBF1160E8>

Duties

The Role

The APS 4 Admin Officer is accountable under limited direction to perform and achieve moderately complex procedural, operational, administrative and business support work within Joint Training Command Headquarters.

The role requires delivery of administrative support to the Senior Executive team; this includes managing the appointment diary and meeting arrangements. This includes coordinating meetings, briefing and travel arrangements; preparing the Commander's briefing materials; coordination of Commander's schedule and correspondence. They will perform 'front of office' support functions, including greeting visitors, and preparing meeting rooms. Liaise with stakeholders and visitors of all levels, building good working relationships and providing a point of contact for assistance and general enquiries.

About our Team

Joint Training Command (JTC) is the Headquarters for the Defence Force Schools of Signals, Intelligence, Policing, Music, and Space & Cyber. The APS 4 Administration Officer will support the Headquarters. This team consistently delivers a high standard of outputs and each role within the team contributes to supporting the delivery of capability.

Working within JTC you will be a key team member, where you will communicate effectively and build Relationships across a broad stakeholder base.

This position will be located at Simpson Barracks, Macleod VIC.

Our Ideal Candidate

The ideal candidate will possess exceptional organisational and time management skills, a keen attention to detail, and the ability to handle sensitive information with discretion and professionalism.

Will demonstrate the following skills and attributes:

- Excellent interpersonal skills.
- Ability to work in a team environment.
- Ability to achieve deadlines and manage competing priorities.
- Strong written and verbal communication skills.
- The individual will have the ability to manage competing priorities, and communicate effectively, to build relationships across a broad stakeholder base.

The successful candidate must be willing and able to obtain and maintain a Negative Vetting Level 1 Security Clearance.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Ericka Ferraz De Camargo, 03 8458 1812
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5A55EA3B-5DC4-ACA5-4EE5-E41CBF1160E8

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Defence

Vacancy VN-0761819

Department of Defence

Closing Date: Sunday 31 August 2025

Capability Acquisition and sustainment Group
Joint Systems

Job Title	ILS Manager - Acquisition - JP9347 CE 4 IWNSPO
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Barton
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/05425/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3B19BE58-D790-C110-7577-E41CC1B8C1CB>

Duties

The Role

As the EL1 ILS Manager – Acquisition, you will be accountable under broad direction to perform and achieve complex to very complex materiel logistics work within an integrated workforce. You will have in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements. You will be required to exercise a considerable degree of independence and perform a leadership role, demonstrating sound decision making and judgement to provide expert policy advice. You will have in-depth knowledge of the Materiel Logistics function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function.

Lastly, you will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

About our Team

The Integrated Warfare Systems Program Office (IWN SPO) is responsible for the acquisition, integration and sustainment of command, and control warfare systems for the Australian Defence

Force across the country and in operational theatres overseas. These capabilities include computer applications that support planning and conduct of operations, including IT infrastructure and command and control systems for deployed military forces across the five Domains. IWN SPO acquires and sustains joint-information warfare capabilities that are mission critical to all three services of the Australian Defence Force.

Our Ideal Candidate

You are a customer-oriented problem solver focused on achievement of necessary outcomes with a track record of working within engineering projects in C4 using appropriate engineering practices and processes, preferably in software intensive projects.

The successful candidates will need to demonstrate that they can:

- Be accountable for accurate completion of work within timeframes, share own expertise with others and understand and support the reasons for decisions and recommendations.
- Lead, plan, deliver critical and complex to very complex engineering activities, and provide advice in the field of communication engineering under broad direction in accordance with authorised Technical Regulatory Authority delegations.
- Work collaboratively, communicate effectively with internal and external stakeholders and influence the work of teams.
- Evaluate and ensure that the delivered materiel meets requirements and legislative, policy and regulatory frameworks and implement actions.
- Lead and ensure safety aspects of Defence materiel systems are considered and incorporated into communication engineering activities

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Brent Ryan, 02 5130 1733
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3B19BE58-D790-C110-7577-E41CC1B8C1CB

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Defence

Vacancy VN-0761852

Department of Defence

Closing Date: Sunday 31 August 2025

Joint Capabilities Group
Joint Capabilities

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Macleod VIC
Salary	\$95,187 - \$108,734
Future Merit Locations	Macleod
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/06541/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B16EBD08-6BE9-D854-A26B-E41CFA159E9B>

Duties

The Role

As an APS 6 Security Advisor, you will be accountable under broad direction to perform and achieve complex security administration within an integrated workforce. You will provide support and manage the security requirements. You will have a thorough knowledge of relevant physical, personnel and information security legislative frameworks, government decision-making and Defence’s mission and policy requirements. High-level stakeholder engagement in relation to complex or sensitive issues will be required at times in both written and verbal form.

Key duties include but not limited to:

- Monitor and report on protective security tasks to ensure accurate and timely advice in accordance with whole-of-Government policies.
- Operate and monitor Security Alarm Systems, Key and Electronic Access Control System. Deliver security induction briefs.
- Collect, interpret, evaluate and process protective security requests in accordance with Policy and Guidelines.
- Identify and report security incidents whilst using data to advise and implement measures to prevent or minimise future occurrences.
- Management and sponsoring individual’s security clearances across the organisation.

- Providing a secondary function of overseeing Work Health and Safety reporting in accordance with Policy and Guidelines.

About our Team

Joint Training Command (JTC) is the Headquarters for the Defence Force Schools of Signals, Intelligence, Policing, Music and Space & Cyber. JTC is seeking a highly motivated APS 6 Security Advisor to manage JTC Security. This position will be located at Simpson Barracks, Macleod VIC. Working within JTC you will be a key team member within the Headquarters. You will be able to communicate effectively and build relationships across a broad stakeholder base, and have the ability to work in a fluid environment by remaining flexible, agile and adaptable.

Our Ideal Candidate

Our ideal candidate will exercise both initiative and judgement in the interpretation of information and in the application of practices and procedures. To achieve the Security outcomes required you will need to demonstrate that you have or can quickly acquire detailed knowledge of Defence Security Policy Framework, and have the ability to use and administrate Defence physical security systems including Security Alarm System and Electronic Access Control System.

We are looking for candidates who have:

- Proven ability to engage with people, and develop and maintain effective working relationships.
- Excellent verbal and written communication skills.
- Ability to apply, adapt and communicate changing and complex policies.
- Ability to manage and organise your own time and set work priorities in order to meet deadlines.

The successful candidate must be willing and able to obtain and maintain a Negative Vetting level 1 security clearance.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Fiona Peden, 03 9290 2767
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B16EBD08-6BE9-D854-A26B-E41CFA159E9B

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Defence

Vacancy VN-0761895

Department of Defence

Closing Date: Thursday 28 August 2025

Job Title	Senior Executive Service Band 1 - Chief Architect (Assistant Secretary Architecture & Strategy)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	Senior Executive Service Band 1
Position Number	DDG/06955/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7E490B57-C8C8-A17B-2215-E41D359AD26D>

Duties

Introduction

Defence is seeking dynamic senior executives to drive the organisation forward and deliver on Defence’s mission – to defend Australia and its national interests.

As part of the Senior Leadership Group, you will play a key role in promoting and influencing a shared commitment to the strategic direction of Defence, as most recently detailed in the National Defence Strategy.

You will:

- Lead and manage a branch practicing inclusive leadership, collaboration and integrity;
- Demonstrate strong judgement and capitalise on innovative alternatives to resolve complex problems;
- Effectively challenge the status quo when required;

- Demonstrate resilience and personal accountability for the quality of advice and delivery of results; and
- Demonstrate exceptional communication skills, both written and verbal.

The ideal candidate will be a collaborative leader, exemplify the Defence Values and Behaviours, and engender a culture of innovation and agility. They will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others. They will demonstrate the capability to provide timely and accurate advice to senior leaders and Government on complex matters. They will have outstanding judgement, strategic awareness, and parliamentary and media acumen.

As part of this selection process, a Merit Pool of highly suitable candidates will be established to fill current vacancies and any similar vacancies that may arise over the next 18 months.

Your Role

Defence Digital Group (DDG) is seeking to fill the position of the Chief Architect (Assistant Secretary Architecture and Strategy). Architecture and Strategy Branch lead the ICT Digital strategy, technology choices and Enterprise Architecture spanning the entire Defence ICT landscape to ensure Defence leverages technology to meet its mission and achieves outcomes set out in the National Defence Strategy.

As the Assistant Secretary Architecture and Strategy you will demonstrate:

- Extensive digital technology and architectural knowledge and expertise.
- Leadership and coaching of a team of ICT professionals implementing agile methodologies.
- An ability to interpret and lead the unique architecture of the Defence environment and drive ICT maturity and uplift.
- Build and sustain effective relationships with internal and external stakeholders often working to constrained timeframes.

Duty Statement

In accordance with the principles and practices of workplace diversity, workplace participation and a safe working environment, perform the following duties:

1. Lead and manage the Architecture and Strategy Branch.
2. Manage the overall carriage of the strategic direction for the Branch.
3. Be responsible and accountable for the following functions:

- a. Drive the ongoing development and implementation of the Defence Digital Strategy and Roadmap.
 - b. Technology choice for the Defence enterprise.
 - c. The development of Enterprise Architecture and Blueprints covering all aspects of the Defence ICT capability landscape.
 - d. Partnership across Defence on C5ISREW and related technologies to enable Defence's mission and objectives.
4. Manage, develop and strengthen teams within the Branch.

Eligibility Notes

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

About the Department of Defence

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

To Apply

Position Contact	Peter Alexander, 026249 0509
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7E490B57-C8C8-A17B-2215-E41D359AD26D

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Clean Energy Regulator

Closing Date: Sunday 31 August 2025

Scheme Support
 Compliance Compliance Strategy and Assurance

Job Title	Senior Regulatory Officer - Compliance Strategy and Assurance
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$98,905 - \$112,596
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including hybrid office/working from home attendance, will be considered.
Classification	APS Level 6
Position Number	CER 073/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

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

About the Branch

The Compliance Branch provides specialist services in investigations, enforcement, targeted outreach and education, audit, intelligence and analytics and participant assessment. The Compliance Branch works closely with all areas of the agency, but predominantly the scheme operations teams, our internal lawyers and our internal fraud team. Timely and effective progressing of matters is essential and KPIs and governance arrangements are in place to support this.

The Branch comprises of four sections and specific work includes:

- **Compliance Strategy and Assurance Section** – driving the engagement on strategic compliance policy initiatives, reporting on compliance effectiveness and providing a centralised scheme audit and assurance function.

- **Compliance and Enforcement Section** – undertaking proactive and reactive compliance activities including investigations and developing and delivering compliance and engagement programs to prevent, detect and address serious non-compliance across schemes administered by the agency.
- **Intelligence and Assessment Section** – providing a centralised intelligence function that produces tactical, operational and strategic insights to support business areas, maintaining an ongoing participant monitoring function and coordinating engagement and collaboration with other regulators and undertaking a preliminary assessment triage function for all referrals received by the Branch.
- **Participant Assessment Section** – ensuring that those applying to participate in the schemes administered by the agency meet competency and capability benchmarks.

About the Section

The section is responsible for driving engagement on strategic compliance policy initiatives and providing a centralised greenhouse and energy audit and assurance function within the agency. We aim to maximise the value the CER gets from using auditors to provide assurance over the schemes we administer. The section is also dedicated to ensuring that the CER has compliance policies that are well thought through and implemented.

The section has 3 main streams of work:

- Running the annual greenhouse and energy Audit Program and assessing audit reports provided to the CER under the different schemes it administers,
- Managing registered greenhouse and energy auditors and,
- Developing and advising on compliance policies, including regulatory design and refinement.

The section is divided into 2 teams:

- The Audit Team — dealing with audits and auditors,
- The Strategic Compliance Policy Team — focused on policy issues, legislation and guidance, and managing compliance priorities and updates.

Duties

Duties of the position may include but not limited to:

- Assisting with program management within the section, including the agency's audit program, management of auditors, auditor inspection program and stakeholder engagement and education program.
- Providing advice and support on audit and assurance policy, strategy and education matters including:
 - Preparing complex reports and briefs to senior management and agency committees
 - Synthesise complex information and prepare clear written guidance for internal and external stakeholders.

- Interpret and apply legislation and guidance.
- Take responsibility for the achievements of own and team outcomes, monitor progress and follow through to deliver quality outcomes.
- Establish and maintain effective and productive working relationships with agency staff, and counterparts in other agencies to achieve section and branch goals.
- The position may involve supervisory responsibilities. This will include conducting quality assurance activities and developing expertise required within the team.
- Analyse audit and inspection data and translate it into reports and oversee data quality in SharePoint, excel and CRM systems.

Qualifications/Experience

- Demonstrated ability to liaise with a variety of stakeholders to achieve outcomes.
- Experience in audit and assurance and a working knowledge of Commonwealth procurement are desirable but not essential.

Eligibility

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Katrina Williams, 02 6159 3496
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Finance

Vacancy VN-0761694

Parliamentary Workplace Support Service (PWSS)

Closing Date: Monday 31 August 2026

Job Title	Temporary Employment Register 2025-26
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2;Senior Executive Service Band 1;Senior Executive Service Band 2
Position Number	n/a
Agency Website	

Job Description

<https://www.pwss.gov.au/pwss-careers-0>

About the Parliamentary Workplace Support Service

The Parliamentary Workplace Support Service (PWSS) is an independent, trusted HR and support service. We partner with Parliamentarians and their employees to achieve cultural change within Commonwealth Parliamentary Workplaces (CPWs). With us, you will undertake meaningful and rewarding work.

The PWSS provides a wide range of human resource services for Parliamentarians and their staff including work health and safety services, recruitment support and advice on general employment matters, development and delivery of bespoke training, coaching and education. In addition, PWSS provides 24-hour independent and confidential support services for all CPW participants.

More information about the PWSS is available on our [website](#).

About the Temporary Employment Register

The PWSS seeks to attract, develop and retain diverse, enthusiastic and high-performing employees. To help us in achieving this, we maintain a temporary employment register of interested applicants that the PWSS can use to fill a variety of employment opportunities across various classifications and business areas. The positions may be full time, part time or casual depending on individual team needs.

Duties

The register may be utilised to access candidates to fill roles at short notice in areas such as learning and development, workplace health and safety, counselling and support, human resources, project delivery, policy development, corporate functions, administrative support including Executive Assistants and more!

To help us better match you with a role that suits your employment preferences, interests and skills, we want to know more about you and the work that you are interested in, and we will collect this information through your application.

If there is a suitable opportunity that matches your skills and experience, you may be contacted regarding your application. Submitting an application does not guarantee employment with the PWSS.

Eligibility

- Ongoing engagement or promotion under the Public Service Act 1999 is not possible through this register. Non-ongoing opportunities may be offered with an initial engagement of up to 12 months with the option to extend up to a total period of 18 months.
- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- PWSS employees must be independent, impartial, and apolitical, and must be seen as such. A private interest disclosure form must be completed prior to an offer being made to disclose

any material personal interests that may or may appear to influence a candidate's ability to discharge their responsibilities as a PWSS employee.

- Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All PWSS staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Criminal History check and may be required to obtain and maintain a Working with Vulnerable People registration.

Notes

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

About the Parliamentary Workplace Support Service (PWSS)

The Parliamentary Workplace Support Service (PWSS) is a team of trusted advisors helping to build and maintain a safe, respectful, and inclusive parliamentary workplace through human resources advice, training and professional development, work, health and safety advice and trauma-informed complaint resolution and counselling. In addition, the PWSS provides 24 hour independent and confidential support services, for all Commonwealth parliamentary workplace participants.

To Apply

Position Contact	PWSS Corporate team, 0262779887
Agency Recruitment Site	https://www.pwss.gov.au/pwss-careers-0

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Foreign Affairs and Trade

Vacancy VN-0761914

Austrade

Closing Date: Saturday 06 September 2025

Digital and Technology Services
Information Technology Services Cybersecurity

Job Title	Cybersecurity Analys
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT
Salary	\$101,322 - \$110,006
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance wit
Classification	APS Level 6
Position Number	5894_08/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is seeking skilled specialists (2) to join the Cybersecurity and Risk team as Cybersecurity Analysts. The roles will assist in the delivery of cybersecurity in Austrade, including governance, risk and compliance activities and cyber operations.

Duties

Cybersecurity Analysts will have:

- Good knowledge and understanding of Australian government cybersecurity compliance requirements and their application to ICT in a federal agency.
- Strong analytic and problem solving skills, including the ability to research, detect and suggest effective treatments for risks in ICT systems.
- Demonstrated experience (minimum 3 years) with cybersecurity incident and risk lifecycle management
- A sound understanding of ICT and its application in a global Australian government organisation.
- Well developed written and oral communication skills, with the ability to convey information clearly, and to listen and respond to others appropriately.
- Experience working effectively in a small team.

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 Negative Vetting Level 1 security clearance.

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit <https://www.austrade.gov.au/About/Employment/Working-at-Austrade>.

To Apply

Position Contact	Austrade Recruitment, peoplerecruitment@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0761837

Aged Care Quality and Safety Commission

Closing Date: Sunday 31 August 2025

Regulatory Operations Division
Multiple Multiple

Job Title	Senior Operations Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$96,503 - \$108,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 6
Position Number	670_07/25
Agency Website	

Job Description

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

The Aged Care Quality and Safety Commission has multiple Senior Operations Officer positions in our Regulatory Operations Division in the Audit, Inspectorate Planning and Coordination, and Registrar.

About the Role - Audit:

The Audit Function is responsible for monitoring and assessing approved providers' compliance with the Aged Care Quality Standards by undertaking accreditation and reaccreditation audits of residential aged care services, completion of Quality Reviews of Home Services and flexible aged care services. The audit operations team schedules audits and provides administrative support to the team to enable those audits.

The Audit team gathers consumer feedback on care and services and uses this to inform audits. Audit manages identified risk through a Risk Assessment and Response Plan (RARP), referring issues to the Risk Intake & Analysis (RIA) team as needed. Audit also engages extensively with stakeholders and collaborates internally across the Commission and the Regulatory Operations Division.

The Senior Operations Officer provides high-level support to the Assistant Director, Operations within the Audit Operations team. The role oversees the daily operations of the team and leads and coordinates team activities to ensure effective scheduling, planning and delivery of administrative support across the audit section.

Working with the Assistant Director, Operations, the Senior Operations Officer collaborates with the Assistant Director, Operations Officer and Operations Support Officer and other operations teams within both the Audit section and the Regulatory Operations Division to ensure operational efficiency and alignment.

About the Role - Inspectorate Planning and Coordination:

Inspectorate Planning and Coordination is responsible for the strategic planning, coordination, and reporting of all regulatory operations within the Inspectorate. Acting as the central liaison between the Commission's operational arms, the section

supports the smooth coordination, deconfliction of activities and cases, and visibility across the organisation. It works closely with the Risk Intake and Analysis section to manage case distribution and status reporting, while also supporting frontline service delivery units and overseeing program performance reporting. Additionally, the section provides comprehensive engagement planning and scheduling support, fosters collaboration across Commission areas, and promotes alignment and transparency of the engagement schedule.

Reporting to the Assistant Director, Inspectorate Planning and Coordination, the Senior Operations Officer provides high-level operational and administrative support to the Assistant Director and works closely with colleagues within the Inspectorate Planning and Coordination (IPC) section, as well as across other Inspectorate functions, to ensure matters received by the Inspectorate are effectively prioritised, synchronised and coordinated. This coordination supports a targeted regulatory response and ensures that data on Inspectorate activities is accurately captured, communicated and reported in a timely manner.

About the Role - Registrar:

Registration Operations is responsible for providing a centralised function that collects, triages and coordinates the processing of regulatory applications to support the planning, coordination and delivery of regulatory activities and publishing of provider information.

The Registration Operations section includes team focused on the following:

1. Planning and coordinating the registration and audit programs
2. Collecting and triaging provider applications
3. Coordinating publishing of provider information
4. Designing and delivering tools and solutions for ROD.

Registration Operations will work closely with each of the teams within the section and collaboratively with the Audit and Provider registration sections to plan, coordinate and support delivery of the Registrar group functions.

The Senior Operations Officer - Registration Operations play a key role in supporting the Registrar Group by contributing to the effective delivery of regulatory activities through centralised administration coordination. The role is responsible for assisting in the planning and coordination of processes that enable the collection, triage and management of provider applications, as well as the publishing of provider information. Working with the Assistant Director, Registration Operations, the role collaborates across teams within the section and engages closely with the Audit and Provider Registration sections to ensure efficient implementation of registration and audit programs, and to support the group's operational objectives.

Duties

Audit - Position duties:

- Manage operation functions to support the delivery and implementation of the audit program at section level.
- Manage the day-to-day operational activities in alignment with business priorities, working closely with the Assistant Director to ensure delivery and accountability.
- Manage and oversee the service delivery functions including scheduling, travel booking, administrative coordination and team supervision.
- Plan, develop, coordinate, and maintain operational schedules, anticipating and resolving scheduling challenges to support timely delivery of section priorities.
- Monitor quality assurance practices, ensuring regulatory information is accurately uploaded, stored and shared through Commission systems.
- Manage team workflows and priorities to meet operational objectives and support effective delivery of audit operations.
- Support system integrity and reporting by maintaining effective tools, procedures and controls that promote accurate, timely and transparent regulatory operations.
- Establish and maintain collaborative stakeholder relationships to support strategic outcomes, enhance team cohesion and enable effective coordination of initiatives.
- Lead and facilitate operational initiatives, projects and continuous improvement to support the team, build capability and achieve the groups priorities.

Inspectorate Planning and Coordination - Position duties:

- Work collaboratively across the IPC team and broader Inspectorate to support the delivery of well-governed, prioritised, and efficient regulatory operations.
- Provide high-level operational support to the Assistant Director in contributing to planning, coordination, scheduling, and monitoring of Inspectorate activities across multiple operational teams.
- Assist in maintaining a forward-looking scheduling framework that balances strategic priorities with available capacity, including logistics coordination and workflow tracking.
- Contribute to the development and maintenance of consistent work processes and tools that support a common operating picture, data accuracy, and visibility of regulatory activities.
- Proactively identify, assess and respond to risk and coordination issues during the prioritisation, planning and execution of matters received by the Inspectorate.
- Escalate complex issues appropriately and propose strategic solutions to maintain operational continuity and alignment with regulatory priorities.
- Support quality assurance and governance processes, including accurate record keeping, timely updates in relevant systems and fostering effective relationships with internal and external stakeholders to support coordinated regulatory operations.
- Contribute to the planning and delivery of change and implementation initiatives, including training support and onboarding for new processes or systems within the Inspectorate.
- Exercise sound judgement and initiative in coordinating activities, engaging with stakeholders, and ensuring integration of new practices to support operational objectives.
- Contribute to performance monitoring, reporting, and improvement initiatives by providing insights into trends, bottlenecks, and optimisation opportunities across the Inspectorate.
- Lead and coordinate projects to progress the IPC and Inspectorate strategic objectives, ensuring alignment of Inspectorate activities.
- Support a culture of continuous improvement by contributing ideas and feedback to strengthen the capabilities of the IPC function and wider Inspectorate and drive deconfliction and coordination across the Inspectorate.

Registrar - Position duties:

- Coordinate and maintain the delivery of the Commission's registration and audit program, working collaboratively across the Registrar Group to support regulatory outcomes.
- Oversee the collection, triage and processing of provider applications and internal referrals, ensuring assessments are completed efficiently and in line with established procedures.
- Lead the coordination and quality assurance of publishing regulatory information on the Commission's website, including maintaining the Provider Register, with attention to accuracy and compliance.
- Manage team workflows and priorities to meet operational objectives and support effective delivery of registration operations.
- Provide guidance and assist in the developing team capability, including supporting staff training and mentoring to strengthen performance and adherence to procedures.
- Monitor and respond to internal and external communications related to provider registration, preparing complex correspondence where required.
- Support the Assistant Director in managing day-to-day operations, maintaining oversight of section performance and aligning requirements with strategic priorities.
- Analyse and apply relevant information sources and intelligence to inform operational planning and program coordination.
- Maintain strong and effective work practices, systems and controls to upload data integrity, reporting accuracy, and regulatory effectiveness.
- Foster continuous improvement initiatives and contribute to projects of operational enhancements that support the broader objectives of the Registrar Group and Commission.

Eligibility

- Experience within operations, administrative management and/or project/service delivery roles within an identified framework to deliver outcomes.
- Ability to apply judgement, intelligence and common sense to identify and respond appropriately to risk. Strong analytical skills and the ability to make sound operational decisions.
- Highly developed written and verbal communication skills, including the ability to convey complex planning information clearly and prepare accurate, strategic recommendations for decision-making.
- Strong stakeholder engagement and relationship management capabilities, including negotiation, consultation, and the ability to build trust with internal and external partners.
- Ability to understand and apply principles of contemporary risk-based regulation reflected in the Commission's Regulatory Operating Model.
- Ability to mentor, train and build capability across varying levels of experience to support ongoing operational development and performance.
- Proficient in the use of MS Office Suite and other relevant business systems at an intermediate level to support operational delivery and data integrity.
- Organisational capability and ability to manage own and team's evolving work in a high-pressure environment whilst supporting the shared purpose and direction of the section.
- Ability to support a team working with competing priorities and introduce and respond to change and uncertainty in a positive manner, value individual differences and diversity.
- Proactively anticipate needs and priorities in managing work functions to achieve results and reliably respond to urgent requests.
- 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.

Additionally, as a Senior Operations Officer - Inspectorate Planning and Coordination, you will also demonstrate the following:

- Experience in operational planning and coordination, including workflow management, scheduling, logistics and administrative delivery in complex environments.
- Ability to work flexibly across multidisciplinary teams, managing competing demands in a high-volume, high-pressure environment and adjusting effectively to change and uncertainty.
- Proven ability to support change initiatives, applying sound judgement and modelling a positive, solution-focused approach.
- Experience in continuous improvement and system/process refinement, with a focus on supporting performance, governance, and operational assurance.

Notes

- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- If a merit pool is established through this selection process it may be used to fill this or future ongoing or non-ongoing vacancies.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Ahmed Kassem, Email
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0761845

Aged Care Quality and Safety Commission

Closing Date: Sunday 31 August 2025

Regulatory Operations Division

Job Title	Operations Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Hobart TAS
Salary	\$86,204 - \$93,226
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 5
Position Number	20042277, 20042278, 20041208, 20033690, 20039534
Agency Website	

Job Description

<https://agedcarequalitycareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2L>

The Aged Care Quality and Safety Commission has multiple Operations Officer positions in our Regulatory Operations Division in the Audit, Inspectorate Planning & Coordination and Registrar.

About the Role - Audit:

The Audit function is responsible for monitoring and assessing approved providers' compliance with the Aged Care Quality Standards by undertaking accreditation and reaccreditation audits of residential aged care services, completion of Quality Reviews of Home Services and flexible aged care services. The audit operations team schedules audits and provides administrative support to the team to enable those audits.

The Audit team gathers consumer feedback on care and services and uses this to inform audits. Audit manages identified risk through a Risk Assessment and Response Plan (RARP), referring issues to the Risk Intake & Analysis (RIA) team as needed. Audit also engages extensively with stakeholders and collaborates internally across the Commission and the Regulatory Operations Division.

The Operations Officer – Audit provides high-level operational and administrative support to the Audit Operations team. Working with the Operation Manager, Audit, the role contributes to scheduling, planning and coordinating activities that enable effective audit delivery.

The role works closely with the Assistant Director, Operations Manager and the other operations team within the audit sections and Regulatory Operations Division to ensure the timely and efficient implementation of audit related tasks.

About the Role - Inspectorate Planning & Coordination:

Inspectorate Planning & Coordination is responsible for the strategic planning, coordination, and reporting of all regulatory operations within the Inspectorate. Acting as the central liaison between the Commission's operational arms, the section supports the smooth coordination, deconfliction of activities and cases, and visibility across the organisation. It works closely with the Risk Intake and Analysis section to manage case distribution and status reporting, while also supporting frontline service delivery units and overseeing program performance reporting. Additionally, the section provides comprehensive engagement planning and scheduling support, fosters collaboration across Commission areas, and promotes alignment and transparency of the engagement schedule.

The Operations Officer provides quality operational and administrative support across the Inspectorate Planning and Coordination (IPC) sections and the broader Inspectorate. The role supports and contributes to the effective planning and coordination of inspection activities, regulatory campaigns, data integrity, travel and logistics. It ensures day-to-day planning tasks are delivered efficiently and contributes to program consistency and alignment with Inspectorate priorities.

About the Role - Registrar:

Registration Operations is responsible for providing a centralised function that collects, triages and coordinates the processing of regulatory applications to support the planning, coordination and delivery of regulatory activities and publishing of provider information.

The Registration Operations section includes teams focused on the following:

1. Planning and coordinating the registration and audit programs
2. Collecting and triaging provider applications
3. Coordinating publishing of provider information
4. Designing and delivering tools and solutions for ROD

Registration Operations will work closely with each of the teams within the section and collaboratively with the Audit and Provider registration sections to plan, coordinate and support delivery of the Registrar group functions.

The Operations Officer, Registration Operations provides high-level administrative and coordination support to the Registrar and Audit group. The role contributes to centralised functions that manage regulatory application from collection and triage through to processing and publication of provider information. Working under the direction of the Assistant Director, Registration Operations, the Operations Officer collaborates across registration and audit teams to support registration and audit program coordination, provider application triage and information publishing, to enable the effective delivery of regulatory functions.

Duties

Audit - Position duties:

- Collaborate proactively with the operations team, audit sections, and broader operations function to coordinate the effective implementation of the audit program at the section level.
- Under general direction from the Operations Manager, coordinate day-to-day work activities within the operations team to ensure that delivery aligns with agreed priorities and supports timely execution of agreed requirements.
- Deliver high-level administrative coordination for regulatory activities, including managing scheduling, overseeing travel logistics, and ensuring all operational arrangements support timely and efficient audit delivery.
- Maintain and monitor quality assurance processes for uploading, storing, and communicating regulatory information within Commission systems, ensuring data accuracy and procedural consistency.
- Develop and maintain key internal and external stakeholder relationships to support coordination of audit activities and resolution of operational issues.
- Provide support to enable agility and assist with problem solving as variations and conflicts arise, ensuring activities remain aligned with the scope and intent of defined regulatory requirements.
- Maintain effective work practices and systems that enable a common operating picture, data integrity, reporting and oversight of regulatory outcomes.
- Support training and upskilling of new and existing team members by sharing knowledge, clarifying procedures, and contributing to consistent team capability and performance.
- Contribute to the development and continuous improvement of systems, procedures and controls within the Audit section, applying judgment to enhance accuracy, timeliness and clarity of workflow and task delivery.
- Proactively contribute to continuous improvement initiatives and identify opportunities to strengthen operational capability and team performance across the Audit section.

Inspectorate Planning & Coordination - Position duties:

- Work collaboratively across the IPC team and broader Inspectorate to support the delivery of well-governed, prioritised, and efficient regulatory operations.
- Provide operational and logistical support to Inspectorate operational groups to enable consistent and efficient delivery of all activities.
- Supports the coordination and maintenance of forward-looking scheduling framework that balances strategic priorities with available capacity, including logistics coordination and workflow tracking.
- Coordinate and book travel logistics as required to support the delivery of Inspectorate activities nationally, including liaising with internal and external stakeholders to organise resources.
- Maintain and update internal tracking systems and tools to ensure timely reporting and data accuracy.
- Prepare and manage operational documentation, including meeting agendas, minutes, team briefs, and reporting templates.
- Triage and analyse routine incoming work to support timely decision-making and task allocation.
- Assist with the implementation of process improvements, including data cleansing, recordkeeping, and standardisation of documentation.
- Support routine to moderately complex procedural, administrative and operational tasks that contribute to IPC activities, including coordinating project or campaign functions, preparing reports, and managing schedules. Support performance monitoring by preparing activity summaries, data extracts, and dashboard inputs for management.
- Support quality assurance and internal governance by maintaining timely, accurate and auditable records and following agreed work practices.
- Engage with colleagues across the Inspectorate to ensure information sharing and coordination between inspection teams.
- Support projects to progress the IPC and wider Inspectorate towards key strategic objectives and alignment of Inspectorate activities. Support a culture of continuous improvement by contributing ideas and feedback to strengthen the capabilities of the IPC function and wider Inspectorate.
- Deliver a range of administrative and operational support activities, including data analysis, coordination of correspondence and project material, and assistance with training and development initiatives.

Registrar - Position duties:

- Coordinate and maintain scheduling of registration and audit activities, supporting collaboration across relevant sections to meet regulatory timeframes.
- Manage intake and triage of provider applications and referrals, applying established criteria to ensure timely and accurate assessment and processing.
- Coordinate and support publishing of regulatory information on the Commission's website, including maintenance of the Provider Register, ensuring data accuracy, and compliance with publishing protocols.
- Monitor and coordinate registration operations team daily workload, assisting in planning and prioritisation to support timely delivery of activities and contribute and facilitate program performance reporting.
- Analyse and apply information from Commission systems and intelligence platforms to inform planning and coordination of regulatory activities.
- Maintain consistency in uploading, storing and sharing regulatory information within Commissions systems, assuring quality and compliance.

- Support and maintain effective stakeholder relationships through clear communication and structured coordination to enable regulatory delivery.
- Identify and respond proactively to operational issues applying sound judgement and coordination skills to maintain delivery of defined regulatory activities.
- Maintain operational knowledge to facilitate effective coordination and information flow across the Commission's operational areas.
- Contribute to maintaining and refining work practices and systems to support data integrity, reporting accuracy, common operating practices and oversight of regulatory outcomes.
- Support team capability development and continuous improvement through knowledge sharing and procedural guidance, contributing to enhancements in systems, practices and operational performance.

Eligibility

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

- Demonstrated experience within operations, administrative management and/or project/service delivery roles within an identified framework to deliver outcomes.
- Demonstrated ability to apply best practice regulation, including risk-based regulation judgement, intelligence and common sense to identify and respond appropriately to risk.
- Strong analytical and problem-solving skills with the demonstrated ability to make sound operational decisions.
- Excellent interpersonal, oral and written communication skills and the ability to establish and maintain professional relationships with key stakeholders.
- Demonstrated organisational capability and ability to manage own and team's evolving work in a high-pressure environment whilst supporting the shared purpose and direction of the team.
- Ability to contribute to a collaborative and adaptable team environment by supporting others, responding constructively to change and uncertainty, and respecting individual differences and diverse perspectives.
- Ability 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.
- Demonstrated ability to proactively anticipate needs and priorities in managing work functions to achieve results and reliably respond to urgent requests.
- Ability to understand and apply principles of contemporary risk-based regulation reflected in the Commission's Regulatory Operating Model.
- Proficiency in using case management systems Microsoft Office applications and digital collaboration tools, including Excel, Word, PowerPoint, Adobe, MS Teams and SharePoint, with the ability to use technology effectively to support business processes.

Notes

- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- If a merit pool is established through this selection process it may be used to fill this or future ongoing or non-ongoing vacancies.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Ahmed Kassem, Ahmed.Kassem@agedcarequality.gov.au
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62/

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Health

Vacancy VN-0761861

Aged Care Quality and Safety Commission

Closing Date: Friday 12 September 2025

Sector Capability Regulatory Strategy
Regulatory Strategy and Policy (RSP) Group Operational Policy and Support

Job Title	Director, First Nations Operational Policy and Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$141,487 - \$167,513
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements are negotiated on a case by case basis.
Classification	Executive Level 2
Position Number	TBC
Agency Website	

Job Description

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

About the Team

Operational Policy and Support (OP&S) develops and provides advice on policy, guidance and tools that drives how we work, and explains how to apply broad policy within all operational environments. The teams contribute to the development and implementation of regulatory and aged care program reform.

Duties

- Provide clear and supportive team and peer leadership and direction on a program of related activities.
- Lead the development, implementation and evaluation of related organisational priorities and policies, including supporting the development and delivery of training.
- Develop and manage key strategic relationships with internal and external stakeholders promoting the Commission’s business and cultural capability objectives.
- Identify, escalate and manage risks associated with new or revised policy, including capacity and capability gaps.

Eligibility

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

- Demonstrated experience leading or being a key participant in a large and/or complex cultural capability development project.
- Demonstrated ability to develop, monitor and evaluate operational policy.
- Demonstrated ability to develop and implement successful stakeholder engagement strategies.
- Demonstrated ability to effectively manage interpersonal relationships and communicate with influence with internal and external stakeholders from a range of backgrounds and cultures.
- Demonstrated ability to set priorities, meet deadlines, work effectively under pressure, build team member capability, and work effectively in a team environment.
- Ability to travel interstate when required.

Eligibility

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

Following the interview process, an applicant's suitability for employment will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of pre-employment screening and a nationally co-ordinated criminal history check.
- Completion of pre-existing medical condition declaration
- Providing evidence of qualifications (where required).
- Shortlisted applicants will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

A confirmation must stipulate that a person:

- is of Aboriginal and/or Torres Strait Islander descent; and
- identifies as an Aboriginal and/or Torres Strait Islander person; and
- is accepted as such by the community in which they live, or formerly lived.

To be eligible to apply for an Affirmative Measure – Aboriginal and/or Torres Strait Islander position, you must provide confirmation of your Aboriginality or Torres Strait Islander heritage as part of the assessment process by providing one of the following documents:

- a confirmation of Aboriginal and/or Torres Strait Islander descent document signed and sealed by an incorporated Aboriginal and Torres Strait Islander organisation
- a letter signed by the chairperson of an incorporated Aboriginal and Torres Strait Islander organisation confirming you are recognised as an Aboriginal and/or Torres Strait Islander person
- a statutory declaration made by you and another by a member of an Indigenous service provider, confirming you are recognised as an Aboriginal and/or Torres Strait Islander person, if no other documents are available.

Notes

- Salary offered will be between **\$141,487 - \$167,513** 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. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position capabilities (selection criteria) in no more than **600-words**, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11:30pm (local time) on 12 September 2025**.

Please contact our recruitment team on **(02) 9633 3262** or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application. Applicants should quote "Affirmative measure recruitment query" to assist when making an enquiry.

Alternatively, if you wish to speak to our Indigenous Liaison Officer (ILO), please reach out to our recruitment team who will help connecting you with the ILO.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our [Reconciliation Action Plan](#). The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

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/factsheet-4> and <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0761165

Department of Health, Disability and Ageing

Closing Date: Monday 08 September 2025

Medical Devices and Product Quality Division
Medical Devices Authorisation Branch Devices Manufacturing Quality Section

Job Title	EL2 - Senior Auditor and MDSAP Assessor - Devices Manufacturing Quality Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	\$144,175 - \$170,695
Future Merit Locations	Canberra, Sydney, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	Executive Level 2
Position Number	25-MDPQDIV-29566
Agency Website	

Job Description

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

Are you an auditor or inspector with experience in regulatory audits of medical technology manufacturing?

We are looking for a Senior Auditor and MDSAP Assessor who will provide leadership in delivering the Therapeutic Goods Administration (TGA) participation in the international Medical Device Single Audit Program (MDSAP). The role will include compliance with regulatory requirements, product, process, and quality management system standards and provide recommendations on assessment outcomes as needed. The Senior Auditor and MDSAP Assessor will manage the ongoing implementation of the program, which will include significant internal and external stakeholder engagement and travel as necessary.

Duties

Duties include but are not limited to:

- Supervising a team of staff, ensuring high quality outputs including that employees maintain a high level of specialist, professional and/or technical expertise.
- Monitor and manage progress of program activities against set timeframes to meet milestones and deliverables
- Plan, conduct, and document results of discussions with external stakeholders in such a manner as to achieve assessment objectives, determining the accuracy of information from interviewees and potential indicators of further follow-up action.

- Undertake head office assessments of MDSAP Auditing Organisations and witness audits of Auditing Organisations conducting MDSAP audits of medical device manufacturers.
- Undertake audits and assessments of quality management systems for the manufacture of medical devices in accordance with regulatory requirements and applicable international standards
- Research, interpret and apply legislation, regulatory guidelines, international standards and best-practice when undertaking audits
- Provide timely, professional and accurate advice on complex issues relating to regulation, interpretation of legislation, guidelines, best-practice, emerging technologies, and fields of expertise
- Use judgement and expertise, to ensure all recommendations are governed by the application of the Australian therapeutic goods regulatory framework and state of the art technical standards or other best-practice guidelines
- Provide leadership, mentoring and guidance in technical and regulatory matters to achieve branch objectives
- Prepare, review and deliver detailed technical reports and presentations, ensuring suitability to the audience
- Engage and manage both internal and external stakeholders through change, resolving conflict and managing sensitivities
- Manage record keeping in accordance with the regulatory and legislative requirements and whole of- government policy and standards.

Eligibility

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

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

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

The candidate must promptly disclose and effectively manage any potential conflict of interest (whether real or perceived), including financial interests, arising from their APS employment, particularly concerning medical devices and interactions with industry. They must also disclose any significant personal interests that may impact their APS duties, both prior to and throughout their tenure.

Notes

Applications close 8 September 2025 at 11:30pm AEST.

Applicants are asked to quote reference number 25-MDPQDIV-29566 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Blake Charlton-Fenwick, (02) 5132 2083
Agency Recruitment Site	https://www.health.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0761865

**Department of Industry, Science and Resources
(DISR)**

Closing Date: Sunday 31 August 2025

Chief Finance Officer
Financial & Shared Services Accounts Receivable & Debt Management

Job Title	Assistant Manager Finance - Accounts Receivable and Debt Management
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$122,235 - \$129,811
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements will be negotiated with successful candidates.
Classification	Executive Level 1
Position Number	1297_06/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the [APSC's APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

About the team

The Financial Services Section is an integral part of the CFO Division's Financial and Shared Services Branch. Our responsibilities encompass accounts receivable, debt management, accounts payable, and grants processing. In addition to our regular business activities, we are undertaking several process improvement initiatives, including one aimed at further automating and enhancing our debt management system and processes. We are also actively partnering with other Commonwealth agencies to advance the Government's eInvoicing initiative.

Our section works closely with other finance professionals within the CFO division, as well as other areas within the Department, to deliver quality service and support, ensuring that the team is well-trained, knowledgeable, and efficient in providing compliant services while seeking continuous business improvements.

Our section is dedicated to offering professional financial services and advice to its stakeholders. We value growth, innovation, and excellence in all our endeavours.

The opportunity

The Assistant Manager Finance – Accounts Receivable and Debt Management (ARDM) role offers an exciting opportunity to lead a high-performing team within the Financial Services section. Reporting to the Manager – Financial Services, the Assistant Manager Finance - ARDM is responsible for delivering exceptional client service and efficiently managing the Accounts Receivable and Debt Management functions for the department.

Our ideal candidate

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

- Demonstrated experience in developing and leading high-performing teams, with an emphasis on fostering a culture of continuous improvement.
- Demonstrated ability to deliver high-quality outcomes within set deadlines, showcasing strong problem-solving skills and a proactive approach to overcoming challenges.
- Established capability to cultivate a positive team culture characterised by accountability and inclusion. This includes actively engaging and communicating with team members to support individual development and achieve work outcomes.
- Exceptional interpersonal skills, enabling effective engagement with and responsiveness to senior leaders, peers, and stakeholders through various communication channels including in-person, email, and phone interactions.
- Strong written and verbal communication skills, as well as stakeholder management abilities, including the capacity to negotiate effectively and influence outcomes.
- Ability to contribute to the formulation of team objectives for both short-term tasks and strategic planning for long-term initiatives.
- Advanced problem-solving, judgement, and analytical skills.
- Excellent organisational abilities, energy, and drive, with the adeptness to manage priorities efficiently to achieve results.
- A positive attitude and adaptability to changing and competing priorities.
- Competence in managing multiple tasks concurrently while ensuring the delivery of high-quality outcomes.
- Commitment to inclusion and diversity, and the ability to build a team that reflects these values.

Desirable but not essential:

- Experience in using financial management systems, preferably in government or large commercial settings.
- Sound understanding of whole of government policies including Government's financial framework and PGPA.
- Background and/or qualifications in finance / accounting.

Duties

As the Assistant Manager Finance – Accounts Receivable and Debt Management (ARDM), you will be required to undertake work that may be complex in nature, and work under limited direction with the opportunity for reasonable autonomy and accountability.

As the Assistant Manager Finance – ARDM, you will:

- Lead the Accounts Receivable and Debt Management team and manage the workload distribution and resourcing ensuring the work is delivered to a high standard.
- Coach and develop team members to enhance their skills.
- Manage End of Month processes and reporting.
- Initiate, participate and lead the implementation of business process improvement initiatives as they relate to Accounts Receivable and Debt Management.
- Cultivate and manage relationships with internal and external stakeholders.
- Respond to requests for information and briefs such as audit, Senate Estimates, Questions on Notice, and other ad hoc requests.
- Provide high level advice and guidance on policy and procedures, and liaise with other teams in Financial Services, across the Finance Division and the broader Department.
- Represent the Section in meetings, maintaining a high level of professionalism.

- Engage in strategic planning and development for Accounts Receivable and Debt Management area.
- Review and update policies and procedures as required, at a minimum annually.

Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

Background and/or qualifications in business, accounting, or finance is desirable.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Industry House based, however flexible work arrangements may be considered on a case-by-case basis.

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

About the Department of Industry, Science and Resources (DISR)

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 department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Ivona Lisowska, 0262761035
Agency Recruitment Site	https://industry Careers.nga.net.au/?AudienceTypeCode=EXT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761897

Museum of Australian Democracy - Old Parliament House

Closing Date: Sunday 31 August 2025

IT Service Delivery

Job Title	Systems Support Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Parke ACT
Salary	\$75,385 - \$81,775
Future Merit Locations	Parke, Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite attendance is required.
Classification	APS Level 4
Position Number	NP
Agency Website	

Job Description

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

Positioned within the IT team, the APS4 Systems Support Officer will support the roll out, continued development, and take-up of various enterprise-wide platforms and software that deliver critical business functions for the agency.

The role will promote the agencies strategic goals by providing technical support for the museum's corporate and non-corporate environments and technologies, including a basic UNCLASSIFIED Windows domain. The position will also work with the Systems Training Officer to provide level 1 and 2 support and training for MoAD's digital systems including SharePoint Online, Teams and Salesforce. They will also champion the agency's security policies, change management and systems access procedures.

Duties

Under the direction of the EL1 Manager IT and guidance of APS6 Systems Administrator the Systems Support Officer will be required to:

- Provide basic level 1 & 2 technical support to staff and perform basic system administration
- Respond to and manage ICT service requests
- Assist with the maintenance of MoAD's ICT systems
- Prepare and maintain system and process documentation
- Work with vendors to diagnose and correct problems
- Work with the agency to facilitate change management across the enterprise platforms
- Carry out additional administrative duties as required.

Eligibility

To be eligible for this position at MoAD, applicants must:

- be an Australian Citizen; and
- have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement)
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is a non-ongoing opportunity for 18 months.

This role may be filled using applications and referee reports only.

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

Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Andrew Levison, 02 6270 8202
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761907

Museum of Australian Democracy - Old Parliament House

Closing Date: Monday 01 September 2025

Museum Experience and Learning Learning

Job Title	Learning Supervisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$84,229 - \$91,808
Future Merit Locations	Canberra, Parkes
Office Arrangement	On Site
Office Arrangement Details	Onsite attendance is required.
Classification	APS Level 5
Position Number	21106
Agency Website	

Job Description

<https://moadoph.gov.au/about/careers>

The Learning Supervisor position plays a key role in the support of development and delivery of highly successful onsite, online and outreach learning programs by a high performing team of presenters in a heritage building.

This position also requires supporting professional development opportunities for teachers, tertiary students, and museum colleagues; and working closely with other teams across the Museum.

Duties

Under the direction of the Manager Learning – Onsite and Outreach, the Learning Supervisor will be required to:

- Support the design, development, delivery, and evaluation of high quality, innovative learning programs and resources for school students and teachers visiting the museum onsite, online, and virtually. Programs must align with the Australian Curriculum and MoAD’s Learning Philosophy.

- Provide leadership as team supervisor for daily operations and administration including program delivery, digital technology, surveys, PACER, rostering, statistics, and reports.

- Deliver and model best practice learning programs using a variety of engagement techniques and education pedagogy for all ages and abilities in a variety of contexts, including digital excursions.

- Work collaboratively with Learning Coordinators to support the delivery of digital excursions and professional development/mentoring of staff, including project work supervision.

- Present and participate in professional learning in a variety of formats – conferences, workshops, and webinars; contribute to Learning's social media accounts.

- Work collaboratively with other teams across the museum, within the broader museum sector and with critical external stakeholder groups including teachers, tour operators and school communities.

Eligibility

To be eligible for this position at MoAD, applicants must:

- be an Australian Citizen; and
- Obtain a Working with Vulnerable People card prior to commencement; and
- have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement).
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is a non-ongoing opportunity for 12 months, with the possibility of extension or ongoing.

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

Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Meg Shakeshaft, 02 6270 8160
Agency Recruitment Site	https://moadoph.gov.au/about/careers

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Prime Minister and Cabinet

Vacancy VN-0761813

Aboriginal Hostels Limited

Closing Date: Sunday 31 August 2025

WA operations
South Hedland Hostel

Job Title	Night Attendant
Job Type	Full-Time, Ongoing
Location	South Hedland WA
Salary	\$59,520 - \$64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 2
Position Number	1150
Agency Website	https://www.ahl.gov.au/work

Job Description

<https://www.ahl.gov.au/work>

Aboriginal Hostels Limited (AHL) is looking for a Night Attendant to join our team in South Hedland and help to create a safe and supportive environment at our hostel. This is a great opportunity to be part of important work that supports First Nations communities across Australia. If you're looking for work in a role where your efforts truly matter, we'd love to hear from you.

AHL's Purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities. Dedicated staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

What We Offer:

- **Competitive Pay & Benefits:** \$59,520 - \$64,877 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous shift penalties and leave entitlements to make sure you're well looked after.
- **Work pattern** for the night attendant role is a fulltime role of 75 hours/fortnight, Thursdays to Thursdays and includes 53.5 hours of 30% penalties, 10.75 hours of penalty payments for Saturday and Sunday. (50% penalty rates apply for Saturday and 100% penalty rates apply for Sunday).

- **Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move within the organisation.
- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements:** 18 days sick/personal leave per annum, cultural and NAIDOC day leave.
- **Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

- Maintain the safety of residents and the security of the premises.
- Provide overnight supervision.
- Respond to emergencies.
- Report activity and irregularities, damage to property or maintenance issues, presence of unauthorised persons or other unusual occurrences.
- Perform general cleaning duties to ensure the hostel is kept clean and tidy.

Our ideal candidate:

- Availability to work 7pm – 7am for 7 nights in a fortnight.
- People with a passion for supporting First Nations people.
- The ability to follow procedures and work independently.
- A positive attitude and a friendly disposition.

Eligibility

Prior to engagement, you are required to:

- Provide evidence of Australian Citizenship.
- Undergo, obtain and maintain a Satisfactory National Criminal History Check.
- Meet Fitness for Duty requirements.
- Hold or ability to obtain the essential qualifications.

Notes

How to apply:

- Complete the Application Form on our [website](#).
- Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST by Sunday 31 August 2025.
- Please include your name and the job reference (VN-0761813) in the subject of your email
- For any questions around the role please contact Marni Lowe on 0408 069 570 or jobs@ahl.gov.au

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Marni Lowe, 0408 069 570
Agency Recruitment Site	https://www.ahl.gov.au/work

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Department of Parliamentary Services

Closing Date: Friday 29 August 2025

Parliamentary Library
Library Collections and Systems Collection Management

Job Title	Collection Management Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,672 - \$87,659
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra
Classification	APS Level 4
Position Number	33044
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a PSL4 Collection Management Officer within the Library Collections section of the Parliamentary Library.

The Parliamentary Library provides high quality information, analysis and advice to Senators and Members of Parliament in support of their parliamentary and representational roles.

The position undertakes activities related to the identification, processing and disposal of collection items, the binding of collection materials, the investigation and capture of electronic items, updating collection data, and liaising with clients, internal staff and external agencies for the successful delivery of library products and services.

Applicants should have a strong client focus, attention to detail, excellent communication and organisational skills, and the ability to work effectively in a team. We require flexible, proactive individuals with strong digital literacy skills and a willingness to learn new skills.

Qualifications in library and/or information studies recognised by the Australian Library and Information Association, or equivalent library experience is also desirable.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- Operate manual storage units and handle collection material weighing up to 6kg.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Catherine Gilbert, 02 6277 2695
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0761909

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

Closing Date: Friday 29 August 2025

Gas & Liquid Fuels
Liquid Fuels Operations & Analysis Liquid Fuels Regulation and Compliance

Job Title	Regulatory Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$84,794 - \$93,020
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home some days each week and this may be negotiated. The employee will need to work in the office/onsite regularly
Classification	APS Level 5
Position Number	2025/2297
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Gas and Liquid Fuels Division provides policy advice and reforms and administers legislation that underpins the reliable and affordable supply of gas and liquid fuel. The Division works to ensure liquid fuel can be reliably delivered to support Australia's economy as we transition to net zero emissions.

The Liquid Fuels Operations and Analysis Branch regulates fuel security and fuel quality and has oversight of Australia's liquid fuel market. The Branch ensures Australia's fuel quality meets our strict environment standards. We deliver regulatory actions and programs to support fuel security and fuel quality while Australia transitions to net zero.

The Liquid Fuels Regulation and Compliance Team is the Department's fuel security and quality regulator. We work closely with industry to implement and oversee Australia's fuel supply and quality of fuel. From overseeing national fuel stockholdings, to ensuring the fuels Australians use is fit for purpose, our work directly supports Australia's energy security, public health and environmental outcomes.

We offer a flexible, diverse and collaborative workplace. Our managers will work with you to support your career journey and achieve your goals.

For more information about us, please visit our website.

Duties

- Prepare and provide information to the fuel industry on their legislative requirements
- Respond to public inquiries via email in a timely, sensitive and professional manner
- Liaise with the team that undertakes national fuel quality sampling, including contribution to the analysis required to develop compliance responses
- Draft reports and briefings to support regulatory decision-making
- Maintain and develop internal processes and operating procedures
- Contribute and actively participate in a team-oriented environment that encourages a learning culture where expertise can be appropriately shared.

What you'll gain from the experience

- You will be actively supporting Australians by being part of the team that protects Australia's fuel quality and administers our fuel security legislation.
- You will be part of a highly motivated and high performing team with regular access to Team and Branch Managers, and a wide range of professional development opportunities.
- You will get to work within a diverse team that has a positive workplace culture and is supportive of flexible work arrangements.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

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

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

Notes

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

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

To Apply

Position Contact	Alex Zhou, 02 5162 2059
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0761916

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

Closing Date: Friday 29 August 2025

Gas & Liquid Fuels
Several Liquid Fuels Regulation and Compliance, Market Resilience

Job Title	Senior Regulatory Policy Officer and Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS, Various locations - WA WA
Salary	\$95,438 - \$108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Work from home some days each week and this may be negotiated. The employee will need to work in the office/onsite regularly.
Classification	APS Level 6
Position Number	2025/2251
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Gas and Liquid Fuels Division provides policy advice and reforms and administers legislation that underpins the reliable and affordable supply of gas and liquid fuel. The Division works to ensure liquid fuel can be reliably delivered to support Australia’s economy as we transition to net zero emissions.

We offer a flexible, diverse and collaborative workplace. Our managers will work with you to support your career journey and achieve your goals.

Liquid Fuels Operations and Analysis Branch

The Liquid Fuels Operations and Analysis Branch regulates fuel security and fuel quality and has oversight of Australia’s fuel market. The Branch ensures Australia’s fuel quality meets our strict environment standards. We deliver regulatory actions and programs to support fuel security and fuel quality while Australia transitions to net zero.

The Liquid Fuels Regulation and Compliance Section is the Department's fuel security and quality regulator. From managing national fuel stockholdings, to ensuring the fuels Australians use in their vehicles is fit for purpose, our work directly supports Australia's energy security, public health and environmental outcomes.

Liquid Fuels Security and Strategy Branch

The Liquid Fuels Security and Strategy Branch works across government to develop and deliver strategic policy, laws, programs and other governance arrangements to support liquid fuel security and energy transition.

The Market Resilience Section helps Australia stay prepared for and bounce back from disruptions to liquid fuels and other critical fuel-related supply markets. We shape strategic policy, legislation, and governance frameworks, deliver key programs, and work closely with industry and government to strengthen national resilience and response to market shocks.

Duties

The key duties of the position for the **Senior Regulatory Policy Officer** in the Liquid Fuels Regulation and Compliance Section include:

- Leading and supporting regulatory processes under Australia's fuel security and fuel quality legislation.
- Engagement with internal and external stakeholders to provide guidance on regulatory processes and compliance.
- Preparing high-quality briefing materials or reports to support regulatory decision-making.
- Capturing emerging operational policy matters identified through regulatory activities and working collaboratively with other teams to contribute to legislative development.
- Working flexibly as part of the team and actively contributing to a positive workplace culture.

The key duties of the position for the **Senior Policy Officer** in the Market Resilience Section include:

- Leading and supporting policy development related to the administration and reform of the Liquid Fuel Emergency Act 1984.
- Collaborating with internal and external stakeholders – including the Office of Parliamentary Counsel, DCCEE's Legal Division, and other government departments –to deliver innovative legislative reform.
- Preparing complex briefing materials to support senior leadership representing Australia's interests at the International Energy Agency and domestic cross-jurisdictional forums.
- Applying legislative frameworks and technical knowledge to sensitive, cross-cutting policy priorities within the Branch.

Eligibility

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

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

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

Notes

A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Alex Zhou, 02 5162 2059
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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**Climate Change, Energy, the
Environment and Water**

Vacancy VN-0761924

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

Closing Date: Monday 01 September 2025

People
Several Several

Job Title	APS6 Senior HR Advisor (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW, Brisbane QLD, Darwin NT, Adelaide SA
Salary	\$95,438 - \$108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements may be considered based on operational requirements.
Classification	APS Level 6
Position Number	2025/2338
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=D6B95F28-DB58-76BB-4293-E41D39117626>

People Division, led by the Chief People Officer (CPO), provides human resources (HR) functions for the Department of Climate Change, Energy, the Environment and Water (the department) with a clear focus on the department's most valued asset: its staff.

People Division delivers a range of contemporary HR functions, projects and strategies across three branches:

- People
- People Safety, Support & Wellbeing
- Professional, Ethical Standards & Security

For more information about us please visit our [website](#).

Duties

We are currently filling multiple Senior HR Advisor vacancies across the People Division, including:

- Senior Rehabilitation Advisors
- Senior WHS Advisors
- Employment Programs Advisor
- Recruitment Team Leader
- Learnhub Administrator and eLearning Designer
- Inclusion Advisor
- Workplace Relations Senior Advisor
- Remuneration and Benefits Senior Advisor

As a Senior HR Advisor, you will:

- Deliver high-quality and people-centric HR services in a fast-paced work environment with competing priorities.
- Manage moderately complex and sensitive HR matters and provide technical advice that is consistent, accurate and timely.
- Contribute to the management and delivery of HR projects, programs and initiatives.
- Research, interpret and apply information from the department's employment framework including legislation, policies, procedures and Enterprise Agreement.
- Build and sustain effective working relationships with broad range of stakeholders, both internal and external.
- Supervise a small team through determining team priorities, allocating and monitoring work, managing workflow, providing clear guidance and feedback, and building the capability of team members to achieve deliverables.
- Identify and contribute to strategic opportunities to enhance and innovate the department's HR services through the implementation of new initiatives, strategies and programs.
- Prepare and draft moderately complex communication materials and sensitive correspondence.

We are filling immediate vacancies within our People Division and a merit pool may be formed to fill similar vacancies over the next 18 months.

What you'll gain from the experience

- A positive, inclusive and supportive team environment
- The chance to lead and deliver initiatives that make a real impact
- Access to flexible work arrangements that support work-life balance
- Genuine opportunities for professional growth and development

Eligibility

What we are looking for

We are seeking candidates who can demonstrate the following:

- Demonstrated knowledge and understanding of the APS employment environment.
- Experience providing advice and support in human resources, work health and safety (WHS), or rehabilitation management.

- Strong communication and stakeholder engagement skills, including the ability to tailor complex messages for different audiences, build relationships, and work effectively with people from diverse backgrounds.
- The ability to interpret and apply legislation, policies, guidelines, and procedures.
- A positive and flexible approach to solving business challenges, with a focus on continuous learning and improvement.
- Strong analytical skills, including the ability to research, interpret and analyse information to help resolve broader issues.
- A proven ability to work collaboratively as part of a team and work autonomously under limited guidance discussing complex issues with the team as required.
- A proven ability to work both independently and as part of a team, including discussing complex issues and contributing to shared outcomes.
- A commitment to professionalism and ethical behaviour in the workplace.
- Sound judgement and sensitivity when handling complex or confidential matters and providing advice to staff, networks, and senior leaders.

For detailed information about the job-specific capabilities for these roles, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Notes

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

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

To Apply

Position Contact	Russell Lee, 02 5162 2998
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=D6B95F28-DB58-76BB-4293-E41D39117626

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Comcare

Closing Date: Sunday 31 August 2025

Regulatory Operations
Regional Operations NSW Regional Services Newcastle

Job Title	Assistant Director, Regional Operations NSW
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Newcastle NSW
Salary	\$123,660 - \$147,347
Future Merit Locations	Newcastle
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and can be negotiated with the business area.
Classification	Executive Level 1
Position Number	01381
Agency Website	

Job Description

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

Team Overview

The Regulatory Operations Group (ROG) has responsibility for achieving safer and healthier workplaces within its jurisdiction. As an effective national regulator, it does this by promoting continuous improvements in work health, safety and rehabilitation practices and monitoring and compliance with the law. Using a contemporary risk-based approach, the Group plans and implements an integrated program of continuous improvement and compliance activities to target issues or entities across the jurisdiction that pose the most significant risk to health and safety of workers. Services are delivered across the country through employees working in regional offices in QLD, NSW, VIC, TAS, SA, NT, WA and ACT.

Duties

Working closely with the Regional Director, colleagues and key stakeholders, the Assistant Director will have responsibility for coordinating and ensuring the successful completion of program of regulatory workload/activities by a small team.

This will include:

- Participating as an active and collaborative member of the leadership team to plan, allocate and manage the timely and high-quality delivery of relevant regional office workload requirements.
- Providing guidance and support to team members in terms of more complex aspects of their work and contributions to Comcare's organisational goals.
- Building and sustaining relationships with a range of stakeholders including other teams, peers and colleagues across Comcare and externally.

In this role your key responsibilities will include, but are not limited to, the following:

- Leading and managing a small team of employees to achieve regional business plan outcomes and deliver high quality regulatory and related services.
- Contributing to the design and implementation of business planning outcomes for the group and region including the identification of priorities, appropriate regulatory responses and allocation of resourcing across their jurisdiction.
- Engaging constructively with stakeholders to progress continuous improvement and compliance outcomes ensuring activities are conducted as per the endorsed procedures and to achieve national consistency.

Qualifications and Experience

Mandatory:

- The successful applicant will be required to obtain a Diploma of Government (Workplace Inspection) within 18 months of engagement.

Desirable:

- Certificate IV in WHS, WHS Lead Auditor, Certificate IV in Government (Investigation), or similar qualifications.

Eligibility

1. Australian citizenship.
2. Ability to obtain and maintain a Baseline Security Clearance.
3. Specific Conditions:

- Hold and maintain a motor vehicle driver licence for at least a motor car
- Participate in an after-hours on-call roster (where operational necessities dictate)
- Ability to travel intra and interstate including overnight absences.

Notes

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

About the Comcare

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

To Apply

Position Contact	recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

This notice is part of the electronic Public Service Gazette PS32 Daily Gazette Friday - 15 August 2025.pdf Published by Australian Public Service Commission.

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

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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Employment and Workplace Relations

Vacancy VN-0761876

Comcare

Closing Date: Sunday 31 August 2025

Regulatory Operations Group
Regional Operations NSW Team

Job Title	WHS Inspector and Senior WHS Inspector
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Newcastle NSW
Salary	\$89,709 - \$110,946
Future Merit Locations	Sydney, Newcastle
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and can be negotiated with the business area
Classification	APS Level 5;APS Level 6
Position Number	02223
Agency Website	

Job Description

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

Team Overview

The Regional Operations Team is the service delivery arm of Regulatory Operations Group (ROG) and administers the *Work, Health and Safety Act 2011* (WHS Act) through a variety of prevention, compliance and enforcement activities. Services are delivered across the country through employees working in regional offices in QLD, NSW, VIC, TAS, SA, NT, WA and ACT.

Duties

Work Health and Safety (WHS) Inspectors play a vital role in workplace health and safety by helping employers understand their work health and safety responsibilities, fostering a cooperative and consultative approach with workers and their representatives and by taking appropriate action when non-compliance is found.

WHS Inspectors undertake a range of WHS regulatory activities in accordance with relevant legislation, policy and procedures.

The work includes WHS related prevention programs and campaigns, stakeholder engagement and dispute resolution, presentations, inspections and investigations across a wide range of industries and risk factors (physical and psychosocial).

The APS5 Inspector and APS6 Senior Inspector role requires working as a member of a team, assisting to mentor less experienced inspectors, and working collaboratively with a wide range of stakeholders including employers, workers, complainants, Health and Safety Representatives, employer associations, unions, and federal and state government agencies.

The ideal Inspector and/or Senior Inspector is a knowledgeable and principled professional with expertise in Commonwealth WHS legislation, capable of conducting inspections and leading investigations across diverse industries and risk factors. They excel in stakeholder engagement, dispute resolution, and preventative regulatory activities, while also mentoring junior staff and contributing to strategic regulatory intelligence. Strong written communication, ethical conduct, and a commitment to promoting safe workplaces are essential, along with the ability to manage complex tasks independently and maintain high standards of record keeping and operational awareness.

Mandatory Qualifications

- Diploma of Government (Workplace Inspection) or obtain within 18 months of engagement.

Eligibility

1. Australian Citizenship
2. Ability to obtain and maintain a baseline security clearance
3. Specific conditions:
 - Achieve and maintain an appointment as an Inspector under the WHS Act
 - Hold and maintain a motor vehicle driver licence for at least a motor car
 - Some intra and interstate travel is required, including overnight absences
 - Participate in an after-hours on-call roster (where operational necessities dictate)

Notes

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