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PS32 Weekly Gazette Thursday (Vacancy Notices) - 14 August 2025.pdf

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APSJobs - Weekly Vacancy Notices

The Gazette contains notifications of vacancies 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

The date of publication of this Gazette is PS32 Weekly Gazette Thursday (Vacancy Notices) - 14 August 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

Gazette Lodgement Inquiries:

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0761542

Australian Competition and Consumer Commission

Closing Date:Sunday 24 August 2025

Corporate
Information Management and Technology Services

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Townsville QLD, Perth WA, Melbourne VIC, Hobart TAS, Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Adelaide SA
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	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2025/138
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 play a key role in how the ACCC manages, protects and makes the most of its important information?**

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

What you will do as the Assistant Director, Information Management

At the ACCC, effective information management is critical to supporting our work in promotion competition, protecting consumers and regulating national markets. As the Assistant Director, you will:

- Provide and contribute to strategic advice, leadership and direction in relation to the long-term preservation, management, and access to the Agency's information assets.
- Ensure knowledge of contemporary best practice and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations.
- Lead a team of professionals, role modelling our leadership behaviours whilst implementing and promoting a climate of innovation and continuous improvement in information management.
- Develop, maintain, implement and deliver systems for keeping, updating, accessing and preserving information including implementing strategies to move to full electronic information management practices.

Eligibility

About you

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

- In-depth experience in developing, implementing, and continuously improving a records and information management governance framework, within an Australian Public Service (APS) agency.
- An extensive understanding of Australian information management legislation, standards, policies and authorities.
- Excellent stakeholder engagement and management skills, with proven ability as a trusted advisor to senior management.
- Highly developed project management skills, including the ability to work on multiple projects concurrently, manage competing priorities and adhere to strict deadlines to achieve results in a busy environment.
- Relevant tertiary qualification or demonstrated professional experience in Records Management, Information Management, Knowledge Management, Archives Management, or a 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.

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	Leo Exarhos, (02) 6243 1190
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

Vacancy VN-0761472

Australian Electoral Commission

Closing Date:Sunday 24 August 2025

Enterprise Transformation Group
Chef Information Officer Division IT Infrastructure

Job Title	Cloud Engineer, Chief Information Officer Division
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$85,465 - $93,663
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 5
Position Number	2025-141 10240
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912592482021999~1/edit

The Chief Technology Officer Branch delivers a range of ICT services to the agency including enterprise architecture, infrastructure, and service management. ICT services are delivered through a select sourcing model, with a mixture of in-house and outsourced resources.

The Chief Technology Officer Branch is committed to building the agency's information technology capability by providing resilient, modern, and secure systems informed by data and insights, and to upskill teams to develop innovative new products and services.

- The IT Infrastructure Section is responsible for the management and problem resolution of the agency's ICT infrastructure, including:
- ICT on-prem infrastructure
- On-premises, remote and cloud networks
- Messaging systems
- File storage and management
- Database administration
- Software Delivery

Duties

You will focus on managing and improving the AEC's Amazon Web Services (AWS) platform. Reporting to the AWS Cloud Operations Platform Lead, you will assist the infrastructure team to deliver positive outcomes for the day-to-day matters relating to the management and support of AEC's AWS platform and systems. This is an exciting opportunity to make a significant contribution to the delivery of electoral events and day-to-day operations through an improved maturity of AEC's systems. The role is responsible for undertaking very complex and/or sensitive work, under broad direction, utilising expertise across a range of activities relating to IT Service Management.

The role will undertake the management of the AWS account, working with senior members of the team to implement best practices and ensuring reliability, scalability and applicable security compliance measures are in place to protect our systems and data. The role will work as a member of a multidisciplinary team, investigating and resolving complex issues as it relates to the AWS environment and supporting the broader infrastructure team, as required. This role will participate in a on-call roster, to support the broader infrastructure and systems, the role will also participate in training to ensure skills are maintained in alignment with industry trends and advancements.

To excel you'll have:

Mandatory

- Demonstrated knowledge and experience in and/or ability to learn various AWS services such as EC2, S3, Lambda, CloudFormation, Virtual Private Cloud (VPC), etc.
- Demonstrated experience in implementation and management of security controls within AWS, including Identity and Access management (IAM) policies, security groups, encryption, and key management.
- Ability to learn AWS networking concepts, including VPC, Route 53, Direct Connect, and VPN.
- Experience with AWS monitoring and logging tools like CloudWatch, CloudTrail, and AWS Config for ensuring platform health and compliance.
- Willingness to learn troubleshooting skills and understand how to optimise AWS resources for performance, cost, and security.
- Proficiency in Infrastructure as Code tools such as Terraform, CloudFormation, or AWS Cloud Development Kit to automate infrastructure deployments and management.
- Ability to work across geographically dispersed teams and working effectively with technical and non-technical teams and collaborating effectively with team members to meet outcomes.

Desirable:

- Relevant qualifications in AWS.
- Understanding of compliance standards and experience implementing governance frameworks within AWS.
- Demonstrated knowledge of IT frameworks, such as ITIL.
- Demonstrated knowledge of Commonwealth frameworks, including ICT frameworks

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	Katie Doherty, katie.doherty@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/291259248202191

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Vacancy VN-0761576

Australian Electoral Commission

Closing Date:Sunday 24 August 2025

Enabling and Regulation
Legal Services Property Management and Facilities

Job Title	Facilities Support Officer, Property Management and Facilities
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$76,626 - $83,970
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 support flexible workplace arrangements as per operational requirements.
Classification	APS Level 4
Position Number	2025-143 10106
Agency Website	https://www.aec.gov.au/

Job Description

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

The AEC's Property portfolio contains a large and diverse footprint to support a nationally dispersed network and agile workforce, and where the portfolio expands and contracts to meet our operational needs for both long and short-term basis.

The Property Management and Facilities section within the Legal Services Branch is responsible for managing agency wide facility management, including ensuring that all property maintenance and facilities issues are rectified in line with contractual arrangements and agency requirements.

Duties

The Facilities Support Officer assists in managing the Property dedicated mailbox and is the point of contact for all AEC's Nationally based properties. You will assist with the management of contracts for a variety of property management services, including but not limited to building, recycling, cleaning and emergency services.

In this role you will be required to escort approved contractors who attend Canberra based sites in line with AEC Security requirements and policy. You will ensure that all invoices are processed in a timely manner and that all records management is undertaken in line with legislative requirements.

You will contribute to discrete and ad-hoc initiatives relating to property management as required, such as repairs and maintenance, accommodation upgrades and fit-outs. You will assist with

research and analysis to provide conclusions on issues and assist in the management, preparation and coordination of policy or procedure formulation and/or project management.

In this role you will develop and maintain key internal and external relationships, including liaising with stakeholders on policy, project or operational issues and responding to stakeholder needs and expectations. Provide accurate advice, guidance and reporting on team functional responsibilities, while communicating and making decisions using judgement, expertise and knowledge, governed by legislation, regulations, best practice principles or relevant operating instructions and procedures.

You will contribute to doctrine, election preparation and delivery activities in accordance with the election readiness framework, according to individual accountabilities and responsibilities. Perform additional duties or assume responsibility of functions as directed by the Management from time to time.

National Office is based in Canberra, and this is an in-office role.

To excel you'll have:

- Ability to remain positive and respond to pressure in a calm manner, while committing energy and drive to see that goals are achieved.
- Confidence and ability to effectively communicate, collaborate and negotiate with team members, business areas and external stakeholders at all levels of seniority.
- 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.
- Experience in facilities management or project management, or ability to obtain experience.
- Proven ability to learn independently and apply learning within government legislation and policy.
- Experience in developing and maintaining key internal and external relationships, including liaising with stakeholders on policy, project or operational issues and responding to stakeholder needs and expectations.
- Ability to manage the Property dedicated mailbox and be the point of contact for all AEC's Nationally based properties. Assist with the management of contracts for a variety of property management services.

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.

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To Apply

Position Contact	Melissa John, (03) 8584 1509
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0761613

Australian Electoral Commission

Closing Date:Sunday 24 August 2025

Enabling and Regulation
Legal Services Property Management & Facilities

Job Title	Facilities Officer, Property Management & Facilities
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$85,465 - $93,663
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 support flexible workplace arrangements as per operational requirements.
Classification	APS Level 5
Position Number	2025-144 10105
Agency Website	https://www.aec.gov.au/

Job Description

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

The AEC's Property portfolio contains a large and diverse footprint to support a nationally dispersed network and agile workforce, and where the portfolio expands and contracts to meet our operational needs for both long and short-term basis.

The Property Management and Facilities section within the Legal Services Branch is responsible for managing agency wide facility management, including ensuring that all property maintenance and facilities issues are rectified in line with contractual arrangements and agency requirements.

Duties

The Facilities Support Officer assists in managing the Property dedicated mailbox and is the point of contact for all AEC's Nationally based properties. You will assist with the management of contracts for a variety of property management services, including but not limited to building, recycling, cleaning and emergency services.

In this role you will be required to engage with the WOAG Property Services Provider to ensure timely and efficient remediation of facilities work orders across AEC BAU properties nationally. Provide escorting to approved contractors who attend Canberra based sites in line with AEC Security requirements and policy.

You will be responsible for financial and records management, ensuring that all invoices are processed in a timely manner and that all records management is undertaken in line with legislative requirements. Contribute to discrete and ad-hoc initiatives relating to property management as required, such as repairs and maintenance, accommodation upgrades and fit-outs. You will assist with research and analysis to provide conclusions on issues and assist in the management, preparation and coordination of policy or procedure formulation and/or project management.

In this role you will develop and maintain key internal and external relationships, including liaising with stakeholders on policy, project or operational issues and responding to stakeholder needs and expectations. Provide accurate advice, guidance and reporting on team functional responsibilities, while communicating and making decisions using judgement, expertise and knowledge, governed by legislation, regulations, best practice principles or relevant operating instructions and procedures.

You will contribute to doctrine, election preparation and delivery activities in accordance with the election readiness framework, according to individual accountabilities and responsibilities. Perform additional duties or assume responsibility of functions as directed by the Management from time to time.

National Office is based in Canberra, and this is an in-office role.

To excel you'll have:

- Ability to remain positive and respond to pressure in a calm manner, while committing energy and drive to see that goals are achieved.
- Confidence and ability to effectively communicate, collaborate and negotiate with team members, business areas and external stakeholders at all levels of seniority.
- 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.
- Experience in facilities management or project management, or ability to obtain experience.
- Proven ability to learn independently and apply learning within government legislation and policy.
- Experience in developing and maintaining key internal and external relationships, including liaising with stakeholders on policy, project or operational issues and responding to stakeholder needs and expectations.
- Ability to manage the Property dedicated mailbox and be the point of contact for all AEC's Nationally based properties. Assist with the management of contracts for a variety of property management services.

Eligibility

- AEC employees must be Australian citizens.
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- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
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Notes

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To Apply

Position Contact	Melissa John, (03) 8584 1509
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0761714

Australian Electoral Commission

Closing Date:Wednesday 27 August 2025

Enterprise Transformation - ES&T
Indigo Program Management Office Program Support

Job Title	ICT Procurement Support Officer, Indigo Program Management Office
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$76,626 - $83,970
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 4
Position Number	2025-154 16019
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912585648309899~1/edit

You will join a team of a highly motivated and collaborative professionals that work in the Enterprise Transformation Group (ETG). The ETG is made up of two Divisions, the Chief Information Officer Division (CIOD) and the Enterprise Strategy and Transformation Division (ESTD), that have been established to drive the AEC's transformation agenda, and to deliver the Election Systems Modernisation Program (Indigo Program) on behalf of the agency.

The Program Support Section sits within ESTD and is responsible for critical enabling functions for the Indigo Program and the broader ETG, including:

• **Talent management** –Labour hire procurement, onboarding, recruitment, contract management and offboarding of ETG and Indigo Program resources.

• **Financial management** – end of month accounting, financial analysis and reporting, budget development and management, contract cost evaluation and negotiations, and cost modelling.

• **Program support** – information architecture development and maintenance, labour hire invoice processing and reporting, property planning and management, Indigo vendor onboarding and offboarding, and travel booking.

The Section is committed to establishing and maintaining a high performing and positive workplace culture. You will operate in a fast paced, dynamic environment, working closely with Directors, Assistant Commissioners, First Assistant Commissioners and all areas across the ETG.

Duties

The Program Support Section is looking to engage an ICT Labour Hire Procurement Support Officer works within the Talent Team to assist in the successful delivery of ICT labour hire procurements being undertaken by the Enterprise Transformation Group (ETG). This position will assist in the drafting a range of labour hire procurement documentation to support the resourcing needs of the ETG. The Labour Hire Procurement Support Officer reports to the Assistant Director, Program Support.

This is a great opportunity to contribute to the AEC's modernisation agenda and help shape the future workforce of ETG.

The ICT Procurement Support Officer will be responsible for drafting ICT procedural, governance and procurement documentation with minimal direction; monitoring assigned procurement tasks to ensure they are progressed; evaluating risks in the context of a complex and changing environment; providing support and relevant process updates in procurement related meetings and workshops; using professional judgement to coordinate and administer ICT procurement related correspondence; Provide advice and guidance on procurement and contract management to internal stakeholders; and general contract management responsibilities; and any additional duties as directed by the Assistant Director, Program Support.

Indigo Program (Tranche 2)

The Indigo Program is a large-scale transformation program to modernise business capabilities and replace core election ICT systems with a citizen-centric, agile technology platform. The Program will transform the AEC's delivery of electoral services and ensure ongoing integrity of the electoral system. Tranche 2 comprises a variety of work packages with a focus on business process re-engineering, data management, legislative compliance and replacing aging systems.

To excel you'll have:

- Experience with and understanding of the Commonwealth Procurement Rules (CPRs) and all relevant additional procurement related policies and legislation;
- Demonstrated experience conducting ICT labour hire end-to-end procurement approaches;
- Demonstrated experience drafting ICT procurement documentation including but not limited to: Request for Tender (RFT) or Request for Quote (RFQ) documentation- statements of requirement, risk assessments, and response schedules;
- Demonstrated experience successfully administering and varying contracts;
- Knowledge and experience in successfully managing risk, including the development of labour hire appropriate risk assessments;
- Demonstrated experience in delivering positive results with time restraints and competing priorities;
- Proven the ability to communicate effectively and navigate complex stakeholder relationships; and

- Demonstrated personal drive and integrity whilst achieving results within legislative and budget parameters.

Desirable

- Relevant qualifications and / or industry certification. For example, Diploma of Government and/or Certificate IV in Government (Procurement and Contracting) or equivalent.
- Previous experience in an ICT Labour Hire procurement role

Eligibility

- AEC employees must be Australian citizens.
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- 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

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To Apply

Position Contact	Andy Sturman, Andy.Sturman@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/291258564830

Vacancy VN-0761721

Australian Electoral Commission

Closing Date:Tuesday 26 August 2025

Deputy Electoral Commissioner
Communication, Education & Engagement Branch Electoral Education

Job Title	Electoral Education, Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$85,465 - $93,663
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 5
Position Number	2025-151 10427
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912585650149898~1/edit

The Electoral Education section sits within the Communication Education and Engagement Branch at the AEC. The branch is a team of energetic, passionate and skilled practitioners, responsible for ensuring all people are informed about the process of voting in federal elections and referendums and encouraging voters to participate. This includes consideration of people who experience barriers and may need additional support to equitably participate. This is achieved through the collective work of our sections, covering electoral education, strategic communication, campaigns, community engagement, Indigenous electoral participation, and design.

The Electoral Education team are education experts who deliver innovative and high-quality programs that are inclusive, accessible and engaging. The section is responsible for the AEC’s school and community education program including the highly regarded National Electoral Education Centre (NEEC) at Old Parliament House in Canberra; a digital 3D electoral game available to schools via an app; online education resources; and a teacher professional learning program.

The community program includes the Writs to Referendums exhibition at Old Parliament House; and a well-established community education program with a particular focus on communities that may face barriers to electoral participation.

Duties

The Electoral Education Project Officer supports the delivery the AEC's education and schools programs, including education and professional development and learning for teachers.

The role is responsible for supporting the section in the delivery of the schools and community education program that includes the AEC's highly regarded National Electoral Education Centre in Canberra; a digital 3D electoral game; online education resources; and a teacher professional learning program.

Key position responsibilities include providing administrative support to the NEEC Coordinator in the daily operations of the NEEC, which has around 80,000 school visitors a year, including staff rostering and training, scheduling and booking of visitors, planning, preparation, facilities management, reporting and evaluation. You will also provide administrative and project support across the section, including managing invoicing and undertaking procurement and contract management.

You will also present education sessions about Australia's federal electoral system and facilitate engaging learning activities for in-person visitors to the NEEC and external engagement for a variety of events and audiences. The role will also be supporting the engagement and collaboration with partner agencies and cultural institutions.

To excel you'll have:

- Demonstrated professional experience delivering education or training sessions in an engaging, clear, concise, and well-structured way using language appropriate to your audience.
- Excellent written and verbal communication and interpersonal skills with demonstrated ability to communicate effectively and strategically with diverse stakeholder groups to build support to achieve outcomes.
- Demonstrated ability to work in a fast-paced environment, managing multiple competing priorities with flexibility in the face of changing priorities in a public facing environment.
- Demonstrated high levels of personal integrity, accuracy and impartiality while achieving results within legislative and policy parameters.

Essential

- Relevant tertiary qualification and/or relevant experience in education, teaching, training and assessment or related field.

- Understanding of the Australian curriculum and how this can be applied to education resources. Including the principles of inclusive education and the ability to work with young people in a teaching or educative/ instructional capacity.
- Proven ability to deliver effective training and education programs to a variety of audiences.
- Demonstrated personal integrity whilst achieving results within legislative and policy parameters.

Desirable

- Knowledge of, or ability to quickly gain knowledge of, Australian electoral law and practice.
- Experience with the use and implementation of contemporary digital education resources such as video casting, serious or educational games or virtual reality products.

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

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To Apply

Position Contact	Melissa Clifton, 02 51372758
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/291258565014

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Vacancy VN-0761726

Australian Electoral Commission

Closing Date:Tuesday 26 August 2025

Service Delivery Group
Roll, Services and Foundation Branch Industrial Elections and Ballots

Job Title	Project Officer, Industrial Elections and Ballots (IEB)
Job Type	Full-Time, Ongoing
Location	Haymarket NSW, Essendon Fields VIC
Salary	$85,465 - $93,663
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 5
Position Number	2025-150 12471
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912585582802998~1/edit

The Industrial Elections and Ballots Program (IEB) is part of the Roll, Services and Foundations Branch of the AEC. IEB events, including Industrial Elections, Protected Actions Ballots (PABs) and Fee-for-Service electoral events, are conducted by two dedicated operational delivery teams based in Essendon Fields, Victoria and Haymarket, New South Wales.

Work is conducted in a collaborative team environment with staff members supporting each other to conduct individual events and deliver special projects. IEB provides team members with an opportunity to develop their election management skills and knowledge in a fast-paced operating environment, which can prepare them for other employment opportunities across the AEC.

Duties

The Project Officer is the primary support person for the planning and delivery of a small number of assigned complex industrial elections. The Project Officer also contributes to the successful delivery of other less complex industrial elections and ballots, which are part of the Collective Case Management Model.

Most elections are conducted via a secret postal ballot, but some require attendance at special meetings of registered organisations (unions and employee associations). The Project Officer may, from time to time, travel to various parts of the country to conduct these elections.

This is an agile position that requires engagement and collaboration with other members of the IEB Team to ensure that electoral events are successfully delivered. This position will also undertake project-based activities that contribute to longer-term initiatives and support the successful delivery of a forward year work plan. The amount of time dedicated to the support and delivery elements of this role will be as directed by management and will change as the priorities of the Industrial Elections and Ballots Program necessitate.

To excel you'll have:

- Demonstrated ability to successfully plan, co-ordinate and deliver complex events and/or complex projects within set timeframes, including the ability to effectively prioritise tasks and efficiently utilise resources.
- Demonstrated ability to read, interpret and apply complex election rules; or the ability to develop this knowledge and capability.
- The ability to successfully apply different vote counting systems, deliver accurate and reliable results, as well as explain election results; or the ability to develop this knowledge and capability.
- Strong communication skills, including a proven ability to utilise audience specific written and verbal communications to cater to a wide range of stakeholders.
- Excellent attention to detail, and a commitment to accuracy of information.
- Ability to competently use various internal AEC systems to plan, program, deliver, and keep official records related to electoral events.
- Attention to detail in drafting and checking highly sensitive documents related to industrial elections.
- Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice.

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.

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To Apply

Position Contact	Hanish Gupta, Hanish.Gupta@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/291258553828029

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Vacancy VN-0761731

Australian Electoral Commission

Closing Date:Thursday 28 August 2025

Communication, Education and Engagement Branch
Communication, Education and Engagement Branch Indigenous Electoral Participation Program

Job Title	Engagement Officer, Communication, Education and Engagement Branch
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$76,626 - $83,970
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 support flexible workplace arrangements as per operational requirements.
Classification	APS Level 4
Position Number	2025-152 17224
Agency Website	https://www.aec.gov.au/

Job Description

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

As a team member of the Australian Electoral Commission's (AEC's) Indigenous Electoral Participation Program you will have a unique opportunity to work with our community level partners who help us identify and respond to barriers faced in relation to First Nations electoral participation. Our staff contribute to this in different ways and your knowledge and expertise will ultimately help the AEC make Australian elections more accessible for culturally diverse people.

Duties

This role is designated as an Identified position.

Candidates must have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communication skills.

The role is responsible for supporting our team leads to engage with partners who help the AEC realise maximum benefits for Indigenous Australians. You will represent and explain agency views in various forums which will involve travelling, sometimes to remote localities and you will collaborate and maintain relationships both internally and externally.

To excel you'll have:

- An understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.
- Ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Good written and verbal communication skills including the ability to tailor messages and information for a variety of audiences of varying seniority.
- Organisational skills, with strong ability to contribute to activities, including attention to detail and delivering results.
- Ability to identify problems and work to resolve them.
- A strong commitment to working harmoniously within a team to achieve positive results.

Desirable

- Relevant qualifications in Indigenous studies or community engagement/education.
- Knowledge or ability to quickly obtain knowledge about legislation and programs and policies.

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.

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To Apply

Position Contact	Priscilla Lui, (08) 7942 2076
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0761732

Australian Electoral Commission

Closing Date:Thursday 28 August 2025

Communication, Education and Engagement Branch
Communication, Education and Engagement Branch Indigenous Electoral Participation Program

Job Title	Engagement Officer, Communication, Education and Engagement Branch
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	$76,626 - $83,970
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 support flexible workplace arrangements as per operational requirements.
Classification	APS Level 4
Position Number	2025-153 17228
Agency Website	https://www.aec.gov.au/

Job Description

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

As a team member of the Australian Electoral Commission's (AEC's) Indigenous Electoral Participation Program you will have a unique opportunity to work with our community level partners who help us identify and respond to barriers faced in relation to First Nations electoral participation. Our staff contribute to this in different ways and your knowledge and expertise will ultimately help the AEC make Australian elections more accessible for culturally diverse people.

Duties

This role is designated as an Identified position.

Candidates must have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communication skills.

The role is responsible for supporting our team leads to engage with partners who help the AEC realise maximum benefits for Indigenous Australians. You will represent and explain agency views in various forums which will involve travelling, sometimes to remote localities and you will collaborate and maintain relationships both internally and externally.

To excel you'll have:

- An understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.
- Ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Good written and verbal communication skills including the ability to tailor messages and information for a variety of audiences of varying seniority.
- Organisational skills, with strong ability to contribute to activities, including attention to detail and delivering results.
- Ability to identify problems and work to resolve them.
- A strong commitment to working harmoniously within a team to achieve positive results.

Desirable

- You have relevant qualifications in Indigenous studies or community engagement/education.
- You know about or can quickly learn about legislation and programs and policies.

Eligibility

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

Position Contact	Charlene Pollard, (08) 6185 3282
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0761581

Australian Fisheries Management Authority

Closing Date:Friday 22 August 2025

Northern Fisheries
Fisheries Management Branch

Job Title	Senior Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Majura ACT, Thursday Island QLD
Salary	$145,318 - $169,418
Future Merit Locations	Majura, Thursday Island
Office Arrangement	Hybrid
Office Arrangement Details	Work from the office 3 days per week
Classification	Executive Level 2
Position Number	C00171
Agency Website	

Job Description

https://www.afma.gov.au/careers

About the branch and position

The Fisheries Management Branch is responsible for managing Australia's diverse Commonwealth fisheries. The branch is made up of fisheries managers, at-sea observers, licensing specialists and policy advisors. The Fisheries Management Branch works closely with industry, scientists, and other key stakeholders to ensure the efficient and sustainable management of Commonwealth fisheries.

Teams in the Fisheries Management Branch look after commercial fisheries from the Torres Strait to the Antarctic and onto the high seas. We are also part of Australia's international and regional fisheries engagement, particularly in cooperation with Pacific Island countries and other coastal states in the Indian Ocean region.

The Senior Manager, Torres Strait Fisheries, is a unique position within the Agency. It can be based on Thursday Island (Waiben Island) in the Torres Strait or Canberra, with responsibility for leading AFMA's fisheries management work in the Torres Strait, working closely with Traditional Inhabitants, the Torres Strait Regional Authority, research providers and other stakeholders to advance sustainable fisheries management throughout the region.

Adding to the unique operating environment is the Torres Strait Treaty, between Australia and Papua New Guinea, under which the two countries cooperate on a range of cross-border issues

including shared fisheries resources. The Senior Manager undertakes both formal and informal consultations with Papua New Guinean counterparts to ensure sustainable management of these resources, which are crucial to livelihoods, cultural identity, and commercial aspirations on both sides of the Torres Strait Treaty boundary.

The AFMA Thursday Island office has five staff currently. When based on Thursday Island, the Senior Manager is responsible for ensuring the office runs smoothly and acts as a liaison point

for Canberra head office on critical issues. These extra responsibilities attract additional remuneration under an individual flexibility arrangement.

Due to the remote work location, AFMA bases its staff on Thursday Island (Waiben Island) on a temporary basis, generally from a minimum two years to a maximum of five years. After this time, staff would usually return to the Canberra head office. AFMA provides additional entitlements for its staff based on Thursday Island (Waiben Island), such as supplying housing

and additional leave.

Duties

What you will do

In addition to meeting the work level standards WLS of the position classification, you will:

• Lead and manage your team to deliver and improve fisheries management arrangements and outcomes in the Torres Strait.

• Liaise closely with Traditional Inhabitant representatives and community leaders to understand local issues and identify practical and effective management measures.

• Work with industry, scientists, and other stakeholders on improvements to management and ways to address current and future challenges, such as the impacts of climate change on the marine environment.

• Provide policy and technical advice to the Protected Zone Joint Authority.

• Work with other government agencies, including the Department of Foreign Affairs and Trade, in preparing advice for and representing Australia’s interests at Torres Strait Treaty meetings.

• Be part of the leadership team at AFMA and contribute to the culture of the agency, including mentoring and developing staff.

Eligibility

Our ideal candidate

1. Has well-developed leadership skills and can effectively lead a team in a dynamic environment, optimise the performance of team members and deliver solid outcomes.

2. Has effective problem solving and decision-making experience, and a collaborative and cooperative approach to working with other teams across the agency.

3. Has excellent communication and negotiation skills, and strong stakeholder management capability to be able to effectively build and maintain solid relationships both internally and externally.

4. Has capability to represent the agency in regional and international meetings.

Essential

• Ability to obtain and maintain Baseline Security Clearance.

• The occupant of the position must have an ability to undertake interstate and/or international travel.

• Qualifications or experience in natural resource management.

Desirable

• An understanding of AFMA’s purpose, and a commitment to both diversity and work, health, and safety principles.

What we offer

• AFMA offers a culture where staff are valued, and employees are encouraged to be innovative.

• We are a dynamic agency that offers a diverse range of opportunities for career development.

• We offer excellent working conditions including attractive salary ranges, superannuation and allowances, flexible working arrangements as well as a range of other benefits.

How to apply for the role

As part of your application, you must provide:

• Your CV

• A ‘one page pitch’ - a statement (500 – 600 words) outlining why you are the ideal person for the job. Refer to what you will do and our ideal candidate sections of this document.

We are looking for specific and relevant examples that demonstrate your skills, knowledge, and, if applicable, your experience in working across Commonwealth and State agencies.

Please check our website Working at AFMA for more information on how to apply.

Assessment process

The selection process for this position is merit based and will include an assessment of:

• your application

• an interview (where applicable)

• referee checks (where applicable)

Criminal record check

This position requires an Australian Federal Police Criminal Record Check

Security clearance

The position requires the successful candidate to hold a valid security clearance that can be upgraded or downgraded to the required level or be able to obtain and maintain a security

clearance at the required level.

Notes

About the Australian Fisheries Management Authority

To Apply

Position Contact	Anna Willock, (02) 6225 5526 or 0436 006 058
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0761374

Australian Government Solicitor

Closing Date:Monday 25 August 2025

Australian Government Solicitor
Office of General Counsel

Job Title	Senior Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Canberra, Adelaide, Brisbane, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1;Executive Level 2
Position Number	TBC
Agency Website	

Job Description

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

Duties

- Constitutional and public law
- Senior Lawyer (Executive Level 1 and Executive Level 2)
- Adelaide, Brisbane, Canberra, Melbourne and Sydney based
- Permanent (ongoing) and 18 month (non-ongoing) opportunities

Opportunities exist for Senior Lawyers to join the Office of General Counsel to advise the Commonwealth on constitutional and public law, statutory interpretation and the development, implementation and administration of legislation.

About us

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

AGS is unique.

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

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

AGS is diverse. With offices in every capital city and a team of 800 staff, including 576 lawyers, we work in more than 40 different areas of law related to government.

About the roles

The Office of General Counsel (OGC) is based in Canberra and specialises in the provision of legal advice and assistance to the Commonwealth Government on constitutional and public law, statutory interpretation and the development, implementation and administration of legislation. OGC also acts for the Commonwealth in High Court constitutional litigation and coordinating the conduct of other cases involving constitutional issues. OCG's team of approximately 80 lawyers (including a large number of out posted lawyers) has specialist expertise in constitutional and public law, statutory interpretation and the development, implementation and administration of legislation. OGC also conducts constitutional litigation in the High Court and clears the Commonwealth's position in other cases involving constitutional issues.

In these roles you will:

- work in the Commonwealth as a trusted legal advisor
- provide legal advice and assistance to clients in specialist areas including constitutional law, public law and statutory interpretation
- identify and develop new business opportunities with clients.

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

About you

These roles will suit experienced Lawyers with experience in public law and knowledge of and a strong interest in constitutional law. The successful candidates will ideally have:

- significant experience
- substantial experience in areas of relevance and a thorough knowledge of the Commonwealth legal environment
- a strong understanding of constitutional law, public law and statutory interpretation
- sound professional and business judgement
- outstanding research and analytical skills, well-developed written communication skills and the ability to provide clear and succinct written advice
- a demonstrated ability to work under pressure and in urgent circumstances, and to take responsibility for matters and work with limited supervision.

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

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

To apply

To apply, please click the 'Apply' button and ensure that you upload a maximum 3-page cover letter indicating your relevant experience with reference to the required skills and experience set out above and in the relevant role description, along with a copy of your CV.

Applications close at 5:00pm (AEST) on Monday, 25 August 2025.

Further enquiries

Further information can be obtained by contacting Natalie Lightfoot, HR Business Partner on 02 6253 7529.

Eligibility

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the Negative Vetting 2 level (or higher if required).

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 Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 800 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

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

This notice is part of the electronic Public Service Gazette PS32 Weekly Gazette Thursday (Vacancy Notices) - 14 August 2025.pdf
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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0761689

Australian Security Intelligence Organisation

Closing Date:Sunday 31 August 2025

Job Title	AEE2 - Director, Legal Services
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA
Salary	$156,365 - $185,029
Future Merit Locations	Melbourne, Canberra, Sydney, Brisbane, Adelaide
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 2
Position Number	00520252026
Agency Website	www.asio.gov.au

Job Description

https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in_organid=12852&in_jnCounter=2213010

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

Exciting opportunities exist for suitably qualified Lawyers at the AEE2 (APS EL2 equivalent) level. We are looking for talented and dedicated lawyers who are strong leaders, excellent problem solvers, and collaborative colleagues to head up teams across various legal disciplines.

ASIO's Legal Services Division is a professional in-house legal practice providing expertise across a full range of legal services, including legal advice to support ASIO's operational and corporate functions, and to manage its representation in courts and tribunals. The Division works with international and domestic partners including law enforcement, intelligence agencies, and other Commonwealth and State departments and agencies. We provide on the job training and structured continuing legal education activities, and you can expect to get experience across the practice.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Please note that these roles are primarily based in Canberra, with limited possible opportunities available in Melbourne and Sydney. See the ‘Location’ section for further details.

Duties

Role responsibilities

We are looking for suitably qualified lawyers with excellent technical skills across one or more of these key areas:

• Statutory interpretation.

• Administrative law.

• Criminal law and law enforcement.

• Employment law.

• Litigation and dispute resolution (civil and/or criminal inquiries).

• Commercial law.

What you will bring

We invite applications from people with the following attributes:

• Experience in providing excellent in-house legal services, ideally in a government, operational, law enforcement, regulatory, investigative or prosecutorial environment/context.

• Experience in mentoring and developing staff to foster a supportive team environment.

• A strong client focus, with a practical approach to engaging complex legal and policy issues in an evolving and uncertain environment.

• Commitment to excellence and demonstrated leadership of high-performing teams that are required to meet critical deadlines.

• The ability to foster and maintain a positive and collaborative work environment.

• Familiarity with, or the ability to quickly become familiar with, key national security legislation.

• Innovative thinking with strong strategic awareness, and a demonstrated ability to identify legal risk.

• Excellent written and oral communication skills.

What we offer you

ASIO provides a number of benefits to its staff including:

• A competitive salary, including a 7.5 per cent allowance for maintaining a TOP SECRET-Privileged Access security clearance.

• Employer superannuation contributions of 15.4 per cent.

• A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.

• Flexible working arrangements. (Please note: due to our unique working environment, work from home options are generally not available).

• Study assistance, including financial support and study leave for tertiary education.

• Access to 7 staff-led diversity and inclusion networks.

• Access to an Employee Assistance Program (EAP).

Eligibility

Eligibility

To be eligible for the role, you must be:

• An Australian citizen.

• Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

• Hold a Bachelor of Laws or Juris Doctor from an Australian university (or comparable overseas qualification) and possess, or be eligible to possess, a current restricted practising certificate in your State or Territory of residence.

• Have at least 7 years post admission experience in a legal practice, or comparable experience.

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Notes

Reasonable adjustments

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments to fully participate in the recruitment process or the workplace.

Location

These roles are based primarily out of Canberra, with opportunities available in Sydney, Melbourne, Brisbane and Adelaide subject to organisational and operational priorities. Applicants must be willing to relocate. Relocation assistance is provided to successful applicants where ASIO requires you to relocate.

We advertise positions nationally to give everybody the opportunity to apply. Please refer to the above locations before applying.

How to apply

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

• A written pitch of up to 800 words using examples to demonstrate how your skills and experience meet the requirements of the role.

• A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.

• Details of 2 referees, which must include a current supervisor.

Before applying you should familiarise yourself with the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the relevant capabilities and levels outlined in these frameworks.

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

Closing date and time

Sunday 31 August 2025 at 11:59pm AEST

No extensions will be granted and late applications will not be accepted.

Employment conditions

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

Australian Workplace Equality Index

In 2024, ASIO achieved the Australian Workplace Equality Index (AWEI) Gold Standard, recognising ASIO's inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status. ASIO has proudly retained AWEI Gold Standard in 2025.

The ASIO Diversity and Inclusion Strategy reflects ASIO's commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO's Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

Enquiries

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6263 7888**.

More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 62637888
Agency Recruitment Site	https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in

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Vacancy VN-0761691

Australian Security Intelligence Organisation

Closing Date:Sunday 31 August 2025

Job Title	AE6 - Lawyers
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA
Salary	$107,346 - $120,947
Future Merit Locations	Melbourne, Canberra, Sydney, Brisbane, Adelaide
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	00620252026
Agency Website	www.asio.gov.au

Job Description

https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in_organid=12852&in_jnCounter=2213010

The Organisation

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The opportunity

ASIO’s Legal Services Division is a professional in-house legal practice providing expert legal advice to support ASIO’s operational and corporate functions, and to manage ASIO’s representation in courts and tribunals. The Division works with international and domestic partners including law enforcement, intelligence agencies and other Commonwealth and State departments. We provide on the job training and opportunities for professional development and you can expect to get experience across the practice.

Exciting opportunities exist for suitably qualified lawyers at the AE6 (APS6) level. We are looking for early career lawyers with some experience of legal practice, who are curious, creative thinkers to be part of our team, working across a range of legal disciplines. A number of positions are available.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Please note that these roles are primarily based in Canberra, with limited possible opportunities available in Melbourne and Sydney. See the ‘Location’ section for further details.

Duties

Role responsibilities

We are looking for suitably qualified lawyers with excellent technical skills across one or more of these key areas:

• Statutory interpretation.

• Administrative law.

• Criminal law and law enforcement.

• Employment law.

• Litigation and dispute resolution (civil and/or criminal inquiries).

• Commercial law.

As a member of the team, you will report to an Assistant Director (AEE1), work closely with business areas, and focus on quality client service.

What you will bring

We invite applications from candidates with the following attributes:

• The ability to work collaboratively in a positive supportive work environment.

• The ability to communicate legal advice clearly and concisely, adapting communication style and approach to ensure client needs are addressed.

• Experience in providing legal services, ideally in a government, operational, investigative, or environment.

• Familiarity with, or the ability to quickly become familiar with, national security legislation and environment.

• Under supervision, provide accurate, practical advice on complex issues.

• The ability to thoroughly research and analytical skills, and the ability to think ahead to identify legal risks and possible solutions.

What we offer you

ASIO provides a number of benefits to its staff including:

• A competitive salary, including a 7.5 per cent allowance for maintaining a TOP SECRET-Privileged Access security clearance.

• Employer superannuation contributions of 15.4 per cent.

• A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.

• Flexible working arrangements. (Please note: due to our unique working environment, work from home options are generally not available).

• Study assistance, including financial support and study leave for tertiary education.

• Access to 7 staff-led diversity and inclusion networks.

• Access to an Employee Assistance Program (EAP).

Eligibility

Eligibility

To be eligible for the role, you must:

• Be an Australian citizen.

• Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

• Hold a Bachelor of Laws or Juris Doctor from an Australian university (or comparable overseas qualification) and possess, or be eligible to possess, a current restricted practising certificate in your State or Territory of residence.

• Post admission experience in a legal practice, or comparable experience.

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Notes

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• Details of 2 referees, which must include a current supervisor.

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Closing date and time

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Employment conditions

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Enquiries

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More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 62637888
Agency Recruitment Site	https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in

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Vacancy VN-0761873

Australian Security Intelligence Organisation

Closing Date:Monday 08 September 2025

Job Title	SITEC - Senior Cyber Security Technologist – Cyber Security Operations and Engineering
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$136,428 - $152,454
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	
Position Number	01120252026
Agency Website	www.asio.gov.au

Job Description

https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in_organid=12852&in_jnCounter=2213010

The Organisation

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The opportunity

ASIO employs a diverse range of cyber security specialists across offensive and defensive functions. As a cyber security specialist, you could be involved in the protection of ASIO from insider and cyber threats, or directly contribute to operational activities. At ASIO, you have the opportunity to develop, expand and apply your skills across the full breadth of its cyber security functions.

We are seeking senior cyber security technologists across multiple levels to fill vacancies in our Cyber Security Operations Centre (SOC). This includes roles that specialise in:

• Protective monitoring.

• Incident response.

• Platform and detection engineering.

• Cyber threat intelligence.

• Threat hunting.

• Red teaming/attack modelling.

• Vulnerability assessment.

SOC technical leaderships roles are critical to ensuring that ASIO is effectively mitigating cyber security threats through the delivery of cyber security monitoring and response capabilities, and the delivery of technical capabilities to support cyber security functions.

These positions may attract an additional technical skills allowance.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Duties

Role responsibilities

As a Senior Cyber Security Operations Centre Analyst (SITEC) in ASIO, you will:

• Utilise your strong understanding of emerging cyber-attacks to develop mechanisms to monitor and detect malicious activity on ASIO systems.

• Lead the analysis of security event logs, network traffic, and system activity to identify and understand security threats.

• Lead the response to security incidents by investigating and resolving malicious activity.

• Ingest and implement threat intelligence to improve threat detection and contribute to the creation of tactical and strategic intelligence.

• Undertake threat hunts to proactively detect malicious activity on systems.

• Lead the development and maintenance of documentation of security incidents, including root cause analysis and lessons learned.

• Maintain up-to-date technical knowledge on the latest cyber security threats, technologies and developments.

As a Senior Cyber Security Operations Centre Detection Engineer (SITEC) in ASIO, you will:

• Assess and determine detection requirements for each monitored environment using relevant frameworks, policies, system and application risks, business risk and threat intelligence.

• Lead the development, testing and deployment of updated and new detection content across the monitored estate with support from the threat intelligence, protective monitoring and incident response teams.

• Review and update existing detection content to ensure it remains relevant and appropriate to the monitored estate.

• Provide operational support for a number of cyber security technologies such as endpoint security, network security, cloud security and vulnerability management to ensure they address detection requirements.

• Lead the delivery of accurate documentation on deployed detection content to ensure the SOC has an accurate view of content coverage across the monitored estate.

• Investigate and maintain up-to-date knowledge on the latest cyber security technologies, with particular focus on detection and security automation technologies, to contribute to continuous service improvement efforts.

As a Senior Cyber Security Operations Centre Platform Engineer (SITEC) in ASIO, you will:

• Lead the design, configuration and management of complex infrastructure and security technologies across both cloud and on-premise environments in collaboration with internal SOC teams and external stakeholders.

• Maintain the operational performance, availability, capacity and security of SOC platforms and infrastructure.

• Lead the engagement with appropriate stakeholders to act on requests for changes to platforms, systems and configurations to ensure the on-going effective of SOC platforms.

• Maintain and update knowledge base articles associated with the SOC's use of technology including virtual and physical network/service diagrams, data flows, interfaces and build/configuration guides across the monitored estate.

• Investigate and stay abreast of technological advancements that would be applicable to SOC operations and contribute to continuous service improvement efforts.

What you will bring

We invite applications from people with some or all of the following attributes:

• Relevant experience working in a cyber security operations, engineering or assurance role:

o At the SITEC level, a relevant degree or equivalent work experience, with strong technical expertise and relevant work experience in the field you are applying for (i.e. analyst, platform engineering, or detection engineering) is required.

• Relevant certifications within cyber security (e.g. SANS GIAC certifications, CISSIP, CISM).

• Experience with security technologies such as Security Information and Event Management (SIEM) systems (preferably Splunk and/or Sentinel), vulnerability management tools (e.g. Tenable), endpoint and network security tools, threat intelligence platforms (e.g. OpenCTI, MISP), incident response tools, and cloud environments (e.g. AWS Guard Duty and Microsoft Defender).

• Experience in the design, implementation, and maintenance of on-premise and/or cloud enterprise systems using some or all relevant technologies such as the VMware ecosystem, enterprise operating systems, AWS services (EC2, ECS, CloudFormation, CodePipeline) and platform automation tools such as Ansible and Puppet.

• Knowledge of security frameworks and standards such as the Information Security Manual (ISM).

• Previous experience working in a security operations centre is highly desirable.

• Strong analytical and problem-solving skills, with the ability to work under pressure.

• Ability to work closely with stakeholders, including internal technology teams, external managed service providers, vendor professional services, and domestic and international partners.

• Excellent collaboration skills and demonstrated ability to lead the delivery outcomes.

Eligibility

Eligibility

To be eligible for the role, you must:

• Be an Australian citizen.

• Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

• Have a relevant tertiary qualification or equivalent work experience in the cyber security industry.

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

Notes

What we offer you

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• Flexible working arrangements. (Please note: due to our unique working environment, work from home options are generally not available.)

• Study assistance, including financial support and study leave for tertiary education.

• Access to 7 staff-led diversity and inclusion networks.

• Access to an Employee Assistance Program (EAP)

Reasonable adjustments

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Location

These positions are located in Canberra, ACT, and Sydney, NSW. Relocation assistance is provided to successful applicants when relocating.

We advertise positions nationally to give everybody the opportunity to apply. Please refer to the above locations before applying.

How to apply

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

• A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements of the role. Please clearly indicate the position that you are interested in within your pitch.

• A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.

• Details of 2 referees, which must include a current supervisor.

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Closing date and time

Monday 8 September 2025, 11:59pm AEST

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Employment conditions

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Enquiries

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Recruitment at careers@asio.gov.au or phone 02 6263 7888.

More information

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About the Australian Security Intelligence Organisation

To Apply

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Agency Recruitment Site	https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in

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Vacancy VN-0761788

Australian Signals Directorate

Closing Date:Sunday 31 August 2025

Mission Data
Capability & Transformation

Job Title	ASD 4, 5 & 6 Artificial Intelligence/Machine Learning Engineers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	$80,743 - $110,886
Future Merit Locations	Canberra, Brisbane, Melbourne
Office Arrangement	On Site;Flexible
Office Arrangement Details	On-site & Flexible
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/06869/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

Mission Data (MD) Division within the Australian Signals Directorate (ASD) is responsible for providing the foundational data capabilities to support all of ASD’s functions. We do this via the provision of data platforms and services, management of ASD’s mission data, and providing complex analytic development and support, including Artificial Intelligence and Machine Learning capabilities. All roles within MD require extensive knowledge of, and compliance with, legislative frameworks, government decision making and Defence’s mission and policies requirements.

About the Role

The Machine Learning Operations (MLOps) team in MD builds and deploys machine learning systems at scale. They work with data scientists and other engineers to bring cutting-edge machine learning projects to production.

As an AI/ML Engineer at ASD, you can expect to:

- Design, develop, and maintain production MLOps platforms specific to ASD.
- Deploy, monitor, and troubleshoot ML models in production environments.
- Design and implement MLOps pipelines for deploying ML models to production.
- Review and optimise production ML code.
- Work with open source technology and modern computing infrastructure.
- Work with other engineers to ensure successful integration into enterprise software.
- Work with data scientists to ensure ML models are well tested and reliable.

Further information can be found at: I'm changing my career | Australian Signals Directorate (asd.gov.au).

Duties

As an AI/ML Engineer at ASD, you will be expected to:

- Communicate confidently and clearly with technical and non-technical audiences.
- Apply technical engineering knowledge and experience.
- Perform critical and complex engineering activities.
- Provide advice in the field of ML engineering.
- Demonstrate knowledge of ML engineering.
- Tailor communication style and language to communicate effectively with stakeholders.

At the ASD4 level, you must demonstrate exposure to the above areas or related fields, and be progressing efforts to attain technical skills.

At the ASD5 level, you must demonstrate experience in the above areas or related fields, and possess relevant technical skills.

At the ASD6 level, you must demonstrate significant experience in the above areas or related fields, and possess well developed technical skills. It is expected that you will lead bodies of work.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies.

Eligibility

Citizenship - To be eligible for employment with ASD, applicants must be an Australian citizen.

Health Assessment - The preferred applicant may be required to undergo a medical examination conducted by the Agency's preferred medical provider.

Organisational Suitability Assessment – To be eligible for employment within ASD, the preferred applicant will be required to undergo an Organisational Suitability Assessment (see Organisational Assessment section).

Security Clearance - The preferred applicant will be required to successfully undergo a security clearance vetting process at the Top Secret Positive Vetting clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

It is a condition of employment that applicants are willing and able to obtain and maintain the Top Secret Positive Vetting security clearance for the duration of their employment with ASD.

Notes

Experience in one or more of the following areas is highly desirable:

- Software development with Python.
- MLOps tooling such as MLFlow, Ray, Kubeflow, Kserve, or an enterprise scale machine learning platform.
- Building DevOps pipelines with GitLab CI/CD or equivilent.
- Kubernetes, Docker.
- Data curation, engineering, and wrangling.
- Optimisation of machine learning models for enterprise inferencing.

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 Signals Directorate

To Apply

Position Contact	Name Withheld, asdcareers@dfp.com.au
Agency Recruitment Site	www.asd.gov.au/careers

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Vacancy VN-0761791

Australian Signals Directorate

Closing Date:Sunday 07 September 2025

Chief Operating Officer
Security, Finance and Property

Job Title	ASD6 & EL1 Security Psychologist
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$98,345 - $193,743
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	On-Site, Flexible
Classification	APS Level 6;Executive Level 1
Position Number	ASD/06876/25
Agency Website	https://www.asd.gov.au/careers

Job Description

http://www.asd.gov.au/careers

About the Team

The ASD Psychology Services team is a large team of Psychologists and other professionals who help support ASD's mission. We provide a supportive and collaborative environment for our psychologists to apply their clinical and forensic skills in support of National Security. ASD Psychology Services provides high quality services to support its national workforce. Our team is dispersed across locations in Canberra, Brisbane, Perth and Melbourne.

The Psychology Services team has a number of functions that include:

- Playing a key role in ASD onboarding through the administration of the Organisational Suitability Assessment process;
- Providing specialist assessments, advice and support to the organisation and key stakeholders;
- Ensuring the provision of high quality welfare services to the workforce through both employee assistance services and specialised training; and
- Providing specialist security psychology advice.

With the agency expanding across the country, ASD Psychology Services has exciting opportunities for ASD6 and EL1 Security Psychologists in Canberra, Brisbane and Melbourne. We are seeking experienced, enthusiastic and motivated Clinical and Forensic Psychologists to join our team of professional, cohesive, and innovative clinicians as we expand to provide critical support to ASD in a national security environment.

About the Role

Are you a psychologist seeking a role that utilises your understanding of human behaviour with your skills in assessment? Do you enjoy applying your expertise in varied ways to support individuals, management and organisations? Are you seeking a role within a highly collaborative and supportive team environment? Have you considered applying your expertise in support of national security?

The **ASD6 Security Psychologist** can expect to develop their clinical or forensic skills to support core security functions for the organisation. They will utilise psychometrics to formulate complex whole-of-person assessments, manage a therapeutic client load of complex clients, deliver specialised workforce training, and contribute to team management of complex cases and organisational initiatives to maintain national security.

The **EL1 Security Psychologist** is an experienced, senior clinician who, in addition to ASD 6 duties, can expect to lead a Portfolio area, develop and implement governance, provide specialist advice to ASD leadership, and utilise strong communication skills to engage with internal and external stakeholders. There is also the opportunity for candidate’s to develop their clinical supervision and leadership skills.

The diverse nature of the roles means that candidates will be supported to pursue their professional interests and will be provided with ongoing clinical supervision to meet registration requirements.

As part of our team you will be afforded numerous benefits including:

- Payment of AHPRA registration;
- Generous annual CPD budget;
- Ongoing individual and group supervision to meet AHPRA requirements;
- Flexible work arrangements including flexible hours, support for ongoing formal education, and the opportunity to work across ASD locations;
- Strong emphasis and support of genuine work life balance to support individual and team resilience;
- Interstate and overseas travel opportunities; and
- A competitive salary that recognizes your qualifications through a highly competitive skills payment in addition to your salary (superannuable). This payment aligns with a tiered salary component of either 25%, 35% or 40% additional remuneration aligned with qualification criteria.

Duties

The successful candidate/s will:

- Be highly organised, innovative, adaptable, team orientated individual/s.
- Have excellent communication skills to provide sound psychological advice to non-technical stakeholders.
- Provide positive, collaborative contributions to a team environment, including supervision and case management.
- Be able to think critically and utilise their excellent problem solving skills to make timely decisions in a high-tempo and dynamic environment.
- Be motivated to continually develop and apply their technical and professional skills in a security context.

If you have these skills we would like you to apply.

Eligibility

Citizenship - To be eligible for employment with ASD, applicants must be an Australian citizen.

Health Assessment - The preferred applicant may be required to undergo a medical examination conducted by the Agency’s preferred medical provider.

Organisational Suitability Assessment – To be eligible for employment within ASD, the preferred applicant will be required to undergo an Organisational Suitability Assessment (see Organisational Assessment section).

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant MUST be willing to disclose all relevant and required information.

It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.

Notes

Mandatory Qualifications

The successful ASD6 candidate must:

- Be currently studying toward a Masters level qualification in psychology (ACAP approved Clinical or Forensic Psychology program); and
- Be eligible for, or hold, current unconditional general registration with the Australian Health Practitioner Regulation Agency (AHPRA); and
- Be eligible to undergo, or completing, a Psychology Board of Australia (PsychBA) approved endorsement pathway in Clinical and/or Forensic Psychology; and
- Be eligible for membership with the Australian Psychological Society.

Early career psychologists or registrars are encouraged to apply.

The successful EL1 candidate must:

- Have completed a minimum Masters level qualification in psychology (ACAP approved Clinical or Forensic Psychology program); and
- Have completed a Psychology Board of Australia (PsychBA) approved endorsement pathway in Clinical and/or Forensic Psychology; and
- Hold current unconditional general registration with the Australian Health Practitioner Regulation Agency (AHPRA); and
- Be eligible for membership with the Australian Psychological Society.

Senior clinicians who hold equivalent qualifications are encouraged to apply.

Desirable Qualifications, Experience or Training

In addition to the listed mandatory qualifications the following are considered Desirable Qualifications / Experience:

- Demonstrated experience working in the Australian Intelligence Community as a psychologist.
- Demonstrated experience working as a Psychologist in support of large scale organisations.
- Demonstrated experience or interest in leading small teams.

- Be a Psychology Board of Australia (PsychBA) approved Supervisor with demonstrated experience in providing professional supervision to registrars or peers.

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 Signals Directorate

To Apply

Position Contact	Name Withheld, asdcareers@dfp.com.au
Agency Recruitment Site	http://www.asd.gov.au/careers

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Vacancy VN-0761620

Australian Strategic Policy Institute

Closing Date:Thursday 21 August 2025

Job Title	Events Manager
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$90,000 - $110,000
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5;APS Level 6
Position Number	ASPI
Agency Website	https://www.aspi.org.au

Job Description

https://www.aspi.org.au/jobs-at-ASPI

Events Manager

- We are seeking a highly motivated and results-driven individual to join our Events team
- Be part of a dynamic and engaging organisational culture.
- Collaborate with a team committed to delivering exceptional outcomes.

About ASPI

The Australian Strategic Policy Institute (ASPI) is an independent, non-partisan think tank that produces expert and timely advice for political, strategic and security leaders in Australia and the Indo-Pacific

region. In these uncertain times, ASPI is increasingly being relied upon by government, media and the private sector as a source of informed thinking on matters relating to Australia’s national security.

Duties

About the Role

ASPI has an exciting opportunity for an experienced and motivated events professional to join the organisation as Events Manager. Lead a small, dedicated, tight-knit team to deliver a program of internationally renowned events on a variety of topics ranging from defence and national security to cyber and critical technologies.

The successful applicant will be an organised, detail-oriented team player with a keen interest in shaping, leading and delivering high-quality events. The ideal candidate will have previous experience in event, project and budget management, stakeholder engagement and management and a track record of delivering high quality events (individually, and as part of a team).

This role will suit a creative and outgoing individual with a passion for curating high-quality events, and an ability to manage a busy and conflicting schedule. The Events Manager will work closely with ASPI's leadership team to shape and evolve ASPI's events program.

Duty Statement

Events

- Lead ASPI's broad range of events on a daily basis and develop the events forward work plan;

· Shape and develop ASPI's event program, including:

o Private dinners;

o Closed-door roundtables;

o Interactive workshops;

o Strategic dialogues (hosted in Canberra and internationally);

o Public panel events;

o ASPI Masterclasses;

o ASPI's Annual Defence Conference;

o ASPI's Sydney Dialogue;

o ASPI's Darwin Dialogue.

· Develop ideas for events and identify opportunities to grow ASPI's schedule of public events;

· Work alongside ASPI's National Security, Defence Strategy, and Cyber, Technology and Security programs to identify event opportunities to complement their research;

· Engage with external stakeholders to discuss upcoming events, including topics, invitations, attendee and speaker opportunities;

· Management of event relationships with stakeholders at all levels across government, industry and civil society, including foreign governments and international research bodies;

· Manage event budgets and ensure events are delivered to a high standard and within budget;

· Work with ASPI's team to showcase events during partnership pitches and meetings;

· Work with the Executive team to maintain ASPI's relationships with overseas research institutes and ongoing events

· Work collaboratively with the professional development team to coordinate use of ASPI's training centre for events and functions;

· Provide guidance and support across ASPI on events;

· Workshop ideas to leverage new and existing event tools to evolve ASPI's events.

Eligibility

About You

The successful applicant is expected to demonstrate:

· Strong leadership skills, with proven experience of managing teams and individuals at all levels;

· Excellent interpersonal and communication skills (both written and verbal), to engage professionally and manage relationships with both internal and external stakeholders;

· Proven experience in event delivery, including all aspects of logistics, and pitching for event sponsorship;

· Excellent budget and time management;

· Experience liaising with project partners and ensuring delivery timelines are met and maintaining positive relationships with stakeholders.

· Experience using the Microsoft suite, with an in-depth knowledge of Microsoft Excel and Outlook, and a willingness to get across new event programs (CRM and mailing tools) and to consider how to leverage tools such as AI in events processes and delivery;

· An understanding of the Australian Government and its operations, and an awareness of the think tank community and not-for-profit sector.

Desirable Qualifications

· Minimum 5 years' experience in event management or relevant area;

· Tertiary qualifications in Event Management, Business, Communications or a related discipline;

· Experience working in, or knowledge of, the Australian Public Sector and Australia's national security community;

· Experience promoting events across social media platforms and delivering other communications outputs related to events.

Remuneration will be competitive and commensurate with experience.

Notes

How to Apply

1. Please refer to the position description attached.
2. All applications should be submitted to **jobs@aspi.org.au** including the following documents:

- Cover letter (addressing the selection criteria on the Position Description)
- Resume/CV including two current referee contact details.

ASPI promotes a workplace that actively seeks to include, welcome and values unique contributions of all people. The Institute strongly encourages women and people from diverse cultural backgrounds including applicants from Aboriginal and Torres Strait Islander backgrounds to apply.

The closing date for applications is Thursday 21 August 2025 – an early application is advised as we reserve the right to close the vacancy early if suitable applications are received.

About the Australian Strategic Policy Institute

The Australian Strategic Policy Institute (ASPI) is an independent, non-partisan think tank that produces expert and timely advice for Australia's strategic and defence leaders. The Institute's work helps to foster strategic expertise in Australia through dialogue, research and its contribution to public debate.

To Apply

Position Contact	Branka Hage, 02 22670 5110
Agency Recruitment Site	https://www.aspi.org.au/jobs-at-ASPI

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Vacancy VN-0761641

Australian Strategic Policy Institute

Closing Date:Thursday 28 August 2025

Job Title	Defence Strategy Program Coordinator
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$65,000 - $75,000
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 3;APS Level 4
Position Number	N/A
Agency Website	https://www.aspi.org.au

Job Description

aspi.org.au

Defence Strategy Program Coordinator

- We are seeking a highly motivated and results-driven individual to join our Defence Strategy Program team.
- Be part of a dynamic and engaging organisational culture.
- Collaborate with a team committed to delivering exceptional outcomes in defence and security.

About ASPI

ASPI was established by the Australian Government in 2001 to provide independent advice on Defence and strategic issues. ASPI's Charter, which guides all our work, explains the government's aims in establishing ASPI as:

- Improving the quality of policy advice received by government by providing contestability.
- Nourishing public debate and understanding of Defence and strategic affairs.
- Developing professional strategic policy expertise in Australia.

ASPI maintains a unique position as an independent institute, located in the heart of Canberra, jointly serving the national interest alongside government by providing contestability in a constructive and policy-focused manner.

ASPI experts bring extensive experience across whole-of-government, Defence, and academic domains, spanning our key research program areas:Cyber, Technology and Security;National Security; and, Defence Strategy.

Duties

About the Role

ASPI's Defence Strategy Program analyses how Australia defends its national interests in an era of intensifying strategic competition. Our research focuses on three areas: understanding Australia's security environment and regional partnerships; developing military strategy, deterrence concepts, and future force design; and strengthening the defence industrial base, supply chains, and economic resilience. Together, these efforts provide government, industry, and the public with evidencebased insights to enhance Australia's defence.

The successful applicant will be joining a dedicated, collaborative team of professionals and subject matter experts. This fast-paced, varied, and demanding role is suited to an individual who is highly organised, proactive, collaborative, and communicates professionally.

Duty Statement

The successful candidate will need to demonstrate their ability to:

- Provide administrative support, program coordination, project management, or research assistance, preferably in a government policy, research, or academic environment.
- Engage with diverse stakeholders across government and industry backed up by excellent written and verbal communication skills.
- Coordinate logistics for meetings, events, and small conferences in Canberra and across Australia, and remotely, to ensure execution of events communications are achieved.
- Work independently, prioritise and balance complex tasks, solve problems, and adapt to change under pressure.
- Support the development of policy briefs, reports, and research documents through publication management.
- Engage with donors and sponsors and support grant opportunities and delivery.
- Support the Director and Deputy Director, including calendar management and coordination of domestic and international travel, and the tracking of deliverables and milestones related to the program's business plan.

Eligibility

Selection Criteria

- Highly developed administrative and organisational skills and meticulous attention to detail.
- Effective written and communication skills, including the ability to represent ASPI in a highly professional manner when consulting with people at all levels in government, academia and the private sector.
- Demonstrated reliability and the ability to exercise sound judgement and discretion when dealing with pressure and difficult, complex situations.
- Demonstrated self-management skills, including the ability to show initiative, problem solve, work independently, manage competing priorities and deadlines, respond well under pressure.
- An ability to work collaboratively and as part of a team in a fast-paced and fluid environment.

- Computer competency, including but not limited to Microsoft Office and 365 tools and SharePoint.
- Willingness to support ASPI through administrative work.

Notes

Conditions

The role is based in Barton, and due to the nature of the work, remote work arrangements are not suitable. However, there is flexibility to negotiate core hours with an early start and finish.

Remuneration will be commensurate with the role's responsibilities and the candidate's experience.

How to Apply

Applications should be submitted to jobs@aspi.org.au by close of business **28 August 2025** and must include a resume and cover letter. In your cover letter, please outline your interest in and qualifications for the position, including prior experience in performing similar duties, and availability to begin the role. Additional application materials and professional references may be requested.

Ensure attachments are in PDF format and titled as follows:

- Last Name_First Name_Cover Letter
- Last Name_First Name_CV

Early application is encouraged, as we reserve the right to close the vacancy once suitable applications are received.

ASPI promotes a workplace that actively seeks to include, welcome and values unique contributions of all people. The Institute strongly encourages women and people from diverse cultural backgrounds including applicants from Aboriginal and Torres Strait Islander backgrounds to apply.

About the Australian Strategic Policy Institute

The Australian Strategic Policy Institute (ASPI) is an independent, non-partisan think tank that produces expert and timely advice for Australia's strategic and defence leaders. The Institute's work helps to foster strategic expertise in Australia through dialogue, research and its contribution to public debate.

To Apply

Position Contact	Branka Hage, (2) 6270 5110
Agency Recruitment Site	aspi.org.au

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Vacancy VN-0761535

Australian Submarine Agency

Closing Date:Wednesday 03 September 2025

Australian Submarine Agency
Chief Operating Officer (B2)

Job Title	Project and Program Cost Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	APS Level 6
Position Number	ASA/06068/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=7E275601-9E56-85BD-AFC3-E41B57596DB8

Duties

The Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

The Australian Submarine Agency (ASA) is looking to fill several vacancies in the Program Cost Team. As part of the team you will undertake project cost estimation and cost assurance functions in support of the NPS Program, contributing to the strategic outcomes of the ASA.

Key duties for this role may include:

- Using life cycle cost estimation methods, risk and uncertainty analysis, and a range of data modelling techniques to develop estimates for a major acquisition and sustainment program.
- Developing cost models within a One Defence (ODCS) context using project artefacts such as Work Breakdown Structures, schedules and commercial documents.
- Cost assuring the accuracy, reliability, and completeness of cost information and providing feedback to stakeholders regarding estimate quality.
- Preparing and presenting financial information in briefs and talking points to support strategic decision-making.
- Providing costing policy, legislation and operating framework advice to stakeholders.

About our Team

This is a unique opportunity to directly contribute to work that will impact Australia's strategic and Defence outcomes, and the delivery of a capability that will play a key role in the defence of our country in the decades to come.

The ASA Program Cost Team supports the ASA Chief Financial Officer and the ASA Executive through the provision of strategic cost and affordability advice and development of cost estimates for the acquisition, sustainment and disposal of nuclear-powered submarines. The Program Cost Team is an blended team of APS and contracted staff. This is your opportunity to grow your skills by learning from an experienced team of cost analysts and contribute to this unique program.

Due to the nature and system requirements of the role, the successful applicants will be required to work onsite at an ASA Office.

Our Ideal Candidate

We are a dynamic organisation seeking employees who are collaborative, agile, innovative and energised by high-paced work. We are seeking individuals with relevant experience or transferable skills (project management, finance) to join us and contribute to our team.

Successful candidates will demonstrate:

- The ability to model and assure detailed cost information and assertively discuss, or present the outcomes to key stakeholders with varying views and objectives.
- Strong data analysis, problem solving skills to in order to undertake complex, detailed tasks.
- Well developed written and oral communication skills and the ability to establish and maintain internal and external relationships with varied stakeholders.
- Ability to manage a range of competing priorities and actively manage workloads.
- A continuous improvement mindset and have a willingness to develop new skills in own practice and in others
- The ability to uphold the values of the ASA and the Australian Public Service.

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 Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia’s nuclear-powered submarine program. Australia’s acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	Rae Macdonald, 02 6246 8129
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7E275601-9E56-85BD-AFC3-E4

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Vacancy VN-0761772

Australian Submarine Agency

Closing Date:Thursday 28 August 2025

Australian Submarine Agency
Dep Dir Gen Technical

Job Title	Senior Waterfront Engineers
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Rockingham WA
Salary	$120,303 - $135,701
Future Merit Locations	Adelaide, Rockingham
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 1
Position Number	ASA/06730/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=BF1DA4FD-3E1F-1EEC-F5C2-E41CBD974B40

The Role

Australia is leveraging the technology, capability and design expertise from the UK and US. These roles will be involved in evaluating and analysing a variety of considerations such as design,

construction, maintenance, installations and infrastructure, within the Australian context. This will require supporting the definition and development of technical advice for the future nuclear-powered capability. To achieve this, we seek Senior Engineers in the following waterfront activities:

- Submarine Construction
- Submarine Alongside and Depot Maintenance
- Nuclear/radiological related Submarine maintenance and construction Infrastructure

As a member of the Engineering and Technology Division, you will continue to grow your subject matter expertise, be accountable for exercising any assigned authorities and providing objective quality evidence.

Waterfront engineers supporting the technical oversight of submarine construction or submarine maintenance may have development opportunities to post to shipyards/dockyards in United Kingdom or United States respectively.

Your role may range from being very specialist in nature to quite broad, depending on your area of work and expertise. You may also have the opportunity to work across streams. To excel in these roles, you may be required to:

- Execute delegated Technical Authority.
- Undertake technical assurance of construction and maintenance.
- Provide research and recommendations at the appropriate level for Upkeep, Upgrade and Update.
- Research, recommend, and endorse relevant waterfront related submarine and infrastructure plant operating documentation.
- Development of ASA technical and organisational frameworks.
- Contribute to the relevant Whole of Submarine Safety Case (WSSC) approval, amendment and review.
- Other duties as assigned.

The skills required to fulfill these roles include applied knowledge and understanding of:

- Design and design control of Submarine (or Naval Ship) Platform and integrated Combat Systems.
- Working within, supporting and exercising, a delegated level of Technical Authority.
- Ensuring construction activities achieve and/or maintenance activities maintain the design intent through life of Platform Systems and integrated Combat Systems.
- Development and interpretation of engineering artefacts such as technical reports and drawings, including the ability to synthesise outcomes of specific engineering analysis.

Please note: There are currently a number of roles which will be recruited for in order of priority and business need. If you are successful in your application and the assessment process but have not been suitable for one of the high priority roles, you will be placed in a merit pool and notified as positions become available.

About our Team

The Engineering and Technology Division is responsible for providing independent technical advice, assurance and authority that will support the development and future operation of the nuclear-powered submarine fleet.

We operate with a strong focus on our people, technical development and integrity. We are underpinned by an inclusive culture that respects, values and utilises the contributions of people of different backgrounds, experiences and perspectives. We are collegiate and collaborative, requiring a high level of integration and consistency to achieve our outcomes for Defence.

By joining our Division, you will be provided with unique opportunities to develop your skills and experience. This may include working directly with our US and UK counterparts to develop our knowledge and industrial capabilities. With an increased forward presence of Royal Navy and US Navy Nuclear-Powered Submarines to Australia, this may mean working closely on site, and/or travel or relocation overseas.

This is an exciting and once in a generation opportunity to apply your Engineering skills, to inform and develop a project of major national and international significance and have a direct impact in ensuring our nation’s ongoing security.

Our Ideal Candidate

We are seeking talented people who can work collegiately and have a passion for applying their technical skills and knowledge to assist with the development, implementation and verification of engineering requirements. This will require a number of key competencies, such as:

- **Technical mastery**: Highly developed or the willingness to develop strong technical competence associated with this role. This encompasses both your common and specialist skills and any additional technical competence.
- **Communication:** Strong written, intercultural and oral communication and negotiation skills. You will be required to communicate commercial and technical requirements to different stakeholders to inform decision making, build common understanding, share knowledge and maintain relationships.
- **Decision-making**: Sound judgment and logic, able to apply co-design practices, identify and mitigate risk, and be an analytical, strategic and systems thinker.
- **Technical advice**: The provision of subject matter expertise, reporting, analysis and guidance on technical fields, ensuring technical compliance and strong integrity.

- **Professional excellence**: In your professional area of expertise, you are adaptable, resilient and flexible.

These roles will benefit from 5-8 years of relevant experience in an applicable domain with experience from a variety of engineering disciplines, including but not limited to:

- Electrical Engineering
- Electronic Engineering
- Mechanical Engineering
- Mechatronics Engineering
- Naval Architecture
- Civil Engineering
- Computer System Engineer
- Maritime/Offshore Engineering

ASA is an integrated civilian and military workforce that draws on high-quality and high-performing team members from diverse backgrounds and disciplines who embody Defence and Australian Public Service values and work every day with a nuclear mindset.

Duties

Security Clearance:

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

Mandatory Qualifications:

Our Engineering roles require 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 by Engineers Australia. These positions 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 demonstrate the ability to obtain such status within 12 months.

Eligibility
Notes

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

About the Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia’s nuclear-powered submarine program. Australia’s acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and

contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BF1DA4FD-3E1F-1EEC-F5C2-E4

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Vacancy VN-0761706

Australian Transport Safety Bureau

Closing Date:Tuesday 26 August 2025

Corporate
Human Resources

Job Title	Payroll/HR Officer
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	$74,623 - $89,954
Future Merit Locations	Various locations - ACT, Various locations - QLD
Office Arrangement	Hybrid
Office Arrangement Details	ATSB supports flexible working arrangements; employees can discuss working from home arrangements with their supervisor.
Classification	APS Level 4;APS Level 5
Position Number	2025/07
Agency Website	https://www.atsb.gov.au/

Job Description

https://www.atsb.gov.au/working-atsb

The Australian Transport Safety Bureau (ATSB) improves safety and public confidence in aviation, rail and marine transport through independent ‘no blame’ investigations of accidents and safety occurrences. Our mission is to improve transport safety for the greatest public benefit through influencing safety action to prevent reoccurrences.

We are looking for a Payroll/HR Officer to join our small, flexible, friendly and supportive team.

Working in a small agency, our payroll/HR officer is responsible for operational payroll processing and administration. In this role you will play a key role in supporting our Human Resources team through payroll administration, advice, projects, and reporting.

Duties

Responsibilities include:

- Process and reconcile payroll transactions accurately using Aurion for approximately 120 employees; including commencements, terminations, movements, pay adjustments, and superannuation, in conjunction with the ATSB’s outsourced payroll provider (Aurion)
- Serve as the main point of contact for ATSB staff regarding Aurion-related enquiries and support
- Maintain effective working relationships with the outsourced payroll provider (Aurion) to promptly and professionally resolve payroll queries and seamless service delivery.
- Undertake reporting, onboarding, probation, and exit processes
- Provide timely and accurate advice regarding salary, benefits, recruitment and other HR functions
- Understand APS legislation, policies and procedures to ensure compliance
- Coordinate information across a small team and ensure files and personnel records are maintained

- Provide support across the HR team with other activities and priorities as required.

Eligibility

Our ideal person will demonstrate:

- the capability to efficiently and accurately process and reconcile payroll transactions using Aurion
- an understanding of APS legislation, policies and procedures
- clear communication and stakeholder engagement skills, including the ability to address inquiries and maintain positive relationships
- effective prioritisation and organisational skills
- initiative and a willingness to build new skills.

Previous experience in payroll is essential.

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 Transport Safety Bureau

To Apply

Position Contact	Emma Kavanagh, 02 6122 1664
Agency Recruitment Site	https://www.atsb.gov.au/working-atsb

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Vacancy VN-0761665

Defence Housing Australia

Closing Date:Monday 25 August 2025

Property
Property Leasing and Acquisitions

Job Title	Business Development Support Officer
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT, Sydney NSW, Brisbane QLD, Perth WA
Salary	$92,155 - $100,140
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;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 5
Position Number	493705
Agency Website	https://www.dha.gov.au/

Job Description

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

Defence Housing Australia (DHA) is seeking a motivated self-starter with a proven track record of achievement in administrative or support functions to work within the Business Development Support Team. Multiple opportunities are available with flexibility to work from our Canberra, Sydney, Perth or Brisbane offices.

Our ideal candidate will have a background in property or a related field, with experience in leasing, sales, and/or business development all desirable.

The role will be responsible for a range of administrative activities which support the Business Development Managers across various programs which contribute to provisioning properties for Defence members and their families.

If you are a motivated self-starter, a good team player and seeking a new role where your contribution is critical and valued, apply now.

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our website or read our latest Annual Report.

Duties

About your team

The Property Group is responsible for meeting DHA's delivery objectives for high quality housing through programs such as Strategic Provisioning, Leasing and Acquisitions supported by Marketing and Investor Support teams. The Business Development function sits within the Leasing and Acquisitions Team and is responsible for the sourcing and delivery of new properties to the portfolio via lease or acquisition, via long-term supply agreements supporting the future pipeline of provisioning across the national portfolio of properties.

About the role

In this role, you will contribute to the delivery of the annual leasing and acquisition programs in accordance with the approved provisioning plan across multiple regions to achieve national objectives. You will be responsible for providing administrative support and analysis of compliance with DHA's requirements to support delivery of high volumes of properties nationally, under both short- and long-term arrangements.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work

- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our website.

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our online careers site with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the Candidate Information Pack through the online careers site.

Applications close: 11:55pm AEST 25 August 2025.

Any questions? Please contact Katie Reid – Leasing and Acquisitions Support Manager

katie.reid@dha.gov.au / 02 6270 6079

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

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 Defence Housing Australia

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

To Apply

Position Contact	Katie Reid, 02 6270 6079
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0761674

Defence Housing Australia

Closing Date:Monday 25 August 2025

Finance & Corporate Support
Enabling Services Corporate Shared Services

Job Title	CSS Team Leader - Travel and Fleet Management
Job Type	Full-Time, Non-Ongoing
Location	Gungahlin ACT
Salary	$92,155 - $100,140
Future Merit Locations	Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 5
Position Number	493693
Agency Website	https://www.dha.gov.au/

Job Description

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

We are looking for a dynamic team leader with a broad skillset. CSS is an innovative, agile and efficient team who provides a consistent and responsive approach to the delivery of common corporate enabling functions to a diverse array of stakeholders.

Apply now to enjoy a rewarding career at DHA!

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our website or read our latest Annual Report.

Duties

About your team

Finance and Corporate Support, as part of the Enabling Services Group, is responsible for ensuring the financial sustainability of DHA, by supporting effective decision making, resource allocation and policy compliance for both internal and external stakeholders. Finance and Corporate Support is committed to providing the whole organisation with accurate and reliable financial information and prides itself with supporting the broader organisation with achieving strategic goals in line with these functions.

The area is responsible for the delivery of fiscal management services across the organisation. Key responsibilities of the group include taxation, commercial finance, corporate accounting, capital planning, valuations, investment management, risk management, corporate support, and treasury.

About the role

The Corporate Shared Services Team Leader is responsible for managing a team of Officers and Senior Officers to deliver services within tight deadlines and under high pressure. This role plays a critical part in managing the day-to-day operations of the team, focusing on work performance and ensuring that resources are used effectively and efficiently in the delivery of shared services. The Team Leader reviews and analyses Key Performance Indicators (KPIs), Service Level Agreements (SLAs), and operational data reports, linking this analysis to business improvement initiatives.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA’s Employee Value Proposition, visit our website.

This is a Non-ongoing Engagement for a period of 6 months

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our online careers site with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the Candidate Information Pack through the online careers site.

Applications close: 11:55pm AEST 25 August 2025.

Any questions? Please contact Caroline Blyton - Corporate Shared Services Assistant Director

Caroline.BLYTON@dha.gov.au / 02 6217 8581

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

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 Defence Housing Australia

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

To Apply

Position Contact	Caroline Blyton, 02 6217 8581
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0761678

Defence Housing Australia

Closing Date:Monday 25 August 2025

Finance & Corporate Support
Enabling Services Corporate Shared Services

Job Title	CSS - Manager - Fleet Travel Contract Management
Job Type	Full-Time, Non-Ongoing
Location	Gungahlin ACT
Salary	$101,295 - $116,452
Future Merit Locations	Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 6
Position Number	493694
Agency Website	https://www.dha.gov.au/

Job Description

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

We are looking for a dynamic manager with a broad skillset. CSS is an innovative, agile and efficient team who provides a consistent and responsive approach to the delivery of common corporate enabling functions to a diverse array of stakeholders. Experience in fleet management and electric vehicle transition projects would be highly regarded but not essential.

Apply now to enjoy a rewarding career at DHA!

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence’s operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our website or read our latest Annual Report.

Duties

About your team

Finance and Corporate Support, as part of the Enabling Services Group, is responsible for ensuring the financial sustainability of DHA, by supporting effective decision making, resource allocation and policy compliance for both internal and external stakeholders. Finance and Corporate Support is committed to providing the whole organisation with accurate and reliable financial information and prides itself with supporting the broader organisation with achieving strategic goals in line with these functions.

The area is responsible for the delivery of fiscal management services across the organisation. Key responsibilities of the group include taxation, commercial finance, corporate accounting, capital planning, valuations, investment management, risk management, corporate support, and treasury.

About the role

The Corporate Shared Services Manager is responsible for autonomously managing a small team and delivering key elements of shared services for DHA. This role oversees the end-to-end management of DHA National and Head Office corporate contracts, including the related service delivery. Additionally, the role sets priorities and manages the workflow for departmental employee travel, fleet management, procurement administration, and handles complex customer enquiries, issues, and cases. Furthermore, the Corporate Shared Services Manager will take a leading role within the Electric Vehicle trial and transition projects.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work

- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our website.

This is a Non-ongoing Engagement will be for a period of 12 months

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our online careers site with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the Candidate Information Pack through the online careers site.

Applications close: 11:55pm AEST 25 August 2025

Any questions? Please contact Caroline Blyton - Corporate Shared Services Assistant Director

Caroline.BLYTON@dha.gov.au / 02 6217 8581

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

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 Defence Housing Australia

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

To Apply

Position Contact	Caroline Blyton, 02 6217 8581
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0761686

Defence Housing Australia

Closing Date:Monday 25 August 2025

Development & Construction
Property Project Co-ordination

Job Title	Contract Administrator and Project Coordinator
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$84,157 - $90,998
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;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 4
Position Number	493686
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced Contract Administrator and Project Coordinator to join the Project Co-ordination Team. Apply now and be part of a rewarding career at DHA!

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our website or read our latest Annual Report.

Duties

About your team

The Development and Construction team is situated within the Property Group. The Property Group is responsible for ensuring DHA has the number and type of properties required to meet the needs of Defence members. This includes all the ways that DHA bring properties in and out of the portfolio, including developments, with an increased focus on commercial analysis and planning.

The Development and Construction team are responsible for acquiring and developing property sites as well as constructing dwellings that satisfy and fulfil the requirements of DHA's corporate objectives and Defence housing requirements. This may include civil works, Greenfield or Brownfield development projects, integrated housing or medium density housing projects, low rise apartments and house construction projects.

About the role

The Contract Administrator and Project Coordinator works under general direction to provide project support for projects being undertaken within the Development and Construction team. This position works closely with Development Managers and the Director, Developments to ensure Defence housing requirements are met.

This role is responsible for providing specialist and administrative support, which may include some research, analysis and data management activities, that is informed by having knowledge of the Development and Construction industry. This role requires effective communication skills and the ability to provide clear and accurate advice to a range of stakeholders on moderately complex operational and administrative matters. This may extend to providing troubleshooting and problem-solving advice to resolve invoice and contract related issues.

This role will work closely with Development Managers in supporting individual projects, however the role operates as part of a Project Coordination Team responsible for the overall delivery of contract and project support services for the Development and Construction team.

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- A dedicated Employee Assistance Program for you and your family to access in times of need
- ADF partner employment conditions when posting to a new location

For information on DHA’s Employee Value Proposition, visit our website.

How to apply

Apply now via our online careers site with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission’s Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission’s Integrated Leadership System at this role’s level.

For further information on the position, please refer to the Candidate Information Pack through the online careers site.

Applications close: 11:55pm AEST 25 August 2025.

Any questions? Please contact Shannon Palmer – A/g Project Coordination Team Leader

shannon.palmer@dha.gov.au / 07 3156 8948

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

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 Defence Housing Australia

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

To Apply

Position Contact	Shannon Palmer, 07 3156 8948
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0761747

Defence Housing Australia

Closing Date:Tuesday 26 August 2025

Property
Property Leasing and Acquisitions

Job Title	Business Development Support Team Leader
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT, Sydney NSW, Perth WA, Brisbane QLD
Salary	$101,295 - $116,452
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;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 6
Position Number	493702
Agency Website	https://www.dha.gov.au/

Job Description

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

Defence Housing Australia (DHA) is seeking a dynamic leader to head the Business Development Support Team. The ideal candidate will have a proven track record in leading and motivating a geographically dispersed team, with significant achievements in administrative or support functions.

Candidates should have a background in property or a related field, with desirable experience in team leadership, administration, leasing, sales, and business development.

This role involves leading an administrative team to support business development, leasing, and acquisition functions, contributing to the provisioning of properties for Defence members and their families.

If you are a motivated self-starter and a collaborative team player, apply now to make a valued contribution.

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our website or read our latest Annual Report.

Duties

About your team

The Property Group is responsible for meeting DHA's delivery objectives for high quality housing through programs such as Strategic Provisioning, Leasing and Acquisitions, and supported by Marketing and Investor Support teams. The Business Development function sits within the Leasing and Acquisitions Team and is responsible for the sourcing and delivery of new properties to the portfolio via lease or acquisition, via long-term supply agreements supporting the future pipeline of provisioning across the national portfolio of properties.

About the role

In this role, you will contribute to the delivery of the annual leasing and acquisition programs in accordance with the approved provisioning plan across multiple regions to achieve national objectives. You will be responsible for providing team leadership for the Business Development Support team, and administrative support and analysis of compliance of opportunities provided via our supplier networks against DHA's requirements to support delivery of high volumes of properties nationally, under both short- and long-term arrangements with suppliers and DHA's Business Development programs.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities

- ADF partner employment conditions when posting to a new location

For information on DHA’s Employee Value Proposition, visit our website.

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our online careers site with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission’s Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission’s Integrated Leadership System at this role’s level.

For further information on the position, please refer to the Candidate Information Pack through the online careers site.

Applications close: 11:55pm AEST 26 August 2025

Any questions? Please contact Katie Reid – Leasing and Acquisitions Support Manager

katie.reid@dha.gov.au / 02 6270 6079

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

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 Defence Housing Australia

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

To Apply

Position Contact	Katie Reid, 02 6270 6079
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0761752

Defence Housing Australia

Closing Date:Tuesday 26 August 2025

Property
Property Leasing and Acquisitions

Job Title	Leasing & Acquisitions Support Team Leader
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT, Sydney NSW, Hunter Region Mc NSW, Brisbane QLD
Salary	$101,295 - $116,452
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;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 6
Position Number	493703
Agency Website	https://www.dha.gov.au/

Job Description

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

Defence Housing Australia (DHA) is seeking a motivated self-starter to lead the Leasing and Acquisitions Support Team. The ideal candidate will have a proven track record in leading and motivating a geographically dispersed team, with demonstrated achievements in administrative or support functions. This role offers flexibility to work from our Canberra, Sydney, Hunter, or Brisbane offices.

The ideal candidate will have a background in property or a related field, with desirable experience in team leadership, administration, leasing, sales, and/or business development. The role involves leading an administrative team that supports lease and acquisition functions, delivering multiple programs to provide properties for Defence members and their families.

If you are a motivated self-starter, a good team player, and seeking a role where your contribution is critical and valued, apply now.

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our website or read our latest Annual Report.

Duties

About your team

The Property Group is responsible for meeting DHA's delivery objectives for high quality housing through programs such as Strategic Provisioning, Leasing and Acquisitions supported by Marketing and Investor Support teams. The Business Development function sits within the Leasing and Acquisitions Team and is responsible for the sourcing and delivery of new properties to the portfolio via lease or acquisition, via long-term supply agreements supporting the future pipeline of provisioning across the national portfolio of properties.

About the role

In this role, you will contribute to the delivery of the annual leasing and acquisition programs in accordance with the approved provisioning plan across multiple regions to achieve national objectives. You will be responsible for providing team leadership for the Leasing and Acquisitions Support team, across a range of leasing, acquisition and disposal functions to support DHA's provisioning requirements nationally.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA’s Employee Value Proposition, visit our website.

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our online careers site with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission’s Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission’s Integrated Leadership System at this role’s level.

For further information on the position, please refer to the Candidate Information Pack through the online careers site.

Applications close: 11:55pm AEST 26 August 2025

Any questions? Please contact Katie Reid – Leasing and Acquisitions Support Manager

katie.reid@dha.gov.au / 02 6270 6079

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

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 Defence Housing Australia

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

To Apply

Position Contact	Katie Reid, 02 6270 6079
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0761780

Defence Housing Australia

Closing Date:Wednesday 27 August 2025

Service Operations
Service Delivery Contact Centre

Job Title	Contact Centre and Contact Centre Complex Task Consultants
Job Type	Full-Time, Non-Ongoing
Location	Townsville QLD, Adelaide SA
Salary	$74,907 - $90,998
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;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 3;APS Level 4
Position Number	493661
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking experienced Contact Centre and Contact Centre Complex Task Consultants to join the Service Delivery Team.

Apply now to enjoy a rewarding career at DHA!

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our website or read our latest Annual Report

Duties

About your team

The Service Delivery Group is responsible for meeting DHA's delivery objectives in the provision of quality housing services including provision, stock management, housing allocation, living-in accommodation and repairs, maintenance and tenancy services.

DHA's contact centres provide a range of services to Defence members, investors and third parties including the establishment of entitlements, property care and lease advice. The contact centres operate on an omnichannel platform and are governed by the parameters outlined in DHA's Services Agreement.

About the role

To be successful in these roles, you will have a strong customer service focus and the ability to develop a practical and procedural understanding of DHA's core business including our primary customer, Defence.

You will work under general supervision and be responsible for the administration of complex entitlements for Defence members, coordination of tenancy services and management of lessor enquiries within articulated key performance expectations. In the course of your duties, you will communicate with a range of internal and external stakeholders to provide comprehensive advice, support, and resolution of issues.

The DHA3 & DHA4 assessment process is based on the APS ILS criteria.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our website.

This is a Non-ongoing Engagement will be for a period of 12 months

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our online careers site with your current resume and a 300-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the Candidate Information Pack through the online careers site.

Applications close: 11:55pm AEST 27 August 2025.

Any questions? Please contact

Angela Richardson – Performance and Engagement Lead angela.richardson@dha.gov.au / 07 4726 1840

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

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 Defence Housing Australia

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

To Apply

Position Contact	Angela Richardson, 07 4726 1840
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0761797

Defence Housing Australia

Closing Date:Wednesday 27 August 2025

Commercial
Property Commercial Analysis

Job Title	Commercial Lead
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$122,963 - $150,065
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;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	Executive Level 1
Position Number	493708
Agency Website	https://www.dha.gov.au/

Job Description

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

Are you a commercially minded professional with a passion for data-driven decision-making?

Defence Housing Australia (DHA) is seeking an experienced EL1 Commercial Lead to drive investment analysis and commercial planning across our national housing portfolio.

As part of the Property Group – Commercial team, you'll lead the development and application of DHA's investment framework, delivering insights that shape acquisition, development, and strategic provisioning decisions. Your work will directly support performance improvement and commercial outcomes across DHA's housing portfolio

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our website or read our latest Annual Report.

Duties

About your team

The Property Group is responsible for ensuring DHA has the number and type of properties required to meet the needs of Defence members. This includes all the ways we bring properties in and out of the DHA portfolio, including leasing, acquisitions, and developments.

About the role

The Commercial Lead is responsible for delivering comprehensive commercial and investment analysis and planning to support DHA’s strategic provisioning and housing objectives. This role will focus on the development and application of DHA’s investment framework and model and will lead all commercial analysis to support the Property Group, including acquisition, development, and scenario analysis. The position will contribute to data-driven decision-making, performance improvement, and commercial sustainability outcomes across DHA's housing portfolio.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA’s Employee Value Proposition, visit our website.

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our online careers site with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the Candidate Information Pack through the online careers site.

Applications close: 11:55pm AEST 27 August 2025.

Any questions? Please contact Thai Bowe - Director Commercial & Performance Improvement

thai.bowe@dha.gov.au / 02 6268 3703

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

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 Defence Housing Australia

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To Apply

Position Contact	Thai Bowe, 02 6268 3703
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0761800

Defence Housing Australia

Closing Date:Wednesday 27 August 2025

Commercial
Property Commercial Analysis

Job Title	Commercial Analyst
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$101,295 - $116,452
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;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	Executive Level 1
Position Number	493709
Agency Website	https://www.dha.gov.au/

Job Description

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

Are you passionate about using data to drive strategic action? Join Defence Housing Australia (DHA) as a Commercial Analyst and play a key role in shaping the future of housing for ADF members and their families.

As part of the Property Group – Commercial team, you'll support investment modelling, scenario analysis, and feasibility assessments that inform DHA's acquisition and development strategies. Your work will directly contribute to performance improvement and commercial sustainability across our national housing portfolio.

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF

members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our website or read our latest Annual Report.

Duties

About your team

The Property Group is responsible for ensuring DHA has the number and type of properties required to meet the needs of Defence members. This includes all the ways we bring properties in and out of the DHA portfolio, including leasing, acquisitions, and developments.

About the role

The Commercial Analyst supports the Commercial Lead and broader Commercial and Performance Improvement team in delivering high-quality commercial and investment analysis. This role contributes to DHA's strategic provisioning and housing objectives by providing commercial analysis to support the Property Group, including acquisition, development, and scenario analysis. The position requires strong analytical capabilities, stakeholder collaboration, and a commitment to continuous improvement in commercial practices.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
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- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our website.

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

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For further information on the position, please refer to the Candidate Information Pack through the online careers site.

Applications close: 11:55pm AEST 27 August 2025.

Any questions? Please contact Thai Bowe - Director Commercial & Performance Improvement

thai.bowe@dha.gov.au / 02 6268 3703

Order of Merit

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Inclusion and Diversity

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About the Defence Housing Australia

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To Apply

Position Contact	Thai Bowe, 02 6268 3703
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0761801

Defence Housing Australia

Closing Date:Sunday 17 August 2025

Property Group
Development and Construction

Job Title	General Manager, Development and Construction
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD
Salary	-
Future Merit Locations	Gungahlin, Sydney, Adelaide, Melbourne, Brisbane
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the Enterprise Agreement
Classification	Senior Executive Service Band 1
Position Number	5443
Agency Website	https://www.dha.gov.au/

Job Description

https://www.dha.gov.au/about-us/careers

Defence Housing Australia is seeking an experienced and commercially astute General Manager, Development and Construction at the SES Band 1 level to lead the delivery of DHA's multi-project housing development program. This newly established, critical leadership role offers the opportunity to shape and manage large-scale construction initiatives that directly support Australian Defence Force members and their families across the country.

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and has an opportunity for an experienced Chief Governance Officer to join the team.

About the role

The General Manager, Development and Construction will be responsible for ensuring DHA's development and construction projects deliver in accordance with their provisioning requirements and DHA's corporate objectives.

The role will be responsible for delivering multi-project housing development programs. Such programs may include civil works, Greenfield or Brownfield development projects, integrated housing or medium density housing projects, low rise apartments, house construction and house upgrade projects.

The role will be responsible for program scope negotiation and management, feasibility analysis, project budgets and schedules. The role requires extensive experience, expertise and sound commercial judgement to provide detailed recommendations to the Executive Management Team regarding the most appropriate use of available funds.

For this role, we are accepting applications Australia-wide.

About your team

The Property Group is a newly formed Group following the consolidation of the delivery of development, construction, leasing and acquisition programs within DHA, along with portfolio planning and investor and marketing support.

Duties

The role is responsible for:

- Providing strategic leadership expertise, direction and specialist construction and development expertise to lead the delivery of multi project housing related programs to schedule and budget with the aim of maintaining and improving risk management, compliance, quality, profitability and customer satisfaction.
- Building and maintaining the capability of a multi-disciplinary team of development and construction experts, promoting a culture of high performance, risk management and accountability that ensures the effectiveness of data driven decision making and delivery of services. Manage the cross functional project team environment, including achieving deadlines, allocation of priorities, mentoring, monitoring progress and managing effective utilisation of resources.
- Utilising highly advanced communication, negotiation and persuasive skills, including the ability to write and present business cases, reports, presentations and budgets for the Managing Director and Board. You will have a proven ability to articulate complex, strategic, specialist and technical advice to Senior Executives and/or Board Committees to lead the achievement of effective outcomes.
- Applying extensive technical, analytical, and financial expertise to make efficient and effective decisions to achieve best outcomes for improving development and construction maturity, maximising strategic whole of life investment and positively contribute to the customer experience.
- Establishing and maintaining influential working relationships with key stakeholders including DHA Senior Management, senior Australia Defence Force representatives, Government and industry representatives.
- Being a senior leader of the Property Group Leadership team.
- Preparing project analysis reports, detailed briefs for external consultants, DHA Board papers and high-level policy documentation, briefing papers and ministerial correspondence as required.
- Identifying business improvement opportunities to enhance efficiency and/or reduce risk exposure.
- Performing other duties at the request of management.

Eligibility

Order of Merit

Applicants suitable for the role but not offered the position for the current vacancy, may be placed in a merit list or pool. If the applicant agrees, the results may be shared with other Australian Public Service (APS) agencies for filling similar roles. Applicants may be offered a future role, without the need to reapply. A merit list or pool may be used for up to 18 months.

This merit list or pool may be used to fill other vacancies in Canberra. For more information about Merit Lists or Merit Pools please go to APSC's website -The APS Merit Principle

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

Notes

How to apply

Before applying, please visit Job Details | Capstone - Recruitment, People & Performance.

All applications for this process must be submitted via Capstone Recruitment.

Any queries about the role can be directed to:

Clive Brown

Executive Director Capstone Recruitment

Clive@capstonerecruitment.com.au

T. 02 9146 6660 | M. 0424 177 331

Please do not attempt to apply through the DHA careers webpage. Applications not submitted through Capstone Recruitment will not be considered.

RecruitAbility

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

Eligibility

To be eligible for engagement to the Australian Public Service (APS), applicants must be Australian citizen. There are also restrictions on the employment of people who have received a redundancy benefit from an APS agency or the Australian Parliamentary Service and who is still within their 'redundancy benefit period' or restriction period. These arrangements do not apply to persons who have received a redundancy benefit from a non-APS Commonwealth employer, from a State/Territory Government employer, or from the private sector. There are no restrictions on such persons competing on merit for APS employment.

About the Defence Housing Australia

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

To Apply

Position Contact	Clive Brown, 0424 177 331
Agency Recruitment Site	https://www.dha.gov.au/about-us/careers

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Vacancy VN-0761810

Defence Housing Australia

Closing Date:Wednesday 27 August 2025

Property
Property Leasing and Acquisitions

Job Title	Leasing and Acquisitions Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$92,155 - $100,140
Future Merit Locations	Perth
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 5
Position Number	493706
Agency Website	https://www.dha.gov.au/

Job Description *https://careers.dha.gov.au/*

DHA is seeking an experienced Leasing and Acquisitions Manager to join the Provisioning Group.

Apply now to enjoy a rewarding career at DHA!

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our website or read our latest Annual Report.

Duties

About your team

The Provisioning function within Defence Housing Australia is responsible for the delivery of Acquisitions, Leasing, Disposals, Marketing and Strategic Provisioning initiatives. The Leasing and Acquisitions Team is responsible for the sourcing and delivery of new properties to the portfolio via lease or acquisition, as well as management of all lease agreements including extensions, new contracts and end of lease processes across the national portfolio of properties.

About the role

In this role, you will deliver the annual leasing and acquisition programs in accordance with the approved capital plan for specified regions. You will be responsible for identifying and provisioning housing that meets the required standards for Defence members and their families and other Government agencies.

You will monitor performance, prepare regular reports and provide expert advice on DHA and Defence policy, DHA Lease Agreements, acquisition contracts as well as all aspects of the real estate market in your region to internal and external stakeholders.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA’s Employee Value Proposition, visit our website.

This is initially a Non-ongoing Engagement for a period of 12 months with the possibility of becoming Ongoing thereafter.

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our online careers site with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission’s Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission’s Integrated Leadership System at this role’s level.

For further information on the position, please refer to the Candidate Information Pack through the online careers site.

Applications close: 11:55pm AEST 27 August 2025.

Any questions? Please contact Julie Apps - Leasing and Acquisitions Operations Manager

Julie.Apps@dha.gov.au / 0419 825 310

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature aged employees and carers.

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 Defence Housing Australia

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

To Apply

Position Contact	Julie Apps, 0419 825 310
Agency Recruitment Site	https://careers.dha.gov.au/

Department of Finance

Closing Date:Monday 25 August 2025

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$126,885 - $153,655
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	Flexible
Classification	Executive Level 1
Position Number	2025/107
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Strategic Procurement Branch (SPB) is responsible for the procurement, refresh and retender of non-ICT Whole of Australian Government (WoAG) coordinated procurement arrangements. These WoAG arrangements are established for commonly used goods or services by the Commonwealth for example; People Panel, Electricity, Management Advisory Services, Property Services and Automotive Leasing and Fleet Management Services.

In addition, the SPB undertakes procurement processes for WoAG arrangements managed by other business areas in Finance. The SPB collaborates closely with entities and industry to deliver competitive, fit for purpose and value for money procurement outcomes for the Commonwealth. Support is also provided to other projects within the Procurement Division, as well as stakeholders and external entities.

Duties

THE OPPORTUNITY

As an Assistant Director, under broad direction you will apply your leadership abilities, strong procurement skills, experience and commercial acumen to support strategic WoAG tendering and contracting arrangements by:

- building and maintaining an inclusive, collaborative and high-performance team culture;
- leading procurement activities, procurement projects and people;
- managing the development of plans and procurement documentation;
- assisting with the management of external advisers, such as sectoral advisers and specialists, probity and legal advisers. This includes procurement of services, management of relationships and monitoring and management of the quality of services;
- drafting briefs and reports for Finance senior executives, the Minister for Finance and Parliament; and
- proactively and collaboratively engaging with internal and external stakeholders, including other government entities and industry.

You will have the ability to work with professional multi-disciplinary teams to lead and support the scoping, planning and execution of strategic procurements, tender evaluations and contract negotiations.

You will have access to a range of professionalisation opportunities to help enhance your skills, leadership and expertise.

We offer a career pathway with comprehensive professionalisation and skilling programs to support your development and career, and we offer an ability to work with visionary and experienced procurement specialists.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

Eligibility

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

Notes

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

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

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

To Apply

Position Contact	Giselle Stone, (02) 6215 3440
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0761851

Department of Finance

Closing Date:Sunday 31 August 2025

Enterprise Systems and Service Division
Enterprise Systems Branch Finance ERP

Job Title	Training and Support Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,022 - $119,634
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	Canberra Based
Classification	APS Level 6
Position Number	2025/123
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH & TEAM

The Enterprise Services Branch (the Branch) within the Enterprise Systems and Services Division (the Division) is responsible for driving whole of government ERP policy outcomes. The Branch provides advice to entities regarding the APS ERP approach, as well as guidance and support (including preparation, planning and implementation) to smaller entities uplifting their ERP systems. We are also responsible for the financial management, performance reporting, internal audit controls, and assurance for the Division.

Over the next three years, the Division will undergo transformative change as APS entities, including the Department of Finance, determine their future ERP and transactional processing services. The Finance ERP Project is a department-wide initiative that represents a critical step in modernising operations.

The project team brings deep expertise across project management, business analysis, data migration, and change management. By leveraging strong stakeholder engagement and disciplined change practices, the team ensures that corporate business areas are actively engaged in shaping requirements and prepared for the transition to new ERP processes.

Duties

ABOUT THE OPPORTUNITY

The Training and Support Officer is responsible for leading the development and delivery of training and user support programs within ICT and ERP uplift projects. This includes creating and implementing training strategies that ensure users are equipped to work with new systems and providing support to address user issues and ensure successful adoption. The role requires collaboration with project teams, business units, and external vendors to tailor training to the needs of different user groups, ensuring high-quality training outcomes. The officer will also track training effectiveness, providing feedback and recommendations for continuous improvement.

Key responsibilities include but are not limited to:

- Training Program Leadership: Lead the design, development, and delivery of training programs for ICT and ERP system users, ensuring that training content is relevant, accessible, and aligned with project objectives.
- User Support and Troubleshooting: Provide high-quality ongoing support to users, addressing queries and troubleshooting issues related to ICT and ERP systems, ensuring smooth and efficient user adoption.
- Training Evaluation: Monitor and assess the effectiveness of training programs through feedback, tracking learning outcomes and adjusting strategies to ensure maximum impact.
- Stakeholder Engagement: Work closely with project teams, business units, and vendors to align training with the needs of the organization, incorporating feedback and ensuring training sessions meet project timelines.
- Documentation and Resources: Develop training materials, user guides, and other support resources that provide clear, actionable instructions for system users.
- Continuous Improvement: Actively seek and implement feedback from stakeholders and users, ensuring the training program evolves to meet changing needs and industry best practices.
- Training Administration: Oversee training schedules, track participation, and ensure that all employees complete required training in a timely manner.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

Eligibility

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

Notes

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

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

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

To Apply

Position Contact	Elby Wong, (02) 6215 1387
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0761855

Department of Finance

Closing Date:Sunday 31 August 2025

Enterprise Systems and Services Division
Enterprise Services Branch

Job Title	Project Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,885 - $153,655
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	Canberra Based
Classification	Executive Level 1
Position Number	2025/116
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Enterprise Services Branch (the Branch) within the Enterprise Systems and Services Division (the Division), is responsible for driving whole of government ERP policy outcomes. The Branch provides advice to entities regarding the APS ERP approach, as well as guidance and support (including preparation, planning and implementation) to smaller entities uplifting their ERP systems. We are also responsible for the financial management, performance reporting, internal audit controls, and assurance for the Division.

Duties

ABOUT THE OPPORTUNITY

The Branch has multiple opportunities for EL1 Project Managers to join a small, supportive, high performing team. We are looking for a self-motivated and proactive team player who thinks creatively and looks for solutions to complex issues. You will develop comprehensive skills in project management, stakeholder engagement, communication, whole-of-government frameworks and processes.

Key responsibilities include but are not limited to:

- Manage the planning, delivery and implementation of an ERP for the Department of Finance and smaller entities.
- Provide strategic and project support to the Program Director, including facilitating communication, assisting with decision-making, monitoring program progress, and ensuring continuity of leadership.
- Undertake project management activities including project planning and documentation (including procurement documents), implementation, monitoring and reporting on progress, providing recommendations about managing risk, and identifying and resolving problems.
- Manage internal and external stakeholders, including technology vendors and services providers to deliver projects on time, in scope and in budget.
- Work collaboratively with other Project Managers within the Branch to ensure resources are effectively allocated across projects.
- Lead the preparation and maintenance of key communication artifacts, including detailed project plans, work breakdown structures, benefits tracking documents, risk registers, and status reports to support effective project management.
- Supervise project team members, providing guidance and technical direction while fostering collaboration and maintaining high performance standards.
- Manage the end-to-end approach to market process and conduct comprehensive analysis of vendor proposals to inform decision making.

DETAILED VACANCY INFORMATION

For detailed information about this role including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

Eligibility

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

Notes

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

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

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

To Apply

Position Contact	Elby Wong, (02) 6215 1387
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0761856

Department of Finance

Closing Date:Sunday 31 August 2025

Enterprise Systems and Services Division
Enterprise Services Branch

Job Title	Business Analyst
Job Type	Full-Time;Part-Time, Ongoing;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	Hybrid
Office Arrangement Details	Canberra Based
Classification	APS Level 6;Executive Level 1
Position Number	2025/122
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Enterprise Services Branch (the Branch) within the Enterprise Systems and Services Division (the Division), is responsible for driving whole of government ERP policy outcomes. The Branch provides advice to entities regarding the APS ERP approach, as well as guidance and support (including preparation, planning and implementation) to smaller entities uplifting their ERP systems.

We are also responsible for the financial management, performance reporting, internal audit controls, and assurance for the Division. The Smaller Entity ERP Uplift Support Project Management Office (PMO) has been established within the Branch to support the Government's new approach for the APS to access competitive ERP solutions – specifically, supporting smaller entities (around 800 ASL or less).

Duties

ABOUT THE OPPORTUNITY

The Business Analyst will excel at data interpretation, providing valuable insights that enable informed decision-making. Their attention to detail, analytical prowess, and ability to identify potential challenges contribute to the overall efficiency and success of project activities, fostering a collaborative and results-driven project management environment.

The key capabilities of the position include:

Lead workshops with business areas to understand diverse business requirements and any potential impacts or challenges to the solutions.

Facilitate collaboration with peers across the organisation and in external service groups.

Document relevant business requirements including defining business need and success criteria.

Work independently or collaboratively to optimise business and data processes and facilitate process re-design changes through improvements in information systems, information management, practices, procedures, and organisation change.

DETAILED VACANCY INFORMATION

For detailed information about these roles, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

Eligibility

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

Notes

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To Apply

Position Contact	Elby Wong, (02) 6215 1387
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0761870

Department of Finance

Closing Date:Sunday 31 August 2025

Enterprise Systems and Services Division
Enterprise Services Branch

Job Title	Program Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$154,910 - $182,377
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	Canberra Based
Classification	Executive Level 2
Position Number	2025/121
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH & TEAM

The Enterprise Services Branch (the Branch) within the Enterprise Systems and Services Division (the Division) is responsible for driving whole of government ERP policy outcomes. The Branch provides advice to entities regarding the APS ERP approach, as well as guidance and support (including preparation, planning and implementation) to smaller entities uplifting their ERP systems. We are also responsible for the financial management, performance reporting, internal audit controls, and assurance for the Division.

Over the next three years, the Division will undergo transformative change as APS entities, including the Department of Finance, determine their future ERP and transactional processing services. The Finance ERP Project is a department-wide initiative that represents a critical step in modernising operations.

The project team brings deep expertise across project management, business analysis, data migration, and change management. By leveraging strong stakeholder engagement and disciplined change practices, the team ensures that corporate business areas are actively engaged in shaping requirements and prepared for the transition to new ERP processes.

Duties

ABOUT THE OPPORTUNITY

The Branch has an opportunity for an EL2 Program Director to join a small, supportive, high performing team. We are looking for a self-motivated and proactive team leader who thinks creatively and looks for solutions to complex issues. You will demonstrate comprehensive skills in project management, stakeholder engagement, communication and whole-of-government frameworks and processes. You will work with divisions from across the Department of Finance to cultivate strong working relationships with internal and external stakeholders, including at senior levels.

Key responsibilities include, but are not limited to:

- Lead the planning, delivery and implementation of an ERP for the Department of Finance.
- Undertake project management activities including project planning and documentation (including procurement documents), implementation, monitoring and reporting on progress, providing recommendations about managing risk, and identifying and resolving problems.
- High-level stakeholder engagement, including the ability to anticipate potential issues/risks and to devise solutions/mitigations with an outcome focus.
- Provision of tactical, operational and strategic levels of engagement, decision making and advice through Project Workshops and other communication and engagement channels.
- Building capability, managing a complex workload effectively and delivering quality outputs and outcomes.
- Exercising sound judgement and providing timely and quality advice to Senior Executives and key stakeholders.
- Working collaboratively with Project Managers within the Branch to ensure resources are effectively allocated across projects and to facilitate cooperation and partnerships across Commonwealth Agencies.
- Make recommendations for continuous improvement and transformations in ERP Uplift including sharing project management expertise, communicating with influence, mentoring and training to other staff to build team capacity.
- Oversee the end-to-end approach to market process and conduct comprehensive analysis of vendor proposals to inform decision making.

DETAILED VACANCY INFORMATION

For detailed information about this role including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

Eligibility

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

Notes

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

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

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

To Apply

Position Contact	Stephanie Matters, (02) 6215 3133
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0761487

Department of Home Affairs

Closing Date:Sunday 24 August 2025

National Office of Cyber Security
Cyber Preparedness & Response Government Preparedness

Job Title	Program Support Officer & Operational Support Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - QLD QLD
Salary	$84,228 - $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	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 5
Position Number	139142
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139142/

National Cyber Security Coord | National Office Of Cyber Security | Cyber Preparedness & Response | Government Preparedness

The Cyber Security Preparedness and Response Branch (CSPRB) within with the National Office of Cyber Security (NOCS), drives forward the necessary work to ensure Australia is best positioned to respond to the opportunities and threats of the digital age. The CSPRB and the NOCS enable, and support trusted and efficient partnerships to improve national cyber preparedness and to coordinate major cyber incident response. The branch is hiring for two APS5 roles.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

The APS5 Preparedness Program Support Officer contributes to supporting the coordination and delivery of cyber preparedness activities, reporting, and advice to ensure Australia is best positioned to respond to the opportunities and threats of the rapidly evolving cyber security landscape.

The APS5 Operational Support Officer provides high-quality support to the NOCS, its stakeholders and impacted entities, to manage the consequences of significant cyber incidents and contributes to its effort to drive cyber security uplift across the Australian economy.

Duties

The APS5 Policy Program Manager will be responsible for:

- providing high-quality support in the planning, design, organisation, coordination, delivery, and reporting of practical cyber security exercises and other preparedness projects/activities.
- coordinating and respond to exercise program enquiries/requests/issues.
- supporting the management of external stakeholders relationships with other government agencies and industry partners.
- assisting with the delivery of cyber consequence management exercises and undertake regular lessons management processes in order to support stakeholders to prevent, prepare for and respond to cyber security incidents.
- assisting with quality assurance activities to achieve quality outcomes.

The APS5 Response Operational Officer provides support in the coordination and management of cyber security incidents, and will:

- support liaison with internal and external stakeholders, including industry, state and territory entities and international partners to coordinate cyber incident response activities, policy implementation or cyber security engagement. This may include secretariat duties and participation in committees and forums.
- assist with the planning, coordination and delivery of operational activities.
- maintain an in-depth understanding of the relationships and impacts of NOCS activities within existing cyber security arrangements in government, such as the Australian Government Crisis Management Framework (AGCMF).
- assist with various administrative tasks, including Current Incidents Report, Incident Tracker, filing of documents appropriately in TRIM folders, and managing section inbox.

Additional information

Desirable qualifications and/or skills for the role include:

- tertiary qualifications or relevant experience in cyber security, government relations, national security, law, law enforcement, intelligence, program management, and public administration.
- experience in writing strategic advice or communications products, including briefs and submissions for executive audiences.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. The Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

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

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

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

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

requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Home Affairs

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To Apply

Position Contact	David Henkel, 0435 276 498
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139142/

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Vacancy VN-0761489

Department of Home Affairs

Closing Date:Sunday 24 August 2025

West
Operations West Multiple Sections

Job Title	Leading Border Force Officer
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA
Salary	$76,863 - $82,906
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 4
Position Number	138897
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138897/

Australian Border Force

The Australian Border Force (ABF) are Australia's frontline border law enforcement agency and customs service. We are an operationally independent body within the Home Affairs portfolio. Our mission is to protect Australia's border and enable legitimate travel and trade.

Our vision is to be a global leader in border law enforcement and trusted partner that helps build a safe, secure and prosperous Australia. We aim to facilitate the movement of people and goods across the border. We work closely with other agencies to share knowledge, expertise and intelligence in order to detect, deter and prosecute those who attempt to do us harm at the border. The work we do contributes to safeguarding Australia's national security.

Operations West branch overview

Operations West branch work areas are overseen by the Regional Commander West (Senior Executive Staff Band 1) being comprised of eight sections, each managed by a Superintendent (Executive Level 2) and Inspector/s (Executive Level 1).Operations West merit pool candidates may be selected to fill future vacancies in WA over the next 18 months.

- Aviation Goods.
- Aviation Travellers.
- Border Intelligence.
- Chief of Staff.
- Investigations WA.
- Operations & Planning.
- Maritime Operations.
- Maritime Operations District Office.

Other sections based in WA include:

- Field Operations.
- Sponsor Monitoring Unit.
- Removal Operations.
- Detention Operations.
- Trade Compliance.
- The ABF College.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

The ABF seeks individuals with diverse backgrounds and skills. Under the supervision of the Senior Border Force officer, you will lead a team to achieve operational and non-operational outcomes. You will manage your team's goals and targets, adapting within complex and dynamic environments.

All Leading Border Force Officers (APS4) in the ABF are expected to:

- actively model appropriate workplace behaviours and demonstrate the highest level of personal accountability, ethics and integrity.
- take ownership to deliver individual and team results including contributing towards building staff capabilities through coaching, guiding and mentoring.
- build and sustain collaborative relationships with team members and stakeholders.
- communicate clearly, respond to risks, and adapt to changing situations.
- provide advice regarding professional, technical and specialist skills required for the type of work being performed.

- comply with relevant policies, procedures, and legislation during operational and non-operational activities.
- demonstrate resilience and leadership.

Duties

As a Leading Border Force officer, you will be accountable and responsible for supporting the delivery of a range of activities, which may include but are not limited to:

- interpret and apply legislation and powers.
- demonstrate law enforcement mindset.
- communicate effectively including maintaining relationships/partnerships
- lead and conduct searches and examinations.
- conduct post detection activities and assist with delivering operational support.
- contribute to risk assessment and mitigation.
- work safely in an operational environment.
- lead a team.

Additional information

An APS4 Officer will be required to meet ABF essential qualifications, including:

- being sworn in and uniformed (unless business attire is required).
- maintaining essential and role-specific qualifications.
- participating in career management and being prepared to relocate.

Additionally, you may need to:

- be deployed at short notice.
- acquire a Working with Children Check.
- complete Operational Safety training and use personal defence equipment.
- work outside of business hours, including weekends.

Eligibility

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

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

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. The Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

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

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

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

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

About the Department of Home Affairs

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To Apply

Position Contact	ABF WA Recruitment, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138897/

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Vacancy VN-0761492

Department of Home Affairs

Closing Date:Sunday 24 August 2025

West
Operations West Multiple Sections

Job Title	Senior Border Force Officer
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA
Salary	$84,228 - $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	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 5
Position Number	138894
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138894/

Regional Operations | West | Operations West

Australian Border Force

The Australian Border Force (ABF) are Australia's frontline border law enforcement agency and customs service. We are an operationally independent body within the Home Affairs portfolio.

Our mission is to protect Australia's border and enable legitimate travel and trade. Our vision is to be a global leader in border law enforcement and trusted partner that helps build a safe, secure and prosperous Australia. We aim to facilitate the movement of people and goods across the border. We work closely with other agencies to share knowledge, expertise and intelligence in order to detect, deter and prosecute those who attempt to do us harm at the border. The work we do contributes to safeguarding Australia's national security.

Operations West branch overview

Operations West branch work areas are overseen by the Regional Commander West (Senior Executive Staff Band 1) being comprised of eight sections, each managed by a Superintendent (Executive Level 2) and Inspector/s (Executive Level 1).

Operations West merit pool candidates may be selected to fill future vacancies in WA over the next 18 months.

- Aviation Goods.
- Aviation Travellers.
- Border Intelligence.
- Chief of Staff.
- Investigations WA.
- Operations & Planning.
- Maritime Operations.
- Maritime Operations District Office.

Other sections based in WA include:

- Field Operations.
- Sponsor Monitoring Unit.
- Removal Operations.
- Detention Operations.
- Trade Compliance.

- The ABF College.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force.

Our ideal candidate

As a Senior Border Force officer within the Australian Border Force, you will perform an important role, working under the direction of a Supervisor, in managing teams to deliver a range of operational and non-operational outputs. You will manage your teams to ensure business area goals and operational targets are met whilst working in this highly complex, sensitive and at times high-risk environment.

All Senior Border Force officers in the ABF are expected to demonstrate a wide range of capabilities such as:

- challenging misaligned behaviours.
- delivering individual and team results.
- being accountable for decisions.
- building collaborative relationships.
- understanding ABF and government priorities.
- communicating clearly and transparently.
- responding to risks.
- being agile and adaptable.
- developing professional knowledge and skills.
- showing resilience and leadership.

Duties

As a Senior Border Force officer, you will be accountable and responsible for supporting the delivery of a range of activities, which may include but are not limited to:

- interpret and apply legislation and powers.
- demonstrate law enforcement mindset.
- communicate effectively including building and maintaining effective relationships/partnerships.
- lead and conduct searches and examinations.
- lead and conduct post-detection activities, effective administration and resource management.
- support and manage risk assessment and mitigation.
- work safely in an operational and non-operational environment.
- manage a team.

Additional information

An APS5 Officer will be required to meet ABF essential qualifications, including:

- being sworn in and uniformed (unless business attire is required).
- maintaining essential and role-specific qualifications.
- participating in career management and being prepared to relocate.

Additionally, you may need to:

- be deployed at short notice.
- acquire a Working with Children Check.
- complete Operational Safety training and use personal defence equipment.
- work outside of business hours, including weekends.

Please note officers are posted to these locations for up to three years:

- Esperance
- Albany
- Bunbury
- Geraldton
- Dampier
- Port Hedland
- Broome
- Christmas Island.

Eligibility

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

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

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. The Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

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

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

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To Apply

Position Contact	ABF WA Recruitment, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138894/

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Vacancy VN-0761501

Department of Home Affairs

Closing Date:Sunday 24 August 2025

West
Operations West Multiple Sections

Job Title	Border Force Supervisor
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 6
Position Number	138866
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138866/

Regional Operations | West | Operations West

Australian Border Force

The Australian Border Force (ABF) are Australia's front line border law enforcement agency and customs service. We are an operationally independent body within the Home Affairs portfolio.

Our mission is to protect Australia's border and enable legitimate travel and trade. Our vision is to be a global leader in border law enforcement and trusted partner that helps build a safe, secure and prosperous Australia. We aim to facilitate the movement of people and goods across the border. We work closely with other agencies to share knowledge, expertise and intelligence in order to detect, deter and prosecute those who attempt to do us harm at the border. The work we do contributes to safeguarding Australia's national security.

Operations West branch overview:

Operations West branch work areas are overseen by the Regional Commander West (Senior Executive Staff Band 1) being comprised of eight sections, each managed by a Superintendent (Executive Level 2) and Inspector/s (Executive Level 1).

Operations West merit pool candidates may be selected to fill future vacancies in WA over the next 18 months.

- Aviation Goods.
- Aviation Travellers.
- Border Intelligence.
- Chief of Staff
- Investigations WA
- Operations & Planning.
- Maritime Operations.
- Maritime Operations District Office:
    - Esperance, Albany, Bunbury, Geraldton, Dampier, Port Hedland, Broome, Christmas Island - note officers are posted to these locations for up to three years.

Other sections based in WA include:

- Field Operations.
- Sponsor Monitoring Unit.
- Removal Operations.
- Detention Operations.
- Trade Compliance.
- The ABF College.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

Border Force Supervisors (APS6) perform an important leadership role encompassing enforcement activities and workforce support. Reporting to a Section Inspector, Border Force Supervisors directly contribute to the delivery of the strategic vision in line with the ABF's organisational objectives and priorities. They need to be comfortable in complex and uncertain environments and enjoy building and maintaining strong relationships. You will be self-driven and seek to directly influence the key outcomes of operational and non-operational work areas.

All Border Force Supervisors are expected to demonstrate a wide range of capabilities such as:

- display strong leadership skills, including in an environment of ongoing change and uncertainty.
- strive for professional excellence, inspiring positivity, flexibility, and perseverance to build staff capability, nurture talent and lead change.
- hold themselves accountable for the objectives, priorities, motivation, and management of their teams.
- identify and implement forward planning initiatives that support strategic priorities.
- determine priorities, coordinate deployments of staff and resources to meet work demands and identified risks.
- undertake work that is complex or sensitive and operate under broad direction.
- display excellent communication skills to communicate ideas in a clear, concise, and logical manner.

Duties

As a Border Force Supervisor, you will be accountable and responsible for supporting the delivery of a range of activities, which may include but are not limited to:

- interpret and apply legislation and powers.
- demonstrate a law enforcement mindset.
- communicate effectively including initiating, building and maintaining effective relationships/partnerships.
- manage searches and examinations.
- manage post-detection activities, effective administration and resource management.
- manage risk assessment and mitigation.
- work safely in an operational environment.
- supervise teams.
- manage enquiries and complaints.

Additional information

An APS6 Officer will be required to meet ABF essential qualifications, including:

- being sworn in and uniformed (unless business attire is required).
- maintaining essential and role-specific qualifications.
- participating in career management and being prepared to relocate.

Additionally, you may need to:

- be deployed at short notice.
- acquire a Working with Children Check.
- complete Operational Safety training and use personal defence equipment.
- work outside of business hours, including weekends.
- attain and maintain relevant medical, fitness and psychometric standards
- swear an oath or make an affirmation
- actively participate in career management (postings and deployments)

Eligibility

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

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

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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

Notes

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

About the Department of Home Affairs

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To Apply

Position Contact	ABF WA Recruitment, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138866/

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Vacancy VN-0761745

Department of Home Affairs

Closing Date:Tuesday 26 August 2025

Critical Infrastructure Risk and Regulation
Regulatory Compliance QLD Regulatory Compliance

Job Title	Transport Security Inspector
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - VIC VIC
Salary	$84,228 - $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	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 5
Position Number	138989
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138989/

About our team

Critical Infrastructure and Protective Security | Critical Infrastructure Risk Regulation | Regulatory Compliance | QLD Regulatory Compliance

Within the Department of Home Affairs, the Critical Infrastructure Security Centre (CISC) drives an all-hazards critical infrastructure regime in partnership with governments, industry and the broader community. CISC actively assists Australian critical infrastructure owners and operators to understand the risk environment and meet their regulatory requirements - for the shared benefit of all Australians.

The Regulatory Compliance Branch is responsible for ensuring airports, airlines, air cargo operators, ports and offshore oil and gas facilities in their regions are compliant with the Aviation Transport Security Act 2004 (ATSA) and the Maritime Transport and Offshore Facilities Security Act 2003 (MTOFSA) and their associated regulations.

Transport Security Inspectors (TSIs) perform a broad range of compliance activities. The role requires regular travel to regional locations, some interstate travel, and work hours reflect the variability of industry operations so will include work on weekends and outside of normal business hours.

We're seeking to fill 3 positions, 2 in Queensland and 1 in Victoria.

Our ideal candidate

- Has excellent attention to detail, strong oral and written communication skills, and the ability to engage and collaborate with key stakeholders to encourage voluntary compliance and achieve robust security outcomes
- Is flexible and able to work well with others to achieve common goals. They will respond positively to change, be solutions focused, and be keen to develop themselves as subject matter experts in the field
- Has a strong work ethic and the drive to see the team constantly improve
- Has the ability to understand, interpret and apply legislation and regulations and be able to explain the application of the law in a straightforward manner
- Will apply work knowledge, policy, procedures and guidelines to situations and make rational judgements and decisions from the available information, including when to refer them to senior managers.

Duties

- Conduct a range of compliance activities, including audits, inspections and systems testing (including on-site validation activities)
- Identify and investigate non-compliance with legislation and regulations, and collect and record evidence that may be used in subsequent compliance, enforcement or judicial processes
- Prepare correspondence and write accurate, high-quality reports on non-compliance findings
- Enter and quality assure all relevant compliance and enforcement information into the Regulatory Management System
- Manage relationships with internal and external stakeholders to achieve work area and departmental goals, including representing the Department in industry engagements
- Supervise less experienced and volunteer TSIs when they assist with compliance activities and support their development to achieve quality and timely outputs appropriate to their compliance activities.

Additional information

- Obtain and maintain an Australian Driver's Licence with the ability to drive unsupervised
- Obtain and maintain an Airside Driving Licence
- Obtain and maintain a Firearms licence/permit
- Obtain and maintain a Maritime Security Identification Card (MSIC) and an Aviation Security Identification Card (ASIC)
- Obtain and maintain a Certificate IV in Government Investigations (Regulatory Compliance) (or similar approved qualification) and a First Aid certificate including Cardio Pulmonary Resuscitation (CPR).

Eligibility

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

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

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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

Notes

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

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

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

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

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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	Min Lovell, 0466 855 650
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138989/

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Vacancy VN-0761758

Department of Home Affairs

Closing Date:Wednesday 27 August 2025

Finance Division
External Budgets & Revenue External Budget Coordination

Job Title	Budget/Portfolio - Policy Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$115,443 - $134,865
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;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	JR 139005
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139005/

About our team

The position is within the External Budgets and Revenue Branch. The branch is responsible for the effective and efficient management of the portfolio's input into the Commonwealth Budget process, the provision of high level strategic financial advice and contract related support for specified Administered programs, and the tracking and analysis of the collection of revenue for the Department (including the management of debts to the Commonwealth).

The section prepares and produces the Department's Budget Documents - including the Portfolio Budget Submission, New Policy Proposals and the Portfolio Budget Statements. The section also coordinates budget documents on behalf of the portfolio and manages engagement with portfolio agencies.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force.

Our ideal candidate

To be a strong contender for this role, you will be a skilful communicator and negotiator with a strong record of achievement in financial and client services. You will exemplify a high level of personal integrity, be a team player, and be able to influence through consultation and engagement.

- Strong written and verbal communication, numeric and policy skills
- Highly organised and adaptable, able to work in a fast-paced environment
- Thorough understanding of the Commonwealth Budget process
- Able to build rapport with senior internal and external stakeholders
- An understanding of measures and policies underpinning portfolio business.

Duties

Duties and responsibilities

As the Assistant Director, Portfolio Liaison Officer, you will be responsible for the management of the relationship with portfolio agencies. This includes reviewing input into the Portfolio Budget Submission, Portfolio Budget Statements, Portfolio Additional Estimates Statements and other budget related artefacts, as well as ad hoc advice and requests.

You will support portfolio business areas and work closely with teams across the branch and the Chief Finance Officer on portfolio matters.

You will provide support across the portfolio to ensure the delivery of the Commonwealth Budget.

- Be the primary point of contact for communication and engagement on Budget matters with the Portfolio Agencies
- Managing the flow of documents, submissions and other materials between portfolio agencies, the Department, central agencies and Offices
- Building and maintaining trusted working relationships with key internal and external individuals and groups
- Helping stakeholders understand and navigate complex budget processes, including providing advice and guidance on resolving technical issues
- Assisting internal teams with high priority tasks and activities that link into the portfolio as directed.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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

Notes

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To Apply

Position Contact	Sean Roffey, 02 6256 5378
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139005/

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Vacancy VN-0761790

Department of Home Affairs

Closing Date:Wednesday 27 August 2025

South
Trade Multiple Sections

Job Title	Senior Border Force Officer
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC
Salary	$84,228 - $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	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 5
Position Number	139140
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139140/

About our team

Regional Operations | South | Trade | Multiple Sections

The Australian Border Force (ABF) are Australia's frontline border law enforcement agency and customs service. We are an operationally independent body within the Home Affairs portfolio.

Our mission is to protect Australia's border and enable legitimate travel and trade. Our vision is to be a global leader in border law enforcement and trusted partner that helps build a safe, secure and prosperous Australia.

We aim to facilitate the movement of people and goods across the border. We work closely with other agencies to share knowledge, expertise and intelligence in order to detect, deter and prosecute those who attempt to do us harm at the border. The work we do contributes to safeguarding Australia's national security.

Our ideal candidate

The ABF is interested in receiving applications from individuals who have a broad and diverse range of backgrounds and skills. Under supervision and support of the Border Force Supervisor (APS 6), you will deliver a range of operational and strategic outcomes.

You will lead a team and manage your team's goals and operational targets, while being adaptable within complex, dynamic and sensitive environments.

- Displays behaviours and values that contribute to a positive workplace, both in performing individual work tasks and when working with others
- Work with integrity, high-ethical standards and maintain confidentiality and discretion within all work settings
- Agile, flexible and adaptable to new or evolving scenarios and changing priorities
- Responsible and accountable for decisions and actions
- Displays resilience and leadership.

Duties

In these roles you will:

- Monitor team performance and keep the supervisor informed of potential and actual issues
- Identify on-the-job training needs and play a role in building staff capabilities through coaching, guiding and mentoring
- Plan and allocate staff, resources and equipment to meet workload and priorities
- Supervise staff performance
- Make real time decisions, using effective decision-making methods
- Build and sustain collaborative relationships with team members and stakeholders.

Additional information

Role Requirements/Qualifications

Many positions within the Australian Border Force require the occupant to meet Border Force Officer essential qualifications. If successful for one of these positions, candidates are required to:

- Attain and maintain relevant medical, fitness and psychometric standards
- Swear an oath or make an affirmation

- Actively participate in career management (postings and deployments either intra or interstate)
- Be uniformed if the position requires.

You may also be required to:

- Acquire a Working with Children Check
- Be able to complete Operational Safety training, and be willing to carry and use personal defence equipment, including firearm.

Eligibility

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

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

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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Notes

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To Apply

Position Contact	Rachael Clark, 03 9235 324
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139140/

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Vacancy VN-0761793

Department of Home Affairs

Closing Date:Wednesday 27 August 2025

People Division

Job Title	Executive Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$115,443 - $134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	JR 139290
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139290/

About our team

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

To be successful in this role you will:

- Build productive working relationships, identify stakeholder needs, and develop relevant solutions.

- Possess strong written and oral communication skills.
- Demonstrate the ability to manage multiple priorities at once, along with strong coordination, liaison and influencing skills.
- Consistently display astute judgment, flexibility and discretion.
- Have experience in leading, managing and supporting a team to work collaboratively in a challenging, complex and fast paced environment.

Duties

Duties and responsibilities

The Executive Officer provides administrative and strategic support across all areas of People Division including but not limited to:

- High-level administrative support and advice to the First Assistant Secretary and other People Division senior leaders including identification of emerging issues with possible strategic, political or operational implications.
- Establishing and maintaining productive working relationships with, and provide a high level of service to:
    - Senior Executives within the Group or Division, and across the department/ABF
    - the Office of the Secretary
    - the Offices of the Ministers for Home Affairs
    - senior officers in external agencies and organisations
- Managing, coordinating and preparing a large volume of complex, sensitive and/or high risk communications, including board papers and agendas, briefings, speeches, media responses and submissions.
- Reviewing high-level committee papers to identify significant operational and strategic impacts on the Division's work program and coordinate input across the Division to enable FAS PD and the COO to be briefed accordingly.
- Providing quality assurance of outgoing communications for accuracy, relevance of information and impacts on other business units within the Division, Group and where relevant, department and key external relationships.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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

Notes

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

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

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To Apply

Position Contact	Tiffany Blight, 02 6195 6132
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139290/

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Vacancy VN-0761828

Department of Home Affairs

Closing Date:Wednesday 27 August 2025

Job Title	Executive Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$136,260 - $177,318
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	JR 139155
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139155/

About our team

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement,

emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure.

Executive Officers (EO) provide administrative services, strategic and operational support to Senior Executive Service (SES) Officers on a wide range of issues affecting the Portfolio, the Department and the Australian Border Force (ABF). They are required to maintain a strategic focus to identify risks and issues, and ensure the business area's work is aligned with departmental and portfolio objectives.

There are two Executive Officer roles available - an EL2 supporting the Chief Operating Officer (COO), and and EL1 supporting First Assistant Secretary People Division (FAS PD).

The Executive Officers report directly to the SES officers (COO and FAS PD) and are responsible for the delivery of high level support and strategic advice. The Executive Officers works as part of a small team within a complex and fast paced environment. These are positions of trust that require sound judgement and exemplary levels of personal integrity, sensitivity, confidentiality and discretion.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

To be successful in this role you will:

- Build productive working relationships, identify stakeholder needs, and develop relevant solutions.
- Possess strong written and oral communication skills.
- Demonstrate the ability to manage multiple priorities at once, along with strong coordination, liaison and influencing skills.
- Consistently display astute judgment, flexibility and discretion.
- Establish an understanding of the SES Officer's working style, requirements, and preferences.
- Have experience in leading, managing and supporting a team to work collaboratively in a challenging, complex and fast paced environment.

Duties

Duties and responsibilities

The Executive Officer provides administrative and strategic support across all areas of COO including but not limited to:

- High-level administrative support and advice to the SES officers including identification of emerging issues with possible strategic, political or operational implications.
- Establishing and maintaining productive working relationships with, and provide a high level of service to:
  - Senior Executives within the Group, and across the department/ABF
  - the Office of the Secretary
  - the Offices of the Ministers for Home Affairs
  - senior officers in external agencies and organisations
- Managing, coordinating and preparing a large volume of complex, sensitive and/or high risk communications, including board papers and agendas, briefings, speeches, media responses and submissions.
- Reviewing high-level committee papers to identify significant operational and strategic impacts on the Group's work program and coordinate input across the Group to enable the COO to be briefed accordingly.
- Providing quality assurance of outgoing communications for accuracy, relevance of information and impacts on other business units within the Group and where relevant, department and key external relationships.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Charlotte Tressler, 02 6198 7889
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139155/

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Vacancy VN-0761831

Department of Home Affairs

Closing Date:Wednesday 27 August 2025

Workforce Safety & Assurance
ABF Workforce Management ABF Workforce Insights & Planning

Job Title	Human Resource Adviser
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - WA WA, Various locations - NT NT, Various locations - TAS TAS, Various locations - SA SA, Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD
Salary	$76,863 - $82,906
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 4
Position Number	138342
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138342/

About our team

Strategy & Capability | Workforce Safety & Assurance | ABF Workforce Management | ABF Workforce Insights & Planning

The Australian Border Force (ABF) Workforce Insights & Planning Section is a HR function within the Workforce Planning & Management Branch. Our team plays a critical role in shaping an agile and future ready workforce by providing data driven insights and workforce planning.

Using data, we help the ABF forecast workforce needs, manage risks, and develop long term solutions. Our work ensures the ABF has the right people, in the right place, at the right time, supporting both operational and strategic objectives.

We collaborate closely with stakeholders across and outside the ABF to align workforce planning efforts with business needs and broader organisational priorities. Our team values innovation, continuous improvement, and professional growth, and we are committed to fostering a high performing, inclusive, and forward-thinking workforce planning function.

Our ideal candidate

Our ideal candidate is someone who:

- Has a growth mindset, motivated by opportunities to contribute to meaningful work both autonomously and as part of a team
- Collaborates well with others and contributes to shared success through clear communication and contributions to team culture
- Is confident in or eager to develop their skills in data analytics and presentation of complex data to a variety of audiences
- Prides themself on attention to detail, ensuring tasks are understood and managed with accuracy and care
- Wants to understand the bigger picture of how workforce planning decisions impact business outcomes in a diverse organisation such as the ABF.

Duties

What you could be doing each day:

- Support the team to consult with a range of business areas, from maritime, to major airports, to regional operations, to policy areas, to understand their unique workforce challenges and risks
- Support in the creation of workforce planning artefacts that can impact individual business areas, emerging threats or even the whole of the ABF
- Contribute to workforce planning activities by identifying trends and patterns in data that guide strategic choices
- Provide input to relevant documentation for executive clearance including Senate Estimate briefs, Ministerial Correspondence, Ministerial Submissions, and other briefing papers as required
- Participating and contributing to other workforce projects or broader ABF programs of work as required
- Support the research and drafting of HR related proposals, projects and solutions to support the team's strategic direction.

Eligibility

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

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

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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

Notes

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

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

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Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Neville Black, 02 6223 8412
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138342/

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Vacancy VN-0761685

Department of the Treasury

Closing Date:Tuesday 26 August 2025

Corporate Division
Information Services Branch

Job Title	Assistant Director, Cyber Security Team
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$132,786 - $152,319
Future Merit Locations	Melbourne, Sydney, Perth, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements can be flexible in consultation with manager and operational requirements.
Classification	Executive Level 1
Position Number	23-2025
Agency Website	www.treasury.gov.au

Job Description

https://treasury.gov.au/the-department/recruitment-and-careers

About the team:

Treasury's Cyber Security team is entering an exciting phase of growth, innovation, and transformation. The team works on a combination of long-term projects as well as providing time sensitive support. We use an agile process methodology to engage with customers and react to changing requirements quickly.

About the role:

As an Assistant Director, you will be provided with unique opportunities to undertake challenging and rewarding work that contribute to maintaining Treasury's cyber security resilience. Once in the role, you will develop collaborative relationships across the organisation, wider government, and industry partners to provide timely advice to Treasury leadership on progressing the agency's interests.

The role will be exist within multi-disciplinary team aimed at ensuring the business of The Treasury is conducted in a secure manner whilst maintaining the confidentiality, integrity, and availability of Treasury's Information. To achieve our mission of embed secure by design, we want people with strong integrity, agility, curiosity, imagination, resilience, and creativity.

Duties

Our ideal candidate will:

- Have governance, risk & compliance, security operations, and strong stakeholder engagement capabilities.
- Be passionate about cyber security, work well with changing priorities, can manage their workload, and make sound, reason-based decisions.
- Be skilled and proactive, keen to put their experience and knowledge into practice to help defend Treasury's environment against current and future cyber threats.
- Have established communication skills, be passionate about cyber security, and have experience in their chosen field.
- Be a high performing individual with a passion for defending against cyber threats through the three pillars of technology, processes, and people.
- Have demonstrated skills and experience in their chosen field and the ability to quickly acquire and comprehend new concepts.
- Can engage with a variety of stakeholders (both technical and non-technical) to determine their needs and ensure output is fit-for-purpose.
- Work collaboratively as part of a team.

Eligibility

- **Citizenship** - To be eligible for employment with Treasury, applications must be an Australian citizen.
- **Security Clearance** - The preferred applicant will be required to successfully undergo the security clearance vetting process at the Negative Vetting 1 clearance level. The preferred applicant must be willing to disclose all relevant and required information.

Notes

This recruitment process is being used to fill an ongoing position. A merit pool may be established to fill future ongoing or non-ongoing positions, should they become available within 18 months from the date advertised.

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 the Treasury

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

To Apply

Position Contact	Tony Summers, 02 6263 3040
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0761782

Department of the Treasury

Closing Date:Monday 01 September 2025

Job Title	Chief Executive Officer, Australian Building Codes Board
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Position will be onsite
Classification	Senior Executive Service Band 2
Position Number	22-2025
Agency Website	www.treasury.gov.au

Job Description

https://executiveintelligencegroup.com.au/

The Office of the Australian Building Codes Board (ABCB) is part of the Housing Group in Treasury. The Office of the ABCB is responsible for maintaining the National Construction Code (NCC), servicing the ABCB (the Board) and implementing its decisions, managing and

coordinating the Board's technical committees, undertaking related research projects, and education and awareness raising activities.

Duties

As Chief Executive Officer (CEO), under the direction and guidance of the Board and reporting to the Deputy Secretary / Director General Housing Group, you will have day-to-day responsibilities for leading the Office and managing its staff, engaging with stakeholders, managing finances and the work program to deliver and maintain the NCC, and oversee supporting capabilities. The Secretary of Treasury may also assign you additional responsibilities at the SES Band 2 classification.

You will lead the delivery of a significant work program for the Board, including developing and delivering regulatory impact assessments, managing the expert technical committees, conducting public and stakeholder consultation, and producing guidance material, education and training, and related research programs.

Eligibility

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

Notes

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To Apply

Position Contact	Tricia Searson, (02) 6232 2200
Agency Recruitment Site	https://executiveintelligencegroup.com.au/

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Vacancy VN-0761565

Director of Public Prosecutions

Closing Date:Monday 25 August 2025

Enabling Services Group

Job Title	Assistant Manager, Governance, Audit & Risk
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Perth WA, Sydney NSW
Salary	$116,497 - $127,140
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	Executive Level 1
Position Number	25_43
Agency Website	

Job Description

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

Drive Integrity and Strengthen Assurance

Are you ready to step into a leadership role where your expertise can make a tangible impact?

The Office of the Director of Public Prosecutions (Cth) (CDPP) is seeking two highly capable professionals to join the Governance team as Assistant Manager, Governance and Assistant Manager, Audit & Risk.

While each role has a distinct focus, both are united by a common goal: strengthening the CDPP's foundations of trust, transparency and accountability.

Whether you thrive in steering corporate governance frameworks or building risk and assurance capability, these roles offer the opportunity to contribute to whole-of-CDPP outcomes, collaborate with executive leadership, and support the delivery of good governance and risk management.

Duties

In addition to meeting the Integrated Leadership System profile of the Executive Level 1 level, primary outcomes and accountabilities will include:

1. Providing operational support and specialist advice on all aspects related to areas of responsibility in accordance with relevant legislation, policy and procedures;
2. Overseeing the ongoing development of the governance framework and risk management framework and related policies respectively;
3. Developing and delivering reports for key stakeholders including the governance groups, Executive Committee and Audit Committee;
4. Provide professional secretariat services, coordination and support to key governance committees, including the Executive Committee and Audit Committee respectively;
5. Undertaking complex problem solving and providing issues management for internal and external stakeholders;
6. Contributing to and supporting the development and improvement of strategies, systems, procedures, policies and/or practices addressing future agency and stakeholder needs; and
7. Working collaboratively with the Branch leadership team to deliver on broader objectives.

Role specific functions

Assistant Manager, Governance

- Counsel in relation to the Public Governance, Performance and Accountability Act 2013 and associated Rule, Commonwealth Performance Framework, Commonwealth Integrity Maturity Framework, Public Interest Disclosure Act 2013 and Privacy Act 1988;
- Manage and coordinate the planning and reporting, including delivery of the Corporate Plan, Action Plan and Annual Report; and
- Manage and coordinate delivery of parliamentary related functions (including Senate Estimates and Questions on Notice) through the Parliamentary Document Management System (PDMS).

Assistant Manager, Audit & Risk

- Conduct regular risk reviews, providing advice and reporting of risks;
- Promote a positive risk culture and an awareness of risk and related governance frameworks so that risk identification and mitigation are integrated across the CDPP; and
- Manage and coordinate the CDPP's internal audit program, including development and execution of a risk-based strategic internal audit plan, contract management of external service providers, coordinating and supporting the execution of internal audits across the CDPP and undertaking high level follow up activity.

Eligibility

- The ability to obtain and maintain **AGSVA Baseline clearance** is required.
- **Australian Citizenship**.
- Specialist knowledge and experience in governance, planning and performance related activities and frameworks, risk management, audit and assurance frameworks.
- Experience preferably in a public sector environment across the majority of the areas covered by the position, with the demonstrated ability to quickly acquire knowledge for the remaining areas.
- Relevant tertiary and/or other qualifications desirable.

Notes

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements with additional paid time off during the Christmas close-down period;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- flexible working arrangements that promote work-life balance;
- a $295 annual wellbeing allowance; and
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members.

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 Director of Public Prosecutions

To Apply

Position Contact	Bree Dettman, (03) 96054341
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0761718

Federal Circuit and Family Court of Australia

Closing Date:Wednesday 27 August 2025

Federal Circuit and Family Court of Australia
Court and Tribunal Services

Job Title	Registry Services Team Leader
Job Type	Full-Time, Ongoing
Location	Wollongong NSW
Salary	$84,228 - $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	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5
Position Number	0659-07-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://www.fcfcoa.gov.au/careers

Position Overview

Reporting to the Director or Manager Court Services, the Registry Services Team Leader has responsibility for delivery of high-quality registry services to clients, legal practitioners, judicial officers, registrars, family consultants, and community groups which support court users. Registry services include:

- providing the initial point of contact that clients have with the courts.
- providing information on appropriate avenues for addressing client needs, assisting to solve their problems, and recommending appropriate options, resources or services both internal and external to the Court.
- processing, filing and sorting documents, including quality assurance and archiving functions.

Duties

Key Responsibilities and Duties

The position of Registry Services Team Leader requires a self-starter, who thinks both strategically to solve problems facing the courts as well as seeks ongoing performance improvement. The responsibilities of the position include:

- leading a team of client services staff to ensure high quality registry services to clients, legal practitioners, judicial officers, registrars, family consultants and community groups
- providing statistical reports to the court services management team in relation to trends and issues associated with local service provision
- managing change in a challenging and fast moving environment
- developing and maintaining positive, productive and collaborative relationships with the judiciary, the legal profession and community groups, and
- ensuring the policies and standards of the courts are promoted and maintained.

Eligibility

Selection Criteria

1. Demonstrated staff management, change management, leadership and development experience (preferably in a legal, courts or public service environment) and the ability to promote a team environment.
2. Relationship management capacity, including an ability to communicate effectively with people at all levels, including judicial officers, as well as strong interpersonal skills, including a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
3. Demonstrated sound organisational and problem solving skills including initiative, the ability to manage priorities, meet deadlines and work effectively under pressure.
4. Analytical and report writing skills with the ability to provide strategic advice on trends and policy to management.
5. Understanding of the public service operating environment including the requirement for legislative compliance, probity and accountability.

Notes

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

How to apply

To apply, please complete the application form on the Court’s careers portal. If you have any issues with applying, please email recruitment@fedcourt.gov.au.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any technical issues with applying, please email recruitment@fedcourt.gov.au

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About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Beheshteh Gharakhan, (02) 8067 2214
Agency Recruitment Site	https://www.fcfcoa.gov.au/careers

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Vacancy VN-0761821

Future Fund Management Agency

Closing Date:Wednesday 20 August 2025

Investment

Job Title	Director, Overlays Relationship Management
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Three days onsite (must include Tuesday and Wednesday) and two days work from home.
Classification	Executive Level 1
Position Number	JR100239
Agency Website	www.futurefund.gov.au

Job Description

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

The Overlays Team is responsible for the design and implementation of the whole-of-portfolio derivative overlay programs for all funds managed by FFMA. These programs currently comprise currency, credit, commodity, equity, inflation and interest rate derivatives. The Overlays Team aims for continuous improvement in its investment processes and infrastructure.

This role will lead the management of external relationships with the Fund’s managers, banks, central counterparties and clearers who ultimately execute or provide the platform for the execution of the various derivative overlays for our funds. The RM will be a senior representative to external parties and be responsible for ensuring the Agency is effectively leveraging our external partners. Another core part of this role will be the monitoring and managing of the expanded set of active mandates in overlays.

Duties

Tasks & Responsibilities

Strategically leverage key relationships

- Create opportunities to add value to our Funds via the alignment of interest across the tri-party relationship of Future Fund | Manager | Bank.

- Maintain a comprehensive understanding of all the Fund's interaction with counterparty organisations and the value we place on them with respect to execution, service, research and idea generation.
- Foster key strategic partnerships and appropriately communicate the value we provide counterparties, noting they may operate across multiple product lines and geographies.

Contribute to derivative platform leadership

- Work closely with the Director, Overlay Platform to keep manager and counterparty documentation, operational arrangements and processes efficient and up-to-date with current portfolio needs and regulatory requirements.

Mature the overlays manager monitoring capability

- Design and maintain efficient manager monitoring, reporting and due diligence efforts with overlay investment managers, including the new suite of enhanced beta managers.
- Keep abreast with the peer manager universe and proactively benchmark and assess manager performance.
- Foster strategic partnerships and work with other sector teams to promote whole of fund manager relationships where appropriate.

Overlay insights and innovation

- Actively source, filter, assess and communicate relevant overlay ideas from counterparties/managers back to the overlays team or broader investment team in a structured way.
- Demonstrate thought leadership and collaboration by facilitating the adoption of new and innovative overlay strategies which address total portfolio needs.

Eligibility

Qualifications

- A tertiary education or equivalent experience.
- While not essential, a degree in economics or finance would be considered an advantage, as would postgraduate studies, a CFA, or equivalent.

Knowledge and Experience

- Preferably strong experience across front office trading, structuring, portfolio management or specialist marketing of multi-asset class OTC and exchange traded derivatives, including but not limited to equities, foreign exchange, rates and credit. The experience will likely have been gained at an investment bank or an institutional fund.
- Demonstrated ability to deconstruct complex derivatives into their constituent components and to price those instruments.
- Experience in assessing counterparty performance would be an advantage.
- Demonstrated ability to carry out projects which could lead to portfolio, process, or systems changes.
- Familiarity with Bloomberg and/or Thomson Reuters and proficiency in Excel, Word and Outlook required. Experience with/knowledge of off-the-shelf derivative pricing and management systems would be an advantage

Please note that this opportunity is only open to APS employees and you must be an Australian citizen.

Notes

Please note that this opportunity is only available to Australian Public Service employees

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0761822

Future Fund Management Agency

Closing Date:Wednesday 20 August 2025

Investment

Job Title	Director, Alternatives
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Three days onsite (must include Tuesday and Wednesday) and two days work from home.
Classification	Executive Level 1
Position Number	JR100240
Agency Website	www.futurefund.gov.au

Job Description

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

Job Description

The Alternatives portfolio seeks to produce attractive absolute returns independent of broad asset market directionality, from either active manager skill (alpha) or non-core asset class risk premia. It aims to improve total portfolio resilience, consistent with the Future Fund's 'one team, 'one portfolio' approach.

The Alternatives team covers a broad spectrum of active investing activity through a stable of external managers, primarily focusing on hedge fund strategies. The Director of Alternatives will contribute significantly to the ongoing development and implementation of the portfolio. The Director should be experienced in portfolio management, with a solid practical background and expertise in hedge fund strategies. Significant knowledge of the industry, and an understanding of trends and opportunities within the context of the external environment, will also be expected.

The role requires the ability to communicate and collaborate with other business units in the Agency, in addition to key external partners. The Director is expected to leverage insights from managers and other external partners to contribute to the broader strategic portfolio construction process across the entire fund. The role also requires exceptional leadership skills.

Duties

Tasks & Responsibilities

Portfolio construction and monitoring

- Work closely with the Executive Director of Alternatives on developing the strategic direction for the Alternatives program.
- Lead initiatives which maintain best practice investment and monitoring processes for the portfolio. Be a thought leader and contributor to investment strategy improvements.
- Work closely with senior and junior team members to take ideas to portfolio implementation. Lead workstreams in investment analysis and research, portfolio flows, transactions and portfolio planning.

Manage external relationships

- Source and maintain deep relationships with external stakeholders including investment managers, relevant peers, research and service providers, and other industry participants.
- Develop and harness insights from external networks to facilitate and support the formation of strategic views for the total portfolio.
- Participate in external events and discussion and promote our status as a preferred investment partner.

People Leadership

- Work with the Executive Director of Alternatives to help manage, motivate, mentor and direct members of the team, developing their skills and capabilities to meet the needs of the organisation.
- Provide active leadership and guidance across the Agency and be a role model for the organisation’s desired culture, values and behaviours.
- Assist with recruiting people, where required, to address new needs and skills gaps.

Eligibility

Qualifications

- University degree in appropriate field preferred.
- CFA qualification or similar also valued.

Knowledge and Experience

- A dedicated and highly analytical individual with demonstrated experience managing investment portfolios and strategies relevant to the Alternatives universe.
- A solid technical understanding across the spectrum of hedge fund strategies.
- A strong and well-proven understanding of capital markets and risk allocation, and an appreciation of “whole of fund” issues in portfolio construction.
- Demonstrated experience effectively working with, and preferably leading, other expert investment professionals.
- Likely to come from an investment manager, large asset owner, investment bank, portfolio consultant, or hedge fund.

Please note that this opportunity is only open to APS employees and you must be an Australian citizen.

Notes

Please note that this opportunity is only available to Australian Public Service employees

About the Future Fund Management Agency

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To Apply

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

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Vacancy VN-0761877

Job Title	Legal Counsel
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	The Future Fund requires staff to attend office minimum 3 days per week.
Classification	APS Level 5
Position Number	JR100241
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

Reporting to the Director, Legal (Commercial Contracting), the Legal Counsel will be responsible for providing high quality legal advice and services on matters relating to the operations and other business activities of the Future Fund Board of Guardians and the Future Fund Management Agency. The role is focussed on supporting the organisation on the commercial arrangements that underpin its business operations, including, for example, procurement.

Key Responsibilities

Legal Advice and Service

• provide, or otherwise procure and co-ordinate the provision of, timely commercial legal advice and support to the organisation on a range of commercial arrangements and issues

o review, draft and negotiate the organisation’s commercial contracts, including (1) “click and accept” contracts, data services agreements, professional services agreements, consultancy services agreements, software licenses and SAAS and cloud agreements, confidentiality agreements and complex technology agreements (2) arrangements which take the form of Commonwealth templates (for example, arrangements under the Commonwealth Contracting Suite, Digital Marketplace and Whole of Australian Government arrangements)

o manage legal risk in accordance with relevant risk appetites, including through contributing to internal training

o ensure compliance with the Commonwealth Legal Services Directions and all applicable laws as well as relevant organisational policies, procedures, and positions

o assist with key regulatory reporting and compliance processes of the Future Fund Management Agency, as required

o assist with continuous improvement of the Legal team function, including developing, administering, and updating precedents, legal policies, procedures, guidelines, and positions

o monitor external legal fee expenditure

o administer key agreement management systems, such as contract management registers and matter management tools

• Review, draft and negotiate the organisation’s commercial contracts including consultancy and other services agreements and operational contracts and arrangements

• Work with senior members of the Legal team to manage legal risk in accordance with relevant risk appetites including through contributing to internal training

• Liaise with external counsel in relation to the legal aspects of the organisation’s operations and related business activities

• Monitor proposed and new legislation and regulatory developments which may affect the organisation’s activities

• Participate in, and contribute to, projects or initiatives of strategic importance to the Legal team and the organisation as required

Relationship Management

• Work with senior members of the Legal team to develop and manage relationships with external lawyers and other professional advisors, including monitoring and managing legal fees expenditure and promoting efficiencies in the sourcing and use of external legal services

• Foster and maintain strong working relationships with key internal and external stakeholders, including, but not limited to:

Internal stakeholders:

o the Legal team

o the Procurement & Commercial Services team

o other business units including Technology, PC&I and Organisation Enablement

External stakeholders:

o external lawyers and professional advisor’s other commercial counterparties and partners

Eligibility

Qualifications

• A law degree from an Australian tertiary institution or other legal qualification recognised for the purpose of admission to legal practice in Victoria or another State of Australia

• Admitted to practice in Victoria or another State of Australia as a solicitor and be currently eligible to hold an unconditional Victorian legal practising certificate

• Post-qualification experiences of 4-8 years

Knowledge and Experience

• A commercial transactional lawyer with significant experience gained from a major commercial law firm and/or in-house in a high-quality commercial or government organisation advising on commercial transactions and contracts preferably in a fast paced/high volume environment

• Excellent drafting and negotiation skills

• Demonstrated legal risk assessment and advisory experience with an ability to provide legal advice and recommendations

• Demonstrated ability to not only provide legal input into matters, but to also add value from a solutions-focussed, strategic, business point of view and to provide commercially focussed legal advice

• Previous experience in either or both Government and technology law is desirable but not essential

Notes

About the Future Fund Management Agency

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To Apply

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

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Vacancy VN-0761634

Great Barrier Reef Marine Park Authority

Closing Date:Thursday 21 August 2025

Corporate Services Technology and Digital Services

Job Title	Manager Geospatial Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Canberra ACT
Salary	$94,563 - $106,775
Future Merit Locations	Townsville, Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	201
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 are seeking an experienced geospatial project manager to lead and manage our Geospatial Services Team and be responsible for maintaining our organisation's GIS environment. Using your experience in project coordination, business analysis, and stakeholder engagement, you will deliver high-quality geospatial outcomes for internal and external stakeholders, managing a variety of geospatial products and datasets, software applications, and other associated systems. The Geospatial Services Manager will support the organisation through acquisition, management, and accessibility of geospatial platforms and data, enabling business insights and driving data-based decision making.

You will be a team player, working closely and collaboratively with the broader Technology and Digital Services team, technical specialist partner organisations, and a diverse network of stakeholders across the Reef Authority.

About You

- You are a natural problem solver, a doer and are known for seeing things through.
- You will be experienced in relationship and stakeholder management. You can communicate effectively with various levels of staff within the business.
- You can reliably provide accurate and specialised technical advice around geospatial data product and systems to a variety of internal and external stakeholders.
- You can make decisions using good judgement, expertise and knowledge, under limited guidance.
- You can contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives.
- You thrive under pressure, have an eye for detail and don't get flustered when faced with competing priorities.

Duties

- Lead, manage and mentor Geospatial Services Team members, external contractors and service providers to deliver geospatial services outcomes in line with the deliverables of the Technology and Digital Services section and broader Reef Authority objectives.
- Lead and design projects for the development, production and output of GIS products and systems supporting the corporate strategy with cutting-edge geospatial technology.
- Provide specialist guidance and planning functions on the impact of changes to GIS to better align with business priorities including functional requirements, operational needs, and financial constraints.
- Establish and maintain geospatial policies and procedures following whole-of-government standards and legislative and regulatory frameworks. Develop and maintain geospatial data policies and procedure, geospatial process documentation and improvement initiatives to support business operations.
- Build and maintain productive working relationships with internal and external stakeholders to ensure GIS deliverables are achieved.
- Report and provide advice to management and clients on GIS issues and services.

Eligibility

The successful candidate will have:

- Tertiary qualification in GIS, Information Technology Project Management, or equivalent professional experience.
- Demonstrated experience in managing GIS projects, with a proven record of being achievement orientated and committed to client service.
- Demonstrated leadership of, or strong experience working in and contributing to, high performance teams.
- Demonstrated experience in applying conceptual and analytical skills to complex subjects, including the ability to critically assess information and contribute to delivery of innovative solutions.
- 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	Elodie Lédée, 07 4750 0629
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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

Vacancy VN-0761805

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 24 August 2025

Corporate Services People Services

Job Title	Senior Advisor People and Performance
Job Type	Full-Time, Non-Ongoing
Location	Townsville QLD
Salary	$94,563 - $106,775
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 6
Position Number	608
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.

We’re looking for a skilled HR professional to join our People Services team as a Senior Advisor – People and Performance. In this pivotal role, you’ll provide expert HR advice and lead case management across a range of complex matters. You’ll play a key role in implementing the Reef Authority’s enterprise agreement, policies, and procedures, while supporting managers to build high-performing, values-driven teams.

Suitable candidates will have a strong Workplace Relations/case management background and awareness/experience working within Government/APS

You’ll work closely with internal stakeholders to understand business needs, drive continuous improvement, and deliver streamlined, professional HR services. This is a fantastic opportunity to contribute to the success of the Reef Authority while growing your own professional capabilities in a supportive and dynamic team.

What's in it for you

- Be part of a mission-driven organisation protecting the Great Barrier Reef Influence and implement workforce strategy across a diverse APS agency
- Lead complex case management and drive performance culture
- Collaborate across Corporate Services to deliver impactful HR solutions
- Enjoy flexible work arrangements and a supportive team environment
- Access professional development and career growth opportunities
- Work in a values-led agency that champions integrity and innovation

What you'll bring

- 3+ years’ experience in HR, employee relations or case management
- Strong communication and conflict resolution skills
- Ability to conduct workplace enquiries and deliver evidence-based advice
- Experience interpreting enterprise agreements and HR legislation
- Pragmatic judgment, ethical professionalism, and confidentiality
- Knowledge of APS frameworks and HR policy (desirable)
- Qualifications in HR, workplace relations or investigations (desirable)
- Experience in coaching or mediation (desirable)

Duties

- Provide specialist HR advice (including interpreting and applying the enterprise agreement, HR legislation, and policy), evidence-based recommendations, and guidance to supervisors and Reef Authority employees.

- Build and maintain positive relationships and confidence with clients, stakeholders and peers to influence and deliver consistent, supportive, professional, and contemporary HR services.
- Undertake case management including performance management, misconduct, and workplace conflict/dispute resolution in accordance with relevant requirements, and support less formal frontline responses.
- Undertake or oversee workplace enquiries and reviews in accordance with legislative and other requirements, including report writing and delivery of outcomes.
- Enhance supervisor capability through training and guidance to support agency performance and behaviour expectations and develop individual and team effectiveness.
- Prepare high quality briefings, reports, and correspondence, including responding to reviews of action.
- Contribute to, and support, the ongoing improvement of the internal systems, processes, and work practices Maintain knowledge of relevant legislation and contemporary HR practices including keeping abreast of developments and changes in APS employee and industrial relation matters.

Eligibility

The successful candidate will have at least three years relevant professional experience.

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

This position is full time, non-ongoing until 24 December 2025

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	Danielle Fraser, danielle.fraser@gbrmpa.gov.au
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0761661

National Capital Authority

Closing Date:Sunday 31 August 2025

Executive Branch

Job Title	Senior Government Lawyer/Assistant Director
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$115,443 - $125,832
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	Executive Level 1
Position Number	1097
Agency Website	https://www.nca.gov.au/about-us

Job Description

https://www.nca.gov.au/about-us/careers/current-vacancies

The Strategic Implementation, Governance and Legal team supports the NCA by providing governance and legal services. The team also supports the Chief Executive with strategic work. All team members in the Strategic Implementation, Governance and Legal Section must gain and maintain a working understanding of the NCA's strategic priorities and support other teams' shared purpose and direction.

This is a non-ongoing position for 10 months to cover maternity leave

Duties

Senior Government Lawyer/Assistant Director duties will vary depending on team and NCA priorities but are expected to include:

- Providing high quality and timely legal advice and support across a range of practice areas (commercial, probity, administrative law etc.);
- Reviewing or drafting a range of commercial arrangements (contracts, licences, permits etc.);
- Managing the Freedom of Information, privacy and small claims management functions (with the support of a Senior Officer/Paralegal);
- Working on legislative or policy projects, including liaising with relevant stakeholders;
- Managing, mentoring and guiding junior staff, including second counselling/quality assurance;
- Reviewing policies and procedures to ensure legal accuracy and compliance;
- Monitoring legislation and case law for developments that may be relevant to the NCA's operations and to identify and keep up to date on public sector governance issues;
- Preparing briefing material for the executive and other stakeholders on legal developments affecting the NCA, including options for implementation;
- Reviewing operational/work reports to be provided to NCA executive (e.g. matter management reporting);
- Undertaking or supporting procurement activities; and
- Supporting and assisting with ad hoc governance and strategic implementation work.

Eligibility

- Undergraduate degree in law
- Admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory (three years or more post admission experience is desirable).
- At least a current restricted practising Certificate or the ability to obtain one within three months.

Notes

Whether you're a seasoned legal all-rounder or someone with transferable skills and a strong willingness to learn, we welcome 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 National Capital Authority

The National Capital Authority is the Australian Government agency dedicated to ensuring that Canberra is planned and designed in accordance with its significance as the National Capital. Our work encompasses urban planning, development approvals, events management, asset management, heritage, capital works, education and leasing and licencing of the diplomatic estate.

To Apply

Position Contact	Bianca Bautista, 6271 2888
Agency Recruitment Site	https://www.nca.gov.au/about-us/careers/current-vacancies

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Agriculture, Water and the Environment

Vacancy VN-0756960

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 28 August 2025

People Property and Security
People and Policy Several

Job Title	Human Resources Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$146,942 - $170,725
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 2
Position Number	2025/1082
Agency Website	https://www.agriculture.gov.au

Job Description *https://www.agriculture.gov.au/about/jobs/apply*

The **People, Property and Security Division** works in partnership to deliver strategic and operational workforce services that enable and enhance organisational capability. The division provides stewardship, support and services across integrity; conduct; property; fraud and corruption; security; performance management; rehabilitation management; recruitment; learning and development; inclusion and diversity; workforce planning and analytics; workplace relations; people support; culture and health, safety and wellbeing.

The **People and Policy Branch** is the front line of human resources (HR) for the department. We deliver timely and accurate responses to support our people across the country with a strong focus on customer service, capability uplift and innovative practices at every stage of the employee experience. We are actively shaping a future-ready workforce by attracting mission-aligned talent and increasing the footprint of our Entry Level Programs in our critical roles. We manage the full spectrum of employee-related functions to create a workplace where individuals feel supported, empowered and inspired to do their best work.

Duties

The key responsibilities of the People and Policy Branch are broadly outlined below. Please note this does not necessarily indicate specific current vacancies, but you may wish to outline your abilities against specific functions or across multiple functions.

This recruitment process is intended to create a merit pool for current and future Director vacancies within the branch.

Workplace relations support and advice

The branch provides advice on the application of the department's enterprise agreement, workplace policies and employment legislation. We oversee complex industrial and employment condition matters and act as the key liaison point between business areas and Unions that represent departmental employees. Other key functions include:

• Play a lead role in advising the executive and managing preparations for the next round of enterprise bargaining.

• Manage and support change consultation processes, National Consultative Committee Secretariat, workplace disputes, voluntary redundancy, HR Delegation and casual conversion assessment processes.

• Manage entitlements related to overseas deployments.

SES support

The branch provides dedicated support and expert advice to the Senior Executive Service (SES) including managing recruitment and onboarding activities for SES vacancies, developing and implementing initiatives that enhance leadership effectiveness, performance, and accountability. We support key projects aligning to the department's goals and broader APS initiatives, including the SES100 initiative to increase First Nations representation, the APS Leadership Capability Framework, and the APS Reform agenda.

Recruitment services

The branch oversees the provision of recruitment strategy and services to ensure contemporary practice and attraction strategies to recruit the right talent and build a diverse and capable workforce for the department. We have a strong client-focused and collaborative approach to provide exceptional end-to-end recruitment services and support business areas in line with their tactical workforce planning. Other key functions include:

• Lead the provision and presentation of data-driven workforce insights to inform strategic recruitment planning and support organisational reporting requirements.

• Oversee the department's entry level programs to attract, develop and retain graduates and other entry level employees.

• Provide strategic insights and market analysis to determine how to identify and attract the right people for the right jobs.

• Lead implementation of the Recruitment Strategy and First Nations Workforce Strategy.

• Establish strategic partnerships with internal and external stakeholders to deliver recruitment initiatives and projects that improve talent acquisition, employment pathways and early career development, ensuring our workforce is equipped with the skills and potential to succeed.

People Support services

The branch manages essential support services and builds trusted relationships across the department to ensure HR services and support is provided to drive high performance.

We oversee specialised case management for performance, probation, attendance, behaviour, and rehabilitation to support the department's functionally diverse and geographically dispersed workforce.

Eligibility

We are seeking candidates who have:

- excellent communication skills, with the ability to build effective partnerships that engage stakeholders in understanding the issues, identifying innovative solutions and supporting implementation
- demonstrated experience in using judgment and discretion to manage complex and sensitive HR matters

- exceptional leadership capability and people management skills with the ability to set clear direction, think strategically, and manage competing priorities
- a proven ability to interpret and provide advice on the application of the employment framework, including enterprise agreements, applicable legislation and government policies such as the*Public Service Act 1999, Fair Work Act 2009,* and the Public Sector Workplace Relations Policy.

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 Agriculture, Fisheries and Forestry

To Apply

Position Contact	Bryce McNicole, Bryc.McNicol@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0761410

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 01 September 2025

Science & Surveillance Indigenous Rangers and Business Management Section

Job Title	Biosecurity Engagement Coordinator – Indigenous Rangers
Job Type	Full-Time, Ongoing
Location	Cairns QLD, Darwin NT, Broome 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	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	2025/2673
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Biosecurity Plant and Science Services Division (BPSSD)** safeguards Australia's plant health status to achieve, maintain and expand overseas markets while protecting the economy and environment. The division includes four branches which together focus on providing scientific analysis and technical advice, facilitating the safe importation of plants and plant products, improving systems, market access, capacity building and stakeholder engagement. The division provides diagnostics, with advice on biosecurity risk and measures, and biosecurity training. The division conducts surveillance and response at first points of entry and approved arrangements sites nationally and delivers plant, animal and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

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

The **Indigenous Rangers and Business Management Section** helps deliver biosecurity surveillance by engaging Indigenous rangers on a fee for service basis to undertake biosecurity

surveillance activities. The section maintains this effort and builds further biosecurity capability and provides economic opportunities for Aboriginal and Torres Strait Islander communities across northern Australia. The section also includes the Business Management Unit which helps coordinate budget measures and projects, oversights the implementation of the SSG Strategic Roadmap and undertakes secretariat for the Northern Australia Biosecurity Framework Reference Group.

Duties

The Job

The role of the **Biosecurity Engagement Coordinator** is to oversee the work undertaken by a network of Biosecurity Engagement Officers in Queensland, Northern Territory and Western Australia. The successful applicant will work as part of a team, and independently and under general direction, as necessary. The work includes a range of functions supporting the delivery of biosecurity monitoring and public awareness services across northern Australia including:

- Providing mentoring and management support for the Biosecurity Engagement Network in Queensland, Northern Territory and Western Australia.
- Assisting in maintaining the established working relationships with Indigenous Communities in northern Australia.
- Maintaining effective community relationships and service delivery in challenging operating environments.
- Maintaining team cohesion, ensuring quality outputs, contributing to the development of team objectives and effectively managing change within the Biosecurity Engagement Officer network.
- Assisting with the delivery of program initiatives and operations including project management, planning, budgeting, analysing and reporting.
- Supporting the delivery of biosecurity surveillance activities through a fee for service model.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

- Experience in service or project delivery in remote communities would be an advantage.
- Strong cultural awareness, particularly in working with First Nations people in remote areas in northern Australia.
- Understanding of the functions of NAQS and biosecurity in northern Australia.
- Demonstrated ability to work collaboratively in a team, as well as individually, to meet key deliverables with minimal supervision.

Notes

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.

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veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Matt Dunn, 0417 586 971
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0761618

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 01 September 2025

Biosecurity Plant and Science Services
Science & Surveillance Operational Science and Surveillance

Job Title	Plant Pathologist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$84,794 - $93,020
Future Merit Locations	Brisbane, Melbourne, Perth, Sydney
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	2025/2619
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The **Plant Pathology Section** supports regulatory decision-making and biosecurity policy settings with plant health diagnostics at the Australian border, scientific expertise, and operational

intelligence, working with the department and stakeholders to safeguard Australia from exotic plant diseases and to enable continued agricultural access to improved crop varieties imported through post-entry quarantine.

Duties

The Job

The role provides diagnostics and associated advice on biosecurity risk and measures, in the department's Plant Pathology Section, at its laboratories at Brisbane, Mascot, Mickleham, Moonee Ponds and Perth. The Plant Pathologist will work effectively in a small team and have knowledge and working experience in plant pathology, be self-motivated, and be able to work independently and collaboratively, with minimal supervision. Under the general direction of the Senior Plant Pathologist the Plant Pathologist will undertake duties that include, but are not limited to:

- assessing a diverse range of plants for disease symptoms and collecting samples suitable for laboratory diagnostics, in field or greenhouse environments, as required,
- conducting diagnostic testing of samples submitted to the laboratories for identification, disease diagnosis, and provision of associated operational advice on biosecurity risk and biosecurity measures, including advice on management of plant health issues in imported plants under post-entry quarantine,
- reporting and analysing diagnostic results and verification data, preparing formal reports, and providing technical input to work instructions, guidelines, and requests for operational policy advice,
- contributing to engagement with internal and external stakeholders to resolve plant health issues for goods under biosecurity control and associated Approved Arrangement facilities, including post-entry plant quarantine facilities,
- working effectively with other staff in the laboratory to ensure timely delivery of diagnostic activities, quality controls, and technical advice,
- complying with WHS requirements in the laboratory, including contributing to a positive WHS culture, identification and assessment of hazards, and development of safety controls,
- contributing to development and delivery of technical and biosecurity-awareness training to internal and external stakeholders, as required,
- contributing to operational and strategic initiatives in the section and SSG as required,
- promoting and adhering to Australian Public Sector (APS) Values, Employment Principles and Code of Conduct.

Please note the successful applicant may be required to undertake activities in and outside post-entry quarantine facilities and may need to travel to other locations in Australia and, if required, offshore.

Please note this selection process will initially be used to fill an ongoing vacancy in Sydney (NSW). However, a merit pool will be established from this recruitment process which may be used to fill future ongoing and non-ongoing (both regional and metropolitan) vacancies in a range of locations including Brisbane (QLD), Melbourne (VIC) and Perth (WA). Non-ongoing (specified term) contracts may be offered to new employees for an initial period of up to twelve months with the possibility of extension up to a maximum period of two years in total. Should a position

become ongoing then the merit pool, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

Eligibility

What we are looking for

Knowledge and experience

- Experience in delivery of plant health diagnostics for a diverse range of plant pathogenic taxa utilising conventional and emerging diagnostic technologies.
- Experience in troubleshooting and transferring skills to technical staff.

Mandatory qualifications

- Tertiary qualifications in agriculture or biological science, (minimum bachelor's degree) with specialisation in plant pathology and diagnostics; or equivalent based on demonstrated experience and with graduate qualifications.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Sophia Callaghan, 0468602219
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0761626

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 01 September 2025

Biosecurity Plant and Science Services
Science and Surveillance Surveillance

Job Title	Vector Surveillance Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$77,728 - $84,619
Future Merit Locations	Various locations - NSW
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 4
Position Number	2025/2762
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The **Surveillance Section** is one of the four national Sections delivering diagnostic or surveillance activities within the Operational Science & Surveillance (OSS) component of the Science & Surveillance Group (SSG). The Section is comprised of the National Border Surveillance, Vector Monitoring Program (VMP) and Hitchhiker Surveillance Program teams and is led by a management team consisting of a Director, Assistant Directors and APS 6 Senior Surveillance Officers.

Duties

The Job

Under general direction of the Regional Vector Coordinator (RVC) the duties of the roles include, but are not limited to:

- maintaining regular communication with their RVC and seeking and following advice to deliver vector monitoring tasks to the required standard of the work instructions
- maintaining cooperation with external stakeholders associated with the Vector Monitoring Program (VMP), including port and approved arrangement (AA) operators, other Commonwealth and State/Territory/Local government agencies and treatment providers
- being responsible for conducting routine vector and, if required, plant-pest monitoring activities appropriate to port risk assessments, including placement, installation, maintenance, and servicing of all trap types operated by the department
- gaining and using knowledge of mosquito biology to guide effective delivery of vector monitoring activities including the optimum methods for sampling, placing traps, and knowing when and where to sample mosquitoes
- conducting regular surveillance activities at first points of entry, high-risk AA sites and other importer premises, including formal ground surveys, by:
    - identifying, describing, and mapping known or potential mosquito breeding sites
    - assessing biosecurity risk pathways, planning field surveillance for other plant pests
    - using appropriate sampling methods to determine the mosquito and, if required, plant-pest species and weeds present in the port environment and their relative abundances
    - assessing overall receptiveness of each surveillance location, including factors such as sanitation, breeding sites, frequency of conveyance movements and cargo types
    - initiating and managing risk-mitigation actions through liaison with department staff and stakeholders
    - entering and providing data regularly to the RVC within required timeframes
    - as required contributing to the accurate collection and recording of other surveillance data
    - preparing written reports documenting surveillance activities and outcomes.
- Preparing, maintaining, and annually updating a consolidated vector ‘toolbox’ for each port consisting of:
    - aerial maps of the ports and high-risk AAs, with trap locations,
    - descriptions of each trap including type, location, and frequency of inspection,
    - current copies of all vector related work instructions, including national response guidelines,
    - copies of raw data worksheets- a list of local and national vector contacts within our department and the State/Territory health agency.
- Managing specimens collected by:
    - establishing and rearing cultures of mosquito larvae collected by surveillance
    - using appropriate diagnostic resources, including taxonomic keys of appropriate regional or taxonomic focus, to complete morphological identifications of adult and larval mosquitoes
    - preparing and storing specimens for morphological and/or molecular identification
    - conducting triage of other field samples, including preparing and submitting to diagnosticians.
- Conducting activities required under national response guidelines for detections of exotic mosquitoes, including:
    - contributing to daily situation reports on the status of the detection/response, both verbally and in writing,

- establishing response trap networks under the limited direction and guidance of the RVC and VMP operational and policy managers, o completing tasks such as trap clearance and identification of specimens outside of standard business hours, including over weekends and public holidays.
- Mentoring other regional staff to become proficient at managing some aspects of the Vector Surveillance Officer role to create backup capacity for the program.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

- experience with conducting field-based surveillance for insects, ideally mosquitoes, including establishing, maintaining, and checking a network of traps
- experience with working in a laboratory, including rearing insects, and preparing insect specimens and using light microscopy for their identification
- an understanding of the application of WH&S principles in office and field-based contexts.

The successful applicant must:

- hold a current Apply First Aid Certificate or have the ability, to obtain this qualification,
- hold and maintain a valid Australian motor vehicle drivers' licence,
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- note that you may be required to perform occasional out-of-hours and weekend work,
- note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams,
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy,
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures,
- note that you must satisfactorily complete the department's Biosecurity Foundation Program and meet the minimum requirements in order to be appointed as a Biosecurity Officer under *the Biosecurity Act 2015*.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Donna MacKenzie, 0475 750 076
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0761696

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 25 August 2025

Farm Resilience
Various Several

Job Title	Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - SA SA, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA
Salary	$146,942 - $170,725
Future Merit Locations	Various locations - NSW, Various locations - ACT, Various locations - VIC, Various locations - SA, Various locations - QLD, Various locations - NT, Various locations - WA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 2
Position Number	2025/2786
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Farm Resilience Division is responsible for the department's policy response to drought, including drought and climate resilience and the Future Drought Fund, farm support policy and programs, including the Farm Household Allowance and the Rural Financial Counselling Service. It also works closely with other agencies, including the National Emergency Management Agency, Services Australia, the Regional Investment Corporation (RIC), the Australian Taxation Office, and the Australian Prudential and Regulation Authority.

The immediate vacancies are in the Future Drought Fund (FDF) Strategy and Delivery Branch which, along with the FDF Innovation and Adoption Branch, provides secure, continuous funding to help Australian farmers and communities become more prepared for, and resilient to, the impacts of drought. Established under the Future Drought Fund Act 2019 in September 2019, it is a $5 billion commitment with $100 million each year allocated to drought resilience programs. In the 2024-25 Budget, the Australian Government provided $519m over 8 years to deliver a range of new and continuing programs.

Duties

The Jobs

We would like to fill two immediate vacancies in the FDF Strategy and Delivery Branch:

The director of the **Strategic Policy Section** guides the long-term strategic direction of the FDF through proactive policy development in line with the strategic objectives of the FDF Act, the Drought Resilience Funding Plan and broader departmental and government objectives. The team is also responsible for the legislative and policy guiding framework that guides FDF spending.

The director of the **First Nations Partnership Section** undertakes a range of policy and program functions including implementing the FDF's Strengthening Drought Resilience on Country program and supporting the FDF's First Nations Advisory Group.

The duties of an EL2 officer in the Division includes, but are not limited to:

- Leading the design, development and implementation of programs and policies.
- Consulting across the department and government and with external stakeholders.
- Preparing high quality briefing material for meetings and decisions, correspondence, advice and New Policy Proposals to department executive and ministers on policy and program design and implementation.
- Leading the development of program communications and monitoring, evaluation and learning strategies.
- Leading the development of strategic program implementation planning and governance, branch, and departmental activities.
- Financial management.
- Fostering and promoting a collaborative and inclusive working environment.

Please note that this selection process will initially be used to fill both ongoing and non-ongoing vacancies and that the roles may be able to be performed from any of the locations listed above. The merit pool established through this selection process, which is valid for a period of 18 months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

What we are looking for

Knowledge and experience

Successful applicants will demonstrate the following knowledge and experience:

• Leading and managing teams.

• Driving policy development and/or program delivery and design.

• Developing and maintaining strong stakeholder working relationships.

• Drought, agriculture, or climate resilience related programs would be an advantage, but not essential.

• Budget, Cabinet and legislative reform processes would be desirable.

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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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kim Farrant, 0439 722 082
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0761703

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 25 August 2025

Finance & Investment
Financial Operations Accounts Receivable and Debt Management

Job Title	ARDM Team Supervisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$84,794 - $93,020
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/2583
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Financial Operations Branch provides shared services for the department including corporate services such as travel, credit cards, procurement, grants policy, advice and reporting, payroll services, procurement, accounts receivable, debt management and accounts payable. The branch also provides a project management and oversight role for some of the critical projects for the division.

The **Accounts Receivable and Debt Management (ARDM) Section** is responsible for a number of functions including:

- The department's debt management and recovery processes.
- Engaging with internal programs to initiate withdrawal of service, registration suspension/revocation notifications.
- Communication and action of administration and liquidation notifications.
- Accounts receivable and payment processing.
- Client invoicing and uploads from external billing systems.
- High volume transaction processing and account reconciliations.
- Liaising with external and internal stakeholders.
- Client billing enquiries and complaints on the AR helpline.

Duties

The Job

The Account Receivable and Debt Team Supervisor undertakes the following duties:

- managing relationships and negotiating with clients in more complex debt management matters with a view to collecting outstanding debt,
- resolving escalated client issues and referring them to appropriate internal program areas when necessary,
- establishing and maintaining productive working relationships with internal and external stakeholders,
- undertaking general ledger and client account reconciliations, including investigation of unallocated payments, and seeking to have funds applied and reconciled,
- preparing high quality correspondence and reports for clients, stakeholders and management relating to accounts receivable and debt management activities,
- providing day to day support to team, training, and direction for new starters,
- assisting and supporting the management team of the section,
- monitoring and updating working procedures for the section,
- contributing to projects/system improvements that affect the team operations,
- undertaking a broad range of administrative tasks to support the section activities, as required.

Eligibility

What we are looking for

Knowledge and experience

The preferred applicant will have:

- Demonstrated relationship management experience.
- Demonstrated experience in staff supervision.
- Demonstrated experience in managing or supervising accounts receivable and debt management functions.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Angela Roberts, 0466023531
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0761783

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 27 August 2025

People, Property and Security
People Strategy & Safety Strategic HR Business Partners - ATRG

Job Title	Strategic Human Resources (HR) Business Partner
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	$95,438 - $108,360
Future Merit Locations	Various locations - ACT, Various locations - VIC, Various locations - QLD, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/2724
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **People, Property and Security Division** works in partnership to deliver strategic and operational workforce services that enable and enhance organisational capability. The division provides stewardship, support and services across integrity; conduct; property; fraud and corruption; security; performance management; rehabilitation management; recruitment; learning and development; inclusion and diversity; workforce planning and analytics; workplace relations; people support; culture and health, safety and wellbeing.

The **People, Strategy and Safety Branch** is the centre of capability identification, acquisition, mobilisation and development in the department and supports the department to achieve its complex agenda through a highly capable, diverse and inclusive workforce. We provide valuable support and guidance to business areas through our closely connected sections: Health, Safety and Welfare Strategy and Systems; Health, Safety and Welfare Operations; Establishments and HR Reporting; Culture, Diversity, and Inclusion; Talent, Leadership and Capability; Workforce Strategy, Planning and Design.

As the **Strategic HR Business Partner Team**, you will provide expert guidance to implement and enhance workforce responsibilities and capacity that align with the department's goals. Your focus will be on building an inclusive performance culture, embedding workforce planning, building capability, and using workforce analysis to assist with decision making while offering high-quality support and advice to managers. By collaborating closely with the senior leadership group, you'll drive strategies that enhance attraction, engagement, retention, succession planning, and well-being, ensuring our workforce is prepared to meet future needs. The role operates within a dynamic and evolving business environment, offering exciting opportunities to adapt and innovate. This setting allows for the proactive recalibration of the team's work plan to effectively respond to both internal and external changes, enhancing workforce responsibilities and capacity. As the Strategic HR Business Partner team is a new and pivotal role within the department, there is a unique opportunity to build strong, trusting relationships across the business. This role will be instrumental in supporting the Strategic HR business partner to showcase the value and impact of the HR team, driving positive change and fostering a collaborative culture.

Duties

The Job

The duties will include but are not limited to the following:

- fostering collaborative relationships with Executive and Senior Managers, and act as trusted advisors to executive leaders, leveraging workforce data and a deep understanding of HR practices,
- providing insights and guidance on strategic decisions,
- working with colleagues in the People, Property, and Security Division to create collaborative HR solutions that address workforce challenges and anticipate future risks,
- providing advice to senior management to address workforce risks with objective, consistent and culturally sensitive solutions,
- supporting people focused initiatives to foster a positive and safe workplace, embedding expected behaviours to support future business strategies,
- achieving strategic goals while managing different projects and needs across the organisation to ensure successful results and efficiency savings,
- supporting the delivery of strategies, frameworks and advice that works for a geographically dispersed and functionally diverse workforce with business areas.

Eligibility

What we are looking for

Knowledge and experience

- Applies specialist knowledge and capitalises on the knowledge and skills of others within the organisation while working to contribute their own expertise to achieve outcomes for HR.
- Demonstrated experience identifying critical information gaps and asking a range of questions to uncover valuable information.
- Demonstrated experience supporting strategic people and/or wellbeing projects that have contributed to improving culture and workforce outcomes.
- Uses critical thinking and specialist knowledge to support the delivery of HR practices and services within the scope of the role.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Gryff Marshall, 0459647933
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0761796

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 04 September 2025

Strategy, Performance and Engagement
Communication & Media Web, Design and Editing

Job Title	Junior Graphic Designer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$77,728 - $84,619
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 4
Position Number	2025/2827
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Enterprise Strategy and Governance Division** works across the department to deliver services such as media and communications, engagement, governance, planning, reporting and risk management. The division provides direct support to the Minister's office via the Parliamentary and Ministerial Services Team and manages Parliamentary and Cabinet business for the department. It also advises the executive and business areas on portfolio strategy, including developing and embedding the department's strategic purpose, objectives, priorities, vision and values. We are leading an organisational capability uplift program and driving a more integrated approach to budget and financial planning and decision-making. The division is establishing a new Emergency Preparedness and Management Branch to create a hub for emergency management within the department and develop a whole-of-enterprise, all hazards emergency management model.

The **Communication and Media Branch** delivers internal and corporate communication and strategic communication activities in support of the department and our ministers, for the benefit of the Australian community. This includes managing the department's social media strategy and social media presence, media support services across the department and for our ministers'

offices, production services including graphic design and branding, Web publishing for external-facing departmental websites, and the development of campaign and non-campaign materials.

The **Web, Design and Editing Section** is a multi-disciplinary team of creative thinkers, designers, writers, editors and digital specialists. We believe in the power of connecting user needs with departmental objectives through the delivery of clear, concise, audience and task-focused communication products.

Duties

The Job

The duties will include but not limited to the following:

- Under direction, develop and execute high-quality design products for print and digital media, including but not limited to, brochures, posters, social media graphics, and website elements.
- Understand and implement the Department’s branding to create consistent and visually engaging products.
- Participate in meetings to understand project requirements and provide design input.
- Contribute to reporting on the design team’s activity.
- Maintain and organise design files and assets following consistent team practices.
- Contribute to the further development of the department’s brand standards.
- Stay updated with industry trends and incorporate best practices into design work.
- Contribute to a positive team, section and branch culture.

Eligibility

What are we looking for

Knowledge and experience

- Proven graphic design experience in InDesign, Illustrator, Photoshop and Acrobat.
- Strong design portfolio of recent design work that demonstrates both print and digital media.
- Knowledge of contemporary design principles and brand development.
- Applying industry best practices for print and web assets.

Mandatory qualifications

Bachelor's degree in graphic design, Visual Arts, or a related field.

Notes

If successful to the interview stage, please provide:

A portfolio of recent design work that demonstrates both print and digital media.

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Caroline Lanzon, 0413653376
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0761878

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 28 August 2025

Exports & Veterinary Services
Veterinary & Export Meat Live Animal

Job Title	Senior Veterinary Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Mickleham VIC, Perth WA, Sydney NSW
Salary	$139,535 - $149,356
Future Merit Locations	Brisbane, Melbourne, Mickleham, Perth, Sydney
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	2025/2808
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Veterinary and Export Meat Branch (VEMB) undertakes regulatory functions by providing inspection and certification for the export of meat, meat products and the import and export of live animals and reproductive material in order to meet importing country requirements and Australian legislative requirements.

The Live Animal Section provides veterinary and technical assessments, inspections and certification for live animals and animal genetic material. Officers within the Live Animal section complete activities at regional offices, airports, seaports and third-party premises around Australia. The teams comprise Principal Veterinary Officers, Senior Veterinary Officers, Regional Veterinary Officers, Biosecurity Officers and Administration Officers. Within the Live Animal Section you will be using your authority under the *Export Control Act 2020* and *Biosecurity Act 2015* to ensure compliance:

• with Australian and international biosecurity requirements

• in the export and import of live animals and genetic materials.

Duties

The Job

The duties of the role include, but are not limited to:

• leading, managing and coordinating work across a team whilst cultivating a high performing and collaborative team environment

• undertaking research, developing strategic, long-term plans and implementing and managing change

• communicating with stakeholders, including representing the department in relevant forums

• providing expert advice to team members, stakeholders and regulated entities about the import and export of live animals

• building the capability of team members by training, mentoring and support them whilst ensuring that they maintain professional qualifications and expertise

• verifying compliance with departmental policies, practices and procedures

• regularly participating in live animal import and export operations when required, including out of hours

• providing support to regional live animal import and export operations when required, including out of hours.

Please note that this selection process will **initially be used to fill an ongoing role in Perth**. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill **future ongoing and non-ongoing vacancies in the branch** where the duties are of a similar nature. These vacancies may occur in any of the locations listed above. Non-ongoing (specified term) contracts may be offered to new employees for an initial period of up to twelve months with the possibility of extension up to a maximum period of two years in total. Non-ongoing (casual) contracts will be offered for periods of up to two years. Some of these non-ongoing positions may become ongoing in the next eighteen months. Should a position become ongoing then the merit pool may be used to fill the vacancy on an ongoing basis.

To see more on the work of veterinarians in our department please click here.

Eligibility

What we are looking for

Knowledge and experience

• Knowledge of Australia’s animal health system.

• A demonstrated understanding of relevant legislation, Australian and International standards, quality assurance procedures and best practice models for the export and import of live animals and animal reproductive material.

• Knowledge of animal pests and diseases affecting Australia’s animal health status and import and export trade in animals and animal products.

• A demonstrated understanding of legislative frameworks and regulation as well as government decision-making processes.

• Experience providing technical advice to regulated entities, stakeholders and staff about complex, contentious and sensitive issues.

• Demonstrated experience managing administrative and general business of government responsibilities.

• Demonstrated experience leading and managing teams.

• Relevant veterinary experience with livestock, horses, cats and dogs would be highly valued.

Mandatory qualifications

To be considered for this position you must have a veterinary degree from an Australian university or equivalent veterinary qualification recognised in Australia. You must be registered, or eligible for registration, with the relevant Australian state/territory veterinary board and you must maintain this registration whilst employed by the department.

Eligibility and other requirements

The successful applicant must:

• hold and maintain a valid Australian motor vehicle drivers licence

• note that the physical requirements of the role(s) involve a combination of outdoor and office-based work

• note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours

• note that you may be required to perform occasional out-of-hours and weekend work

• wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department’s uniform policy

• wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures

• note that the role will involve some interstate and intrastate travel to assist other regions to cover staff shortages (e.g. leave) or operational needs

• note that they may be required to travel occasionally to inspect live animal consignments, properties and/or artificial breeding centres.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Leah Wells, 0478 318 958
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0761427

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 17 August 2025

Intelligence
Mission Coordination and Analysis and Collection Operations Executive

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,909
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	6042_05/25_MCA
Agency Website	https://www.acic.gov.au/

Job Description

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

The Executive Assistant to the two Executive Directors of the Mission Coordination and Analysis and Collection Operations divisions within the Intelligence Group is responsible for providing confidential and high-level executive assistance through the delivery of high quality administrative, organisational and support services including diary management, meeting coordination, document preparation and records management. The Executive Assistant is a primary point of contact for the two Executive Directors offices and must represent and promote their values at all times.

Duties

- Working closely with the Executive Directors Executive Officer to support the effective and efficient functioning of the Offices of the Executive Directors.
- Assisting with the preparation of reports, correspondence and submissions.
- Filtering, recording, monitoring and prioritising incoming and outgoing email and writing correspondence.
- Maintaining the diary and appointment arrangements, including coordinating a range of meetings and activities and organising the two Intelligence Group Executive Directors.
- Act as a point of contact for the Executive Directors offices for enquiries and approaches from Commonwealth, state and territory partners, industry, academia, the media and the public.
- Liaising with internal and external executives and their offices.

Our ideal candidate

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

- Demonstrated organisational skills, including an ability to prioritise work tasks effectively and anticipate the needs of the Executive Directors given the dynamic and fast-paced environment.
- Excellent written and oral communication skills, including the ability to draft documents based on existing material or through research.
- Excellent interpersonal skills, including the ability to develop and maintain productive working relationships both internally and externally.
- An ability to prioritise tasks, be flexible and the demonstrate the ability to maintain a calm approach while working under pressure and across managing competing priorities.
- An ability to take initiative to improve current processes and practices to ensure efficient functioning of the Executive Directors.
- A professional approach at all times, operating within the boundaries of organisational processes with a high level of confidentiality and discretion.

An interest in the work of the ACIC is highly desirable, as is previous experience in supporting senior executive in a fast paced, high volume and pressures professional working environment.

Eligibility

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

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Rebecca, 0481 451 486
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0761720

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Tuesday 26 August 2025

Intelligence
Mission Coordination & Analysis Strategic Analysis & Outreach

Job Title	Strategic Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$94,563 - $105,909
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	6128_07/25_MCA
Agency Website	https://www.acic.gov.au/

Job Description

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

Strategic intelligence analysts in Strategic Analysis & Outreach Branch make a leading contribution to the planning, development and production of intelligence outcomes through strategic intelligence products. Focused on the production of value-added intelligence product as a result of the collection, evaluation and analysis of information, strategic intelligence analysts work closely with other intelligence professionals to drive strategic intelligence outputs designed to harden the environment against serious and organised crime threats and produce unique criminal intelligence advice to a range of partners.

Duties

Your Skills and Capabilities

We invite applications from people with the following experience, skills and attributes:

- Experience in strategic and/or high-level operational intelligence environments, including knowledge of intelligence processes, methodologies and techniques.
- Ability to solve complex problems, makes assessments and derives unique judgments.
- Has excellent oral and written communication skills, including the ability to effectively communicate complex concepts in a clear and accessible manner to a range of stakeholders.
- Ability to contribute to strategic thinking and maintain a high-level awareness of the serious and organised crime environment to identify priorities, including new and emerging threats and nationally-significant criminal activity.
- Has developed leadership skills, including the ability to take on coordination roles involving wide consultation and liaison, as well as the ability to mentor staff, and contribute to a collegiate approach within the team that promotes a culture of flexibility and improvement.

Eligibility

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

Notes

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To Apply

Position Contact	Teagan, 02 6268 7127
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0761723

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 27 August 2025

Corporate
Chief Information Officer Intelligence and Information Systems

Job Title	Technical Coordination Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$94,563 - $105,909
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	6162_08/25_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

The Australian Criminal Intelligence Commission (ACIC) is looking to fill multiple Technical Coordination roles across various teams within Intelligence and Information Systems Division (IISD), including Infrastructure Operations, Technical Services and Digital Delivery Coordination. These roles perform important coordination effort across IISD to support the successful enablement of law enforcement, intelligence, research and corporate information systems and services to police officers, partner agencies and the ACIC.

Duties

- Coordinating the delivery of managed activities in alignment with IISD's quarterly business plan and against agreed milestones;
- Active risk and issue management, and liaison with key partners and stakeholders to ensure the successful delivery of managed activities;
- Drafting business and strategic planning documentation;
- Preparation and management of correspondence and reports;
- Assisting with cost estimates and analysis;
- Coordinating team functions to support delivery of IISD's mandate.

Your skills and capabilities

- Demonstrates a sound understanding of the ACIC's project management framework, procedures and tools, and applies this knowledge effectively to support project delivery;

- Communicates confidently and clearly, both in writing and verbally, with experience in drafting correspondence, reports, presentations and other documentation. Works collaboratively and contributes positively within dynamic team environments;
- Provides high-level executive and administrative support, including coordination of technical activities, resource and records management, scheduling, and planning functions;
- Displays resilience and flexibility in managing competing priorities and adapting to change, maintaining performance and focus in high-tempo environments;
- Supports procurement and contract management processes, contributing to the coordination and execution of related activities;
- Builds and maintains productive relationships with internal and external stakeholders, exercising sound judgement, tact and influence to navigate differing views and priorities.
- Facilitates workshops and meetings to progress agreed workplans, ensuring alignment with organisational objectives and stakeholder expectations.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
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To Apply

Position Contact	Darren, 0408 392 342
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0761746

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 27 August 2025

Corporate
Intelligence and Information Systems Systems Design and Delivery

Job Title	Assistant Director, Digital Delivery Coordination
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$117,662 - $141,853
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	To be negotiated
Classification	Executive Level 1
Position Number	6161_08/25_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

The Assistant Director, Digital Delivery Coordination (DDC) section operates in close collaboration with key stakeholders across the agency to ensure successful delivery and coordination of ICT initiatives. The role is responsible for promoting continuous improvement in delivery processes, ICT portfolio management and efficient use of resources. The successful candidate will identify

opportunities to contribute to service design and delivery uplift aligned with business strategy and user needs and apply a broad understanding of organisational change management.

Duties

- Work with stakeholders and subject matter experts to promote consistency, innovation and continuous improvement of digital delivery processes;
- Manage quarterly planning processes, track digital delivery and report against the endorsed quarterly plans;
- Analyse and implement actions to resolve systemic delivery issues including those relating to sub optimal processes, competing priorities, interdependencies, resourcing and demands;
- Grasp opportunities to apply contemporary digital tools and processes to support ICT delivery;
- Leverage lessons learned from ICT delivery to improve capability;
- Develop and maintain a central repository of best practice resources for all aspects of the digital design and delivery life cycle;
- Work with the Enterprise Portfolio Management Office and other stakeholders to ensure ICT initiatives are appropriately categorised, resourced and initiated.

Your skills and capabilities

- Broad ICT delivery experience in complex environments, including successful application of a range of frameworks, tools and methodologies;
- Experience in planning and managing ICT delivery, including resources and demand management;
- Highly developed verbal and written communications skills, and demonstrated ability to collaborate with a range of stakeholders;
- Strong strategic thinking, analytical and conceptual skills with demonstrated excellent problem-solving, leadership and organisational skills;
- Proven success in managing organisational change and innovation including dealing with stakeholder feedback, leading and coordinating small working groups, delivering presentations and facilitating discussions.

Eligibility

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To Apply

Position Contact	Jean, 02 6268 7848
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0761750

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 10 September 2025

Corporate
Intelligence and Information Systems Chief Information Officer

Job Title	Senior Infrastructure Engineer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$117,662 - $141,853
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	To be negotiated
Classification	Executive Level 1
Position Number	6163_08/25_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

The Senior Infrastructure Engineer supports in-house platforms and contributes to ACIC's intelligence services. They are responsible for the design, implementation and support of the ACIC's physical and virtual compute infrastructure.

Infrastructure Engineers will have subject matter expertise and knowledge in VMWare and Microsoft environments. Strong skills in multi-domain enterprise environments including Azure/M365 and hybrid Exchange with a security first focus.

Duties

- Managing and maintaining VMWare ESXi infrastructure including Workspace One and Horizon;
- Managing and maintaining enterprise-wide virtual servers to OS layer (Microsoft and RHEL);
- Managing infrastructure in compliance with Essential 8 and Information Security Manual guidelines.

Your skills and capabilities

- Has demonstrated subject matter expertise in the administration and management of Microsoft and VMWare enterprise technologies;
- Displays well-developed leadership and people management skills, including the ability to develop and maintain effective internal and external working relationships through consultation and sharing of information;

- Will be able to shape strategic thinking, apply sound judgment and align operational activities with corporate goals;
- Possesses highly developed verbal and written communication skills, including a demonstrated ability to liaise effectively with Senior Executive officers to reach an agreement on complex matters related to infrastructure and operations.

Eligibility

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

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Darren, 0408 392 342
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0761578

Australian Federal Police

Closing Date:Wednesday 27 August 2025

Job Title	ACT Policing - Statistician, Performance Statistics
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$107,559 - $118,673
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	
Position Number	REQ 15032
Agency Website	https://careers.afp.gov.au

Job Description

https://career10.successfactors.com/sfcareer/jobreqcareerpvt?jobId=15032&company=digitaltra&st=E0144121829

Did you know?

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

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

- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
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- 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

The ACTP Statistician - Performance Statistics team is responsible for research and evaluation and undertakes detailed analysis and interpretation of corporate and operational statistical information to enable AFP Management to monitor the performance and effectiveness/efficiencies of ACT Policing initiatives. As a Team Member in the AFP you will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

We're interested in hearing from people who

- Have the ability to ask the right questions and find the right solutions, to act with integrity and place the customer at the centre of everything you do.
- Can bring your passion for service excellence and, whilst being comfortable working independently, you will also be able to refer our customers to other specialist team members in order to better serve their needs.
- Can demonstrate an ability to work in a busy, commercial, and driven retail environment whilst seeing the big picture for customers and providing them with holistic solutions.
- Most importantly have a genuine passion for our customers and a commitment to doing the right thing to ensure we're putting our customers' needs first.

What will you do?

- Analyse and interpret corporate and operational statistical information.
- Undertake research and analysis projects of operational and other related data and contribute.
- Produce comprehensive performance and management reports for ACT Policing Management
- Provide statistical consultation services to internal/external clients and stakeholders
- Coordinate and manage requests for ACT Policing statistical information from members of the public/researchers, ACT/Commonwealth Government Departments and Agencies
- Establish and maintain effective working relationships and professional networks with internal/external clients and stakeholders and promote information sharing
- Contribute to a 'best practice' standardised format for the collection, analysis and interpretation of crime information
- Represent ACT Policing at internal/external forums.

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.
- Has contemporary knowledge and experience relevant to the role.
- Knowledge of SAS and experience in the practical application of statistical analysis techniques and methodologies.
- Tertiary qualifications, or equivalent in the areas of statistics/econometrics/mathematics or a closely related field.

Notes

This role is located in Canberra, Australian Capital Territory and applicants are expected to be based in Canberra.

Band Level

This position is an AFP Band 6.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Ash Byron, +61251265356
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareerpvt?jobId=150

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Attorney-General's

Vacancy VN-0761583

Australian Federal Police

Closing Date:Sunday 24 August 2025

Job Title	ACT Policing - Team Leader, Legislation & Policy
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$118,673 - $127,101
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	
Position Number	REQ 14981
Agency Website	https://careers.afp.gov.au

Job Description

https://career10.successfactors.com/sfcareer/jobreqcareerpvt?jobId=14981&company=digitaltra&st=00393030C26

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

Duties

As a Team Leader in the AFP you will play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy, organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, the expectation is that you will deliver on the core responsibilities and meet any requirements of the position as outlined below.

You will also be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

The Legislation and Governance section leads the ACT Policing law reform and policy agenda, supporting the Executive on law enforcement forums, budget policy, performance analysis and statistical reporting, and FOI and governance. This section is comprised of five teams:

- Legislation and Policy
- Governance and Compliance
- National Forums
- Performance Statistics
- Budget Policy and Projects

We're interested in hearing from people who

- Have a team-focused approach to delivering strategic policy advice and material for Executives, and government and community partners.
- Most importantly have a genuine passion for policing, justice and the ACT community.

What will you do?

ACT Policing Legislation and Governance's main services include:

- Providing critical advice to law makers on the impacts of reforms on policing.
- Coordinating responses for information requests from other policing and justice jurisdictions, and facilitating ACT Policing's obligations under the FOI act.
- Maintaining ACTP's Governance Instrument Framework.
- Maintaining ACT Policing's Lessons Management System, including capturing lessons and recommendations identified, and assisting in the implementation of best practice.
- Provide critical statistical, analytical and performance monitoring.
- Coordinating whole-of-agency involvement to develop ACT Policing's position on key domestic law enforcement policy matters.

- Supporting the development of budget business cases to drive ACT Policing's strategy to increase capacity and capability with tangible outcomes for the frontline.
- Formulating and coordinating advice to ACTP Executive, ACT Government and senior ACT Policing officers.

This recruitment process is to fill expected Team Leader vacancies over the next 24 months. Following a restructure of the team to better resource and respond to our key responsibilities, Legislation and Governance has one current Team Leader vacancy within the Legislation and Policy team, and an expected vacancy within Budget Policy and Projects.

Successful applicants will thrive in complex and challenging environments, and have a strong track record of leading teams to achieve results. They will be highly regarded for their leadership capabilities, strategic and lateral thinking aptitude, productive working relationships, stakeholder management skills and their ability to communicate and negotiate effectively.

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.
- Has contemporary knowledge and experience relevant to the role.
- Tertiary qualifications in relevant field.
- Relevant qualification or extensive experience and knowledge in area of expertise.
- Demonstrated ability to lead a team.
- Demonstrated ability to communicate effectively with a wide range of stakeholders.

Desirable Requirements

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

- Understanding of ACT Government Legislative Assembly process and whole-of-government situational awareness.
- Aptitude for strategic and lateral thinking.
- Strong leadership, coaching and mentoring abilities.

Notes

This role is located in Canberra, Australian Capital Territory and applicants are expected to be based in Canberra.

Band Level

This position is an AFP Band Level 7.

Commitment to Diversity & Inclusion

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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.

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To Apply

Position Contact	Ash Byron, +61251265356
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareerpvt?jobId=149

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Attorney-General's

Vacancy VN-0761786

Australian Federal Police

Closing Date:Tuesday 26 August 2025

Job Title	Investigative Assistant
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	$62,263 - $72,339
Future Merit Locations	Adelaide
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	15015
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15015/

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Duties

What is the role?

Applications are sought from suitably qualified applicants wishing to be considered for the role of Investigative Assistant, Central Command (Adelaide).

Investigative Assistants are professional unsworn members of the AFP who provide an important support capability to operational areas by providing sworn members with additional capacity to undertake investigative duties, reduce their administrative workload, and focus on operational outcomes.

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

What will you do?

Investigative Assistants contribute to the efficiency and effectiveness of operational area outcomes by undertaking a range of administrative, corporate, and operational activities. The primary role and responsibilities of Investigative Assistants within operational teams are as follows:

- **Operational Support Tasks** including research, external enquiries, transcriptions, rostering arrangements, Major Incident Room (MIR) support, data entry, paper/electronic brief preparation, scanning/photocopying and court preparation;
- **Utilisation of electronic Police databases** including the interrogation, input, collation and retrieval of data to support operational activity - e.g. case creation, linking, auditing of team cases, and assistance with case finalisation;
- **Performance Reporting and Quality Assurance Processes** including data quality reviews, management and dissemination of operational activity reports, operational and corporate compliance reports, and liaison with Corporate Services teams;

- **Administrative Support Tasks** including management of team assets and equipment, management of interpreters, hospitality requests, event management, undertaking secretariat duties, and maintenance of phone/contact lists;
- **Corporate Support Tasks** including procurement, financial administration, asset auditing, travel arrangements, organisational charts, liaison with contractors, fleet maintenance, and assistance with onboarding new members/secondees; and
- **Management of Property and Exhibits** including data entry, continuity of exhibits during forensic procedures, assistance with the return of property, destruction of property, liaison with Forensics and the Property & Exhibits team.

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.
- Strong interpersonal skills and the ability to liaise effectively at all levels internally and externally;
- Efficient and effective time management skills, attention to detail and the ability to prioritise work tasks;
- Sound written and verbal communication skills;
- The ability to work calmly and effectively in a fast-paced and dynamic operational environment;
- Intermediate to advanced level skills in Microsoft Office applications.

Desirable Requirements

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

- The ability to apply confidentiality, judgement and initiative; and
- A strong understanding of the need for integrity, disclosure and mandatory reporting.
- Experience in a government or law enforcement agency will be highly regarded.

Notes

Additional Information

- This role is an AFP Band 2 level role and works under the AFP Support Working Pattern.
- This role is located in Adelaide and the successful applicant is expected to be located in Adelaide. There is no relocation support for this role.

- Given expected high volume of applications, only applicants who progress post interview phase will be eligible for feedback on outcome.

Commitment to Diversity and Inclusion

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To Apply

Position Contact	Federal Agent Kylie Coady, 02 51260844
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15015/

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Attorney-General’s

Vacancy VN-0761862

Australian Federal Police

Closing Date:Friday 26 June 2026

Job Title	Register of Interest - Payroll Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$118,673 - $127,101
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	15026
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15026/

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- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
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- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and development to support ambitions

Duties

Payroll Services sits within the Business Services Branch, which is a multifaceted branch within the Chief Financial Officer Command. The AFP Payroll Services team delivers fortnightly pays to over 8,000 employees using SAP. We have a complex and fast-paced operating environment, and there is never a dull day and always something new to learn.

In Payroll Services our work is the administration of conditions of service and entitlements for AFP employees including processing of pay, leave and superannuation and the ongoing improvement of systems and processes to provide a high quality, accurate and timely service to the AFP and its members.

Team Leaders are responsible for leading a small team within Payroll Services to deliver sound pay outcomes to AFP employees. This is achieved through leading the team, managing capability, capacity and resources to ensure efficient and high quality outcomes. This is a pivotal role in developing people, managing change, influencing behaviours to maintain a supportive culture respecting the talent, perspective and value of each individual.

The Team Leader encourages innovation and continuous improvement in practices, systems and processes. By building and maintaining professional relationships in the team and with external stakeholders, the Team Leader works with the Payroll Services Leadership team to adapt to changing priorities in a high volume environment.

Team Leaders activities include supporting team members build capability and confidence, planning and organising work for the team, undertaking complex payroll processing and checking and leading or contributing to project activities on priority projects.

Team Leaders contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

What will be challenging?

Payroll Services is a fast paced, dynamic place to work. Some cases are quite intricate and complex, requiring liaison with other areas within the AFP to correctly interpret and implement governance and legislation. Some employees can disagree with the organisational stance and so having strong communication skills and being able to deal with difficult and emotional people is required.

The high volume, high paced environment requires team leaders to be aware of the pressures of the workload on their team. It is critical that Team Leaders are able to work with their team to support them to build and demonstrate resilience and provide support and guidance in managing issues and challenges.

This role provides opportunities to extend beyond payroll processing and provide a significant contribution to the delivery of high profile or complex projects. This involves combining project management skills and alignment with the fortnightly payroll delivery cycles.

What will you do?

Payroll Service Team Leader you will be responsible for:

- Provide leadership as part of a team, to contribute to organisational outcomes
- Guide and Manage team members responsible for delivery of Payroll Services
- Engage with stakeholders to manage, prioritise and align payroll activities, systems and processes
- Undertake project and processing activities in accordance with relevant governance, frameworks and timeframes
- Delivering quality service and professional practices and standards including the application of legislation, policy and employment instruments
- Communicate payroll outcomes both in writing and verbally to employees, management and in formal briefs
- Influencing and implementing business improvements related to operational practices, procedures and guidelines
- Undertake payroll processing, including calculating employee entitlements and processing complex cases in accordance with strict deadlines
- Maintaining currency in subject matter expertise through on-going professional development and learning opportunities
- Undertake general administrative duties associated with payroll activities

Eligibility

Essential Requirements

- Australian Citizenship
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one

- Contemporary Payroll and /or Human Resources experience
- Demonstrated leadership experience – Minimum 3 years
- Experience with Payroll Systems such as SAP or similar
- Problem solving / analytical skills

Desirable Requirements

- Project Management skills

Notes

Additional Information

- This process is a Register of Interest only, it is not a merit-based process, and you will not be contacted with an outcome from your application. You may be contacted by the AFP for further discussion about a current or upcoming opportunity for the role.

Required Application Documentation

As part of your Register of Interest you will be required to submit the following documents:

- Resume/CV - please upload twice in both the CV and Applicant Response attachment fields.

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To Apply

Position Contact	Chris Lucas, nil
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15026/

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Attorney-General's

Vacancy VN-0761496

Federal Court of Australia

Closing Date:Sunday 31 August 2025

Federal Court of Australia
Corporate Services Information Technology

Job Title	IT Incident & Problem Coordinator
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$94,563 - $105,910
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;Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 6
Position Number	0664-08-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=85199307-9274-73F4-E275-E41B593444F8

Position Overview

The IT Incident & Problem Coordinator manages the functions and processes to restore normal service operations as quickly as possible to minimise business impact during service outages. In addition, the primary objective of this role is to prevent/minimize incidents from happening through proactive problem management and use of data collected by other IT Service Management processes to identify trends or significant problems.

This role manages the processes to identify the root cause of outage, incidents and problems, develop solutions and/or authorised workarounds intended to alleviate the recurrence of known incidents and problems and/or minimize recurrence impact.

As a process co-ordinator for both these functions, you will drive the ongoing incident and problem coordination, triage, action and manage technology problems through their lifecycle, produce various

incident/problem reports, perform stakeholder management, and assist in driving continuous improvement activities. The IT Incident & Problem Coordinator will support and report to the IT Service, Incident and Governance Manager and provide Change Management Support. This can include assisting in managing IT change processes, ensuring quality outcomes and procedural compliance, adjusting changes as needed and seeking stakeholder feedback to measure satisfaction.

This position requires experience and understanding of the incident and problem management processes, and a technical ability to understand complex problems while interacting with internal and external technical teams and communicating effectively with stakeholders. The role must effectively communicate with the IT Service Desk, IT Infrastructure and IT Court Apps & Data teams, ensuring accurate information gathering during problems, high priority incidents, process changes, and implementation of resolutions. The position holder must also have a customer focus, excellent communication abilities and interpersonal skills, supported by a demonstrated working knowledge of the courts, tribunal, and corporate services operations.

Duties

1. Priority incident management for priority 1 and 2 incidents to restore normal service operations as quickly as possible to minimise business impact during service outages. This includes:
    1. Managing priority incidents throughout the incident lifecycle
    2. Working closely with internal technology teams and partners,
    3. Utilising tools and providing advice in priority incident team and post incident review meetings
    4. Driving multi-vendor service providers to identify root causes including well defined corrective/preventative action plans

- Problem Management. Minimizing the adverse impact of incidents by using reactive and proactive processes and approaches to manage the lifecycle of problem records.
- Effectively facilitate high priority incident and problem meetings, ensuring clear communication, structured discussion, strong written skills and productive outcomes among diverse stakeholders within the organisation.

- Contribute to process improvement initiatives by supporting the development of written communications, methods, procedures, metrics, documenting processes and solutions for both customers and IT Support staff to enhance incident and problem resolution.
- Support the effective management of the IT change process. This can include assisting in managing IT change processes, ensuring quality outcomes and procedural compliance, adjusting changes as needed and seeking stakeholder feedback to measure satisfaction

Competencies and Attributes

The IT Incident & Problem Coordinator must be able foster relationships with various stakeholders including the IT Service Desk, IT Infrastructure and IT Court Apps & Data teams to analyse and resolve problems and priority incidents effectively. Providing these services requires sound technical skills, documentation, ability to understand issues and knowledge in IT Incident and Problem Management, IT policies, and the Federal Courts operation.

A positive attitude is required and the ability to demonstrate initiative and be responsible for resolving and documenting high priority incidents and ongoing problems. You must effectively handle pressure situations, possess facilitation and written skills and communicate clearly with all clients, including Judges and Executives. Ideally, having worked and/or lead a team with team members geographically dispersed with experience supporting clients, both remotely and in-person.

Eligibility

Formal Qualifications

This role encompasses primarily the need for experience and skills in Incident and Problem Management.

It is essential to hold a minimum of ITIL Foundations certification. Additional IT qualifications in ITIL Service Management or related IT Service Practice Management areas will be well regarded.

Special Requirements

The IT department operates nationally, and applicants from any location are welcome to apply. However, a successful candidate will be required to work standard hours aligned with AEST/AEDT.

Please note that on occasion, priority incidents may require work outside of these standard hours.

Selection Criteria

1. Demonstrated experience and knowledge in Incident and priority incident management to minimise business impact during service outages. Experience in an ICT Support role will be well regarded.
2. Experience and knowledge in Problem Management. Demonstrating the use of reactive and proactive processes and approaches to managing the lifecycle of problem records.
3. Produce appropriate and relevant documentation, email communications, meeting materials and reports in conjunction with Incident and Problem management.
4. Demonstrated ability to effectively facilitate meetings, ensuring clear communication, structured discussion, and productive outcomes among diverse stakeholders. As well as the proven high level analytical and problem-solving skills.
5. Demonstrated ability to work both autonomously and as a member of a geographically dispersed team. This includes the ability to perform well under pressure, manage competing priorities, meeting deadlines, and contributing to team goals and resources.

How to apply

To apply, please complete the application form on the Court’s careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application

If you have any technical issues with applying, please email recruitment@fedcourt.gov.au

Notes

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the 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 Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Stephanie Ray, (02) 6113 9333
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=85199307-9274-73F4-E275-E41B593444

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Attorney-General's

Vacancy VN-0761647

Federal Court of Australia

Closing Date:Friday 22 August 2025

Federal Court of Australia
National Operations (Legal)

Job Title	Legal Case Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$84,228 - $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	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5
Position Number	0662-08-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://www.fedcourt.gov.au/about/employment

Position Overview

The Legal Case Manager position works closely with the Judicial Registrars. Judicial Registrars exercise Judicial and Statutory functions delegated by Judges or conferred by the Rules of the Federal Court and Federal Circuit and Family Court of Australia (FCFCOA) (general federal law).

Broadly, the primary areas of registrar work for which support is required are as follows:

- Mediation and Case Management Support. This involves mediation and case management work done by registrars in support of matters within judges' dockets.
- Registrar Court work. This work involves the running of Corporations (FCA) and Bankruptcy (FCA and FCFCOA) lists, issuing of summonses for examination, return of documents in examinations and public examinations; Return of subpoena lists and hearings (FCA); Small Claims List (FCFCOA) and Adverse Action Lists (FCFCOA and FCA); special fixture interlocutory hearings.

- Other Registrar Work. This work includes the determination of costs (long form bills of costs estimates, confidential conferences, taxation of costs, remuneration assessments), duty work, eCourtroom substituted service applications, and other work (pro bono, tribunal support, external liaison).
- Legal Case managers will also assist with national tasks. Further details and specific examples of work to be undertaken by Legal Case Managers are set out below.

Duties

Major Activities

Legal Case Managers provide support to the judicial registrar team, including:

Mediations and Case Management:

- Coordinating the management of proceedings the registrar is mediating or case managing, including liaising with parties, organising mediations and case conferences, preparing correspondence, ensuring facilities are arranged in accordance with the requirements of each particular mediation and/or case management conference and ensuring that relevant case data on the Court's case management system is accurate and up to date.

Judicial Registrar Court work:

- Undertake preparatory work for the list, including liaising with parties, listing matters on the Court's case management system, undertaking all post Court work, including uploading orders and ensuring the Court's case management system accurately reflects outcomes.
- Assist with any preliminary work required for public examinations including attending the examination with the Judicial Registrar as required and ensuring that outcomes and listing details are accurately recorded.

Formal Qualifications

A Legal or law related qualification (or current enrolment in a law or related degree) will be regarded favorably but is not a requirement.

Eligibility

Selection Criteria

1. Experience providing administrative and general support to a legal practitioner. Formal legal qualification, currently studying law and/or a demonstrable interest in the general federal law jurisdiction of the Federal Court.
2. Knowledge of the FCA and FCFCOA (general federal law) jurisdiction, practices and procedures, or the ability to quickly acquire this knowledge.
3. Excellent written and oral communication skills underpinned by exceptional attention to detail.
4. Problem solving skills and the ability to evaluate a large volume of information quickly and to manage multiple tasks and priorities effectively.
5. The ability to work both autonomously and collaboratively, including strong interpersonal skills, a proven ability to build and maintain positive professional relationships, and Court appropriate presentation.
6. Demonstrated proficiency with administrative tasks and technology, including the use of electronic legal resources and the ability to learn and use the court's case management systems and court room technology.

Notes

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment;
3. Successful applicants engaged into the APS will be subject to a probation period
4. Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the 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.

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The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Stuart Young, (02) 8099 8523
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0761753

Federal Court of Australia

Closing Date:Wednesday 27 August 2025

Federal Court of Australia
National Operations Principal Registry

Job Title	National Registrar
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$120,390 - $145,107
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	On Site
Classification	Executive Level 1
Position Number	0679-08-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=EBEDAA4E-2C0E-BD13-37EF-E41CBE23B03D

Position Overview

The National Registrars support the National Judicial Registrars (Original Jurisdiction and Appeals) with:

- allocation and reallocation of original jurisdiction and appellate work to judges on a national basis across all NPAs. This involves an analysis of each matter and application of the NCF Allocation Protocols. Overall, it involves supporting all judges nationally, their related staff and registries, to ensure consistent and appropriate allocations of judge-related matters.
- in-depth analysis and assessment of judicial workload across original jurisdiction and appellate matters and providing recommendations regarding the management of judge-related workload.
- ensuring that judges, their related staff and registries, as well as litigants and other external stakeholders, have a clear understanding as to the operation of the NCF, including ensuring that the website, intranet, training materials and other NCF resources are up to date.

This role would suit a lawyer who can demonstrate knowledge of the Federal Court’s jurisdiction, practices and procedures and familiarity with all of the Court’s nine NPAs, or the ability to acquire such knowledge and familiarity quickly.

Duties

Major Activities

The core areas of activity for the National Registrars are outlined below.

Support allocation and management of judicial work

Original jurisdiction judicial work

- Provide oversight, training and support to registry staff, as required, to ensure that all new judge-related original jurisdiction filings are processed appropriately by registries. This will require regular liaison with judges, their related staff and registries, legal practitioners and litigants.
- Assisting the National Judicial Registrar – Original Jurisdiction with the allocation of original jurisdiction work, including oversight of the preparation of summaries and allocation emails for new judge-related original jurisdiction matters, and assisting with the preparation of such summaries and emails, as required.
- Review all new judge-related original jurisdiction matters and promptly assess the nature, urgency and complexity of each matter in accordance with the NCF Allocation Protocols.
- Consider all matters proposed for reallocation, promptly ascertain their current status, urgency and complexity, and accurately assess the judicial work that is likely to be required to finalise each matter, including the likely timing and duration of any future hearings that are likely to be required.
- Make recommendations in relation to the appropriate allocation and reallocation of judicial work, having regard to judicial workload and availability considerations, including assisting with the preparation of dockets for newly appointed judges.

Full Court and appellate work

- Undertake the preparation of case summaries for Full Court and appellate matters.
- Undertake case management support, including preparing initial triage materials and providing recommendations as to the appropriate case management of Full Court and appellate matters for consideration by the National Judicial Registrar – Appeals and the National Appeals Coordinating Judge.
- Consultation with the Chief Justice, National Appeals Co-ordinating Judge, CEO & Principal Registrar and National Judicial Registrar – Appeals in respect of the allocation and listing of Full Court and appellate matters during and outside dedicated sitting periods, including dealing with expedited appeals.
- High level support to the Chief Justice, National Appeals Co-ordinating Judge, CEO & Principal Registrar and National Judicial Registrar – Appeals regarding the management of the Court’s Full Court and appellate workload, including keeping up to date with significant developments in High Court and Full Court matters, with a view to keeping all judges updated in relation to developments that potentially affect matters in their dockets.

Workload analysis and monitoring

- Undertake in-depth analysis and reporting of federal law work across original jurisdiction and appellate matters. This reporting will include analysing trends in filings (e.g. nature,

complexity, filing party, location, allocation and resolution of matters across NPAs and areas of practice).
- Monitoring original jurisdiction and Full Court and appellate matters to ensure the Court record is accurate and taking appropriate action, as required.

Other aspects of the role

- Ensure that judges, their related staff and registries, as well as litigants and other external stakeholders, have a clear understanding as to the operation of the NCF, including ensuring that the website, intranet, training materials and other NCF resources are up to date, and conducting regular training sessions.
- Support the development of policy and practice in the Court, including the drafting of practice documents and website material and preparing policy papers and reports for judges' meetings and judicial committee meetings. In addition, preparing presentations and papers for meetings, seminars and workshops.
- Where appropriate, perform delegated judicial functions pursuant to the Federal Court of Australia Act 1976 (Cth) and other legislative instruments, as performed by Judicial Registrars of the Court, such as in the area of costs, duty registrar practice and determining certain insolvency applications.

Eligibility

Competencies & Attributes

To undertake this role the successful applicant must have:

- attained a legal qualification and be admitted to practice.
- a sound understanding of the jurisdiction and practices and procedures of the Court or the ability to acquire such knowledge quickly.
- a familiarity with all of the Court's nine NPAs, or the ability to acquire such familiarity quickly.
- strong communication and leadership skills with the ability to effectively lead a small team of staff working on the allocation of judicial work and to foster positive relationships with registries, judges, staff and external stakeholders
- the ability to undertake analytical and legal work and critically evaluate a large volume of information in a high-pressured environment.
- the ability to work autonomously with the necessary authority and accountability to manage work but also work collaboratively as part of a small team.
- the ability to manage multiple tasks and priorities.

Formal Qualifications

Legal qualifications and admission as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia.

Selection Criteria

1. Familiarity with all of the Court's nine NPAs and demonstrated knowledge of the Federal Court's jurisdiction, practices and procedures, or the ability to acquire such familiarity and knowledge quickly.

2. Strong communication and leadership skills, with a demonstrated ability to work collaboratively, foster positive professional relationships and influence decision making.
3. The ability to deal appropriately with sensitive and confidential information and represent the Court externally.
4. Well-developed legal research and analysis skills, excellent attention to detail, the ability to understand the character of Court matters and summarise complex legal concepts.
5. Demonstrated ability to critically evaluate large volumes of information and make accurate decisions in a timely manner.

How to apply

To apply, please complete the application form on the Court's careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any technical issues with applying, please email recruitment@fedcourt.gov.au

Notes

Eligibility

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

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To Apply

Position Contact	Susie Stone, (03) 6240 7918
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=EBEDAA4E-2C0E-BD13-37EF-E41CBE2

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Attorney-General's

Vacancy VN-0761437

Office of Parliamentary Counsel

Closing Date:Sunday 24 August 2025

Publishing Publishing

Job Title	Assistant Publishing Officer / Publishing Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$80,309 - $94,986
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 4;APS Level 5
Position Number	Several
Agency Website	https://www.opc.gov.au

Job Description

https://www.opc.gov.au/careers

In this role, you will:

- prepare accurate electronic compilations of Acts, instruments and other types of legislation;
- proofread and edit draft Bills, instruments and other documents;
- assess and publish Acts, instruments, Gazette notices and other documents on the Federal Register of Legislation;
- organise Bills for printing and introduction in Parliament;
- track the passage of Bills through Parliament and assist with obtaining Royal Assent for Bills that have passed;
- organise instruments for printing and tabling in Parliament;
- build and sustain productive working relationships with internal and external clients, service providers and stakeholders.

These positions require the successful candidate to be proactive, approachable, helpful and professional in performing each of the above functions.

Duties

To be suitable for these roles, you will have:

- well-developed administrative support skills, including a high level of word processing and data entry skills; a sound knowledge of Microsoft Office products, in particular Word; and attention to detail;

- well-developed written and oral communication skills including a sound knowledge of English grammar, usage, spelling and punctuation; the ability to liaise with internal and external stakeholders effectively; and to communicate clearly and effectively with clients;
- the ability to contribute new ideas and maximise the benefits of change, including the identification of opportunities to improve the efficiency of business processes;
- well-developed organisational skills that support the timely delivery of quality work.

In addition, you will demonstrate:

Assistant Publishing Officer (APS 4)

- a good understanding of legislative processes and structures, and the capacity to read and understand legislation and research legislative queries;
- the ability to work effectively as a team member, under supervision and guidance from more senior staff.

Publishing Officer (APS 5)

- a sound knowledge of legislative processes and structures, a highly developed ability to read and understand legislation and the ability to undertake technical research and analysis relating to legislative queries, or the ability to acquire such knowledge and capability quickly;
- the ability to provide leadership, work effectively as a team member, and co-operatively establish and meet work standards, deadlines and priorities while demonstrating sound judgement;
- the ability to train other staff in the duties of the position.

Eligibility
Notes

To be eligible for these roles, you must:

- be an Australian Citizen;
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status.

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is a small Commonwealth government agency which provides clear, effective and accessible Commonwealth law for all Australians. We do this by drafting Bills for the Commonwealth government, and a significant proportion of Commonwealth legislative instruments. We also provide comprehensive, free access to Commonwealth legislation through the Federal Register of Legislation website, preparing compilations of Commonwealth legislation, and registering Commonwealth Acts and instruments on behalf of more than 70 agencies.

To Apply

Position Contact	Hayley Jenkins, (02) 6120 1470
Agency Recruitment Site	https://www.opc.gov.au/careers

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Attorney-General's

Vacancy VN-0761881

Office of the Australian Information Commissioner

Closing Date:Thursday 28 August 2025

Information Rights Division

Job Title	General Manager, Privacy Case Management
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA, Darwin NT, 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;Hybrid
Office Arrangement Details	Hybrid
Classification	Senior Executive Service Band 1
Position Number	OAIC-2025-020
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

https://www.oaic.gov.au/about-the-OAIC/join-our-team

About the Office of the Australian Information Commissioner

Working with the Office of the Australian Information Commissioner (OAIC) will put you at the forefront of data protection and access to information regulation. As an independent statutory agency, the OAIC's work is of national significance and plays an important role in shaping Australia's information handling landscape across the economy - from government, digital platforms and the online environment, to health, finance and telecommunications. Our mission is to uphold and promote Australia's privacy and freedom of information laws.

- We are an agency within the Attorney-General Department's portfolio with responsibility for: privacy functions under the *Privacy Act 1988* and the *Digital ID Act 2024*
- freedom of information functions, in particular review of decisions made by agencies and ministers under the *Freedom of Information Act 1982*

SES leadership roles in the OAIC

SES within the OAIC work as a united team, collaborating and supporting each other and staff in achieving outcomes for the Australian community, and ensuring the agency's success.

- You will demonstrate leadership that aligns with the values of the OAIC, which include:
- Modelling and championing the OAIC's Guiding Principles ('4 Pillars'): being proactive, proportionate, purpose-driven and people-focused
- Possessing integrity and demonstrating alignment with the APS Values: Impartial, Committed to service, Accountable, Respectful, Ethical and Stewardship
- Empowering staff to make decisions and supporting a shift to a more harm-focused regulatory approach for the OAIC that considers risk in a proportionate manner and is not risk averse
- Supporting OAIC's Commissioners to set the strategic direction of the OAIC, communicating that direction internally and externally, and leading your team to deliver on it.

Duties

About The Role

The General Manager, Privacy Case Management is a senior leader role responsible for overseeing the delivery of OAIC's individual privacy complaints casework in a way that directs resources efficiently and in line with regulatory priorities, and upholds the privacy rights of individuals.

The General Manager will have recognised expertise in public administration and leadership, preferably in the context of overseeing statutory programs. You will need to strategically allocate resources to optimise efficiency and effectiveness, and engage with risk to achieve quality outcomes. The occupant will be accountable for the timeliness of OAIC's individual privacy complaints handling.

The General Manager will be expert at managing complex and high volume workloads and possess a solid grasp on the principles of administrative law. Practice experience in privacy law, complaints management, casework and alternative dispute resolution will be highly regarded.

Job Specific Capabilities, Skills & Experience

We are seeking applications from candidates who have:

- Legal qualifications or extensive experience in policy and/or managing in a regulatory environment requiring an expert level understanding of legislation, or an ability to quickly obtain this knowledge
- Demonstrated experience in the proportionate management of resources to achieve effective and timely regulatory outcomes
- Exceptional leadership skills with the ability to inspire and guide teams, and a demonstrated commitment to developing and empowering staff
- Strong stakeholder engagement experience, including representing organisations externally
- High-level strategic skills
- Demonstrated experience in leading through change
- Experience in managing the development and implementation of organisational policies, programs and approaches to work
- In depth knowledge of the *Privacy Act 1988* and related legislation or the demonstrated ability to quickly acquire this knowledge
- Ability to provide impartial and forthright advice to senior leaders, giving consideration to organisational and government priorities.

Desirable:

- Extensive experience operating in a casework environment with a legislative basis
- Experience in complaint handling, alternative dispute resolution and investigation, or equivalents
- Legal, management or public administration qualifications (e.g., LLB/ MBA/MPA)

SES Requirements

The Secretaries' Charter of Leadership Behaviours sets out the behaviours expected from SES across the APS and apply to senior leadership roles in the OAIC. The behaviours build on the Integrated Leadership System and APS Leadership Capability Framework.

This role is considered an Officer under the *Work Health and Safety Act 2011* and is required to exercise due diligence in complying with the obligations under this Act.

Eligibility

- Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.
- There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
- For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at the Negative Vetting Level 1 and meet required background, identification and character checks.
- Note: All duties are to be performed in accordance with the APS Code of Conduct and APS Values and OAIC policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the OAIC may re-assign the duties of an employee from time to time.

Notes

How to Apply

1. Please complete the application form found in the job pack on our website https://www.oaic.gov.au/about-us/join-our-team/.
2. Please provide a statement of claim of up to 2 A4 pages, addressing your interest, motivation and fit for the role. Your statement should include the use of practical and professional examples as relevant to the role and the job specific capabilities, skills and experience outlined above.
3. Your application form, CV and statement of claim should be collated as one document (where possible) and sent in a single email to: jobs@oaic.gov.au. Please ensure your email includes your full name in the email subject field, along with the job reference number found on the front page of this pack.

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	Ashleigh McDonald, Executive General Manager, Information Rights Division, 02 9297 9355
Agency Recruitment Site	https://www.oaic.gov.au/about-the-OAIC/join-our-team

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Attorney-General's

Vacancy VN-0761882

Office of the Australian Information Commissioner

Closing Date:Thursday 28 August 2025

Job Title	APS 5 / APS 6 (Multiple roles) Information Rights Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD, Melbourne VIC, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	$87,895 - $106,728
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 5;APS Level 6
Position Number	OAIC-2025-019
Agency Website	https://www.oaic.gov.au/about-us/

Job Description *https://www.oaic.gov.au/about-the-OAIC/join-our-team*

About The Roles

The Information Rights Division oversees the case management of all privacy and FOI cases from enquiries through to resolution. It is also responsible for the OAIC's interactions with members of the public and comprises three branches:

- Intake and Eligibility Branch
- FOI Case Management Branch
- Privacy Case Management Branch

Multiple opportunities exist for APS 5 and APS 6 officers across the Division.

Duties

Opportunities exist for the following roles:

1. APS 5, Assistant Review Advisor (FOI)
2. APS 5, Intake & Triage Officer
3. APS 6, Intake & Triage Officer
4. APS 6, Early Resolution Officer (Privacy)

5. APS 6, Investigations Officer (Privacy)
6. APS 6, Determinations Officer (Privacy)

For detailed information on each role, please refer to the candidate information pack here Join our team | OAIC

Eligibility

- Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.
- There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
- For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance as outlined above and meet required background, identification and character checks.
- Note: All duties are to be performed in accordance with the APS Code of Conduct and APS Values and OAIC policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the OAIC may re-assign the duties of an employee from time to time.

Notes

How to Apply

1. Please complete the application form found at the end of the job pack (found on the 'join our team' web page) as part of your submission
2. You are asked to provide a single page application response *(one A4 page-pitch)* addressing your interest, motivation and fit for the role. Your pitch should include the use of practical and professional examples as relevant to the role and the **job specific capabilities, skills and experience outlined above**. Please also clearly indicate your preferred role in your pitch.
3. Your application form, CV (maximum 3 pages) and one-page-pitch should be collated as one document *(where possible)* and sent in a single email to: jobs@oaic.gov.au. **Please ensure your email includes your full name in the email subject field, along with the job reference number found on the front page of this pack.**

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	Isabella Cahill, Assistant Director, Information Rights Division, 02 9246 0542
Agency Recruitment Site	https://www.oaic.gov.au/about-the-OAIC/join-our-team

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Defence

Vacancy VN-0760854

Department of Defence

Closing Date:Sunday 24 August 2025

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Systems Engineer
Job Type	Full-Time, Ongoing
Location	Monegeetta VIC, Southbank VIC
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	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	CASG/05662/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=F40FD886-880A-81D8-2ED5-E406DA391076

Duties

The Role

The Systems Engineer will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures, as well as engaging with stakeholders, investigate systems engineering concepts, deliver and manage systems engineering specifications and resources in support of the Defence materiel capability lifecycle. In addition, the Systems Engineer will be responsible for exercising assigned engineering authorities and any Technical Regulatory Authority delegations for managing the technical certification thereby ensuring that land materiel is fit-for-service, safe and environmentally compliant.

Land Materiel consists of, but is not limited to the following types of capabilities:

- Light and Heavy Armoured Vehicle Platforms
- Wheeled and Tracked Vehicle Platforms
- Weapons and Ordnance
- Petroleum and Bulk Fuel equipment
- Communications, Ground and Satellite systems
- Chemical Biological Radiological Nuclear Defence
- Simulation Systems
- Protective Clothing
- Medical and Dental
- Power Generation and Distribution
- Test and Evaluation
- Specialised Technical Services.

About our Team

Land Systems Division’s (LSD) mission is to acquire and support capability that enables the ADF to generate and sustain deployable Land power for an integrated force, in peace and war. We aim to be agile, innovative and outcomes-focussed as we collaborate closely with the Services and industry to deliver the latest equipment to maximise ADF performance.

The Land Engineering Agency (LEA), as part of the LSD, supports various Directorates and Systems Program Offices to ensure successful requirements development, acquisition and in-service support of materiel. LEA provides services in engineering, testing, design and development and technical data management. Services are provided across the whole of the Defence Capability Life Cycle.

LSD is dedicated to providing staff with an inclusive and healthy work-life environment, and we will invest in your ongoing professional development to ensure your work with us is deeply rewarding.

Our Ideal Candidate

The right person for this role will be a team member of complex and novel projects, and will be responsible for completing assigned tasks and for providing specialist technical advice. Candidates are sought from across all disciplines/specialities, in particular: Electrical/Electronics, Mechanical/Materials, Mechatronics, Automotive, Communications, Systems Engineering, Textiles, Biomedical, Chemical, Aerospace, Weapons, Petroleum Operations, Mechanical Drafting, test and evaluation and reliability Engineering.

The successful candidate will:

- Meet the mandatory qualifications
- Have engineering experience with a proven record of accomplishment of contributing to engineering outcomes
- Be able to tailor communication style and language to communicate effectively with internal and external stakeholders
- Have team building skills, including coaching, leading or mentoring
- Have experience working within a Technical Regulatory Framework.

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. Proof of Qualifications will need to be provided.

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	Mark Kegel, 03 8531 9084
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F40FD886-880A-81D8-2ED5-E4(

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Defence

Vacancy VN-0760864

Department of Defence

Closing Date:Sunday 24 August 2025

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Engineer
Job Type	Full-Time, Ongoing
Location	Monegeetta VIC, Southbank VIC
Salary	$86,887 - $93,066
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/05667/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A9D93BCA-D619-7605-E088-E406DAE8B9B0

Duties

The Role

The APS 5 Engineer will be required to provide engineering advice to support the achievement of Technical Integrity of land military equipment and systems. They will undertake specialist, technical research and analysis, conduct reviews, assessments and perform procedural or operational support work to achieve results to meet Defence capability needs.

Land Materiel consists of, but is not limited to the following types of capabilities:

- Light and Heavy Armoured Vehicle Platforms
- Wheeled and Tracked Vehicle Platforms
- Weapons and Ordnance
- Petroleum and Bulk Fuel equipment
- Communications, Ground and Satellite systems
- Chemical Biological Radiological Nuclear Defence
- Simulation Systems
- Protective Clothing
- Medical and Dental
- Power Generation and Distribution
- Test and Evaluation
- Specialised Technical Services.

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LSD is dedicated to providing staff with an inclusive and healthy work-life environment, and we will invest in your ongoing professional development to ensure your work with us is deeply rewarding

Our Ideal Candidate

The right person for this role will be an Engineer who is required to engage with stakeholders, and apply technical engineering knowledge and experience in support of Defence materiel capability lifecycle.

Candidates are sought from across all disciplines/specialities, in particular: Electrical/Electronics, Mechanical/Materials, Mechatronics, Automotive, Communications, Systems Engineering, Textiles, Biomedical, Chemical, Aerospace, Weapons, Petroleum Operations, Mechanical Drafting, Test and Evaluation and Reliability Engineering.

The successful candidate will:

- Be able to apply technical engineering knowledge and/or experience, understand priorities to research and define issues and corrective actions
- Build and sustain positive relationships with team members and actively participate in team work and group activities
- Meet the mandatory qualifications.

Final year University students are encouraged to apply, however, an offer of employment cannot be made until proof of completion of a Degree which meets the mandatory qualification requirements can be provided.

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.

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	Nick Caruso, 03 8531 6478
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A9D93BCA-D619-7605-E088-E4

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Defence

Vacancy VN-0761144

Department of Defence

Closing Date:Sunday 14 September 2025

Defence People Group
Military Personnel Division

Job Title	HR Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$69,898 - $77,016
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	APS Level 3
Position Number	DPG/06308/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=652EE2A7-B89A-E126-8212-E41AE1687715

Duties

The Role

Employment category transfers is a dynamic team that is seeking a highly motivated, professional, HR specialist to support the delivery of people capabilities within Defence. They are accountable to understand and comply with relevant legislative frameworks, government decision-making and Defence's mission/policy requirements.

An APS3 HR Officer will work to established priorities and procedures, while exercising some autonomy about how their work is performed. They may prioritise and manage their workflow and produce work that is subject to routine monitoring by senior Defence employees. They may undertake specialist, procedural, clerical, administrative support or operational tasks including some basic research and analysis activities to support their work unit. The work may have an element of complexity.

Your role:

- Engage with the Mustering Capability Advisors/Trade Cell and Career Managers and seek their recommendations on skills and training.
- Transact EC Transfers in PMKeyS.
- Assist with general administration tasks as needed, including records management, stationery procurement and stocktake, maintenance requests and representational duties.
- Receive and register applications in the EC Transfers Register and Objective.
- Assess applications for accuracy and ensure all supporting documentation are supplied IAW the requested EC.

About our Team

Employment Category (EC) Transfers Admin role is responsible for processing and managing applications of SERCAT 2, 3, 5 and 7 members seeking an EC transfer to SERCAT 7 outside of their current Employment Category, SERCAT and Service. EC Transfers Admin role ensures that applications are processed efficiently, comply with the organisational policies and procedures, and all relevant documentation are accurately maintained and stored in the Defence Records Management systems.

Our Ideal Candidate

Our ideal candidate:

- Understands and supports the organisation's vision, mission and business objectives.
- Understands the work environment and contributes to the development of work plans and team goals.

- Knows where to find information, and asks questions to ensure a full understanding of an issue.
- Suggests improvements to work tasks and business practices.

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	Massimo Hein-Alati, 02 6243 0182
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=652EE2A7-B89A-E126-8212-E41

Defence

Vacancy VN-0761344

Department of Defence

Closing Date:Sunday 24 August 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Contract Officer
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	$95,187 - $108,734
Future Merit Locations	Henderson
Office Arrangement	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	NSSG/06327/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9734A19F-7219-E63C-BD86-E409AADE8576

Duties

The Role

The APS 6 Contract Officer works closely with the EL 1 Commercial Manager in undertaking contract management, administrative and other support tasks associated with contracts managed by RMC- W.

Specifically this may include things as:

- Assisting with strategy development and planning;
- Developing and issuing tenders and requests for quotation;
- Managing contract negotiations;
- Developing and implementing contract changes;
- Raising and/or amending contract change proposals and purchase orders;
- Conducting contract performance reviews;
- Reviewing and approving payment of invoices; and
- Conducting contract governance and reporting activities.

The APS 6 Contract Officer position has assigned specific responsibilities that may include any of the platforms, systems and equipment maintained by the Regional Maintenance Provider.

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

Regional Maintenance Centre – West is (RMC-W) is a key element of the Maritime Sustainment Model. RMC-W is located at Henderson WA. There are four Regional Maintenance Centres Nationwide, RMC - North East in Cairns, RMC - North in Darwin, RMC - East in Sydney along with RMC National. RMC-W is the governance organisation overseeing the contract for the Regional Maintenance Provider (RMP) awarded to Naval Ship Management (NSM).

NSM will provide an integrated and consistent approach to continuous sustainment by enabling a longer-term picture of demand, coordination of resources, standardisation of processes, contracts and procedures across asset classes. Combined with enabling maintenance to occur closer to operational areas, this will ensure future Navy can fight and win at sea.

Regional Maintenance Centres will build on the Australian Industry Capability Program by incentivising industry to build regional and local capacity and capability. They will also support the development and improved utilisation of the Navy technical workforce. This will lead to the development of Sovereign Sustainment Capability.

In short, the Regional Maintenance Provider is the contractor and undertakes the Management/ Execution of ships maintenance tasking in the sustainment environment while RMC-W is the Governing body and Commonwealth contingent.

Our Ideal Candidate

The ideal candidate will exemplify the One Defence Leadership behaviours. You will have the ability to manage, influence and engage with the Contracts team to create and foster a culture of innovation and continuous improvement with best practice outcomes.

The ideal candidate will be customer focused with the skills to be able to build effective working relationships with our stakeholders and customers. You will be able to work with our stakeholders and customers to identify requirements, develop solutions, and deliver the best outcomes for Defence.

You will have the skills and experience to continually adapt in an ever changing environment and to be responsive to changing priorities and workloads to meet the business outcomes.

The ideal candidate will work with the team to develop the collective and individual professional abilities leading to a resilient, competent and flexible team.

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	Jordan Paga, 02 5109 5297
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9734A19F-7219-E63C-BD86-E4(

Defence

Vacancy VN-0761397

Department of Defence

Closing Date:Sunday 24 August 2025

Defence Science and Technology Group
Sensors and Effectors

Job Title	Mechanical Engineer - Propulsion & Aerospace
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$79,176 - $108,734
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	
Position Number	DSTG/06493/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B5330718-82CE-DE12-D978-E41A2CFAA8A8

Duties

The Role

Under direction, the Mechanical Engineer – Propulsion & Aerospace will work as part of an integrated team across DSTG to undertake the design and analysis of rocket motors and related propulsion systems at both the component and integrated system level. The S&T3-4 (Above) Mechanical Engineer role will contribute directly into Defence programs centred on missile propulsion system development and demonstration as part of a broader team comprising scientists, engineers and technical staff.

Key responsibilities of the role include:

- Undertake mechanical design, analysis and verification of sub-systems, systems-level integration analyses to support advanced rocket motor and related propulsion technology prototype development and demonstration;
- Identification, analysis and, where required, development of associated software/modelling tools;
- Develop experimental test plans and transition propulsion-specific analytical models into demonstrable physical tests for evaluation;
- Scientific analysis of experimental and numerical data to validate models and inform rocket motor and propulsion system design, and;
- Communicate outcomes of research, design and development activities in reports, presentations and meetings and convert these outcomes into actionable S&T lines of effort.

About our Team

The Missile & Space Propulsion (MSP) Group undertakes S&T to identify, assess and then develop novel propulsion systems to deliver step changes in performance for future missile systems, via allied international co-development, and in conjunction with an extensive network of AUS Industry and academic partners. The MSP STC capability is employed ensuring the safe and reliable deployment of the ADF's guided weapon inventory. The group has an end-to-end capability encapsulating: advanced propulsion system concept development; propulsion system utility assessments; theoretical design and optimisation; materials development & characterisation (both inert and energetic); through to sub-system development, integration and testing. MSP STC sits at the intersection of each of the GWEO Enterprise, High Speed Weapons and Long Range Precision Fires (all DSR priorities) and is an outcome driven group that operates in a high tempo environment. The group has a key emphasis on transitioning its S&T into Industry to deliver Defence capability options

Our Ideal Candidate

The ideal candidate will have a tertiary qualification in mechanical or aerospace engineering with a strong demonstrable background in engineering design and analysis. Experience in the use of commercial FEA software, and its application to the study of non-linear and thermal-structural problems will be highly regarded. Demonstrated experience in delivering complex S&T projects and working within integrated teams is essential.

Eligibility

Security Clearance:

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

Mandatory Qualifications

The S&T4/APS6 Technologist/Technician Weapons Systems position may require:

• academic or vocational qualifications in one or more of the following related fields of research; or

• relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 – Engineering

4008 Electrical Engineering

4009 Electronics, Sensors & Digital Hardware

4017 Mechanical Engineering

4099 Other Engineering

Division 46 – Information & Computing Sciences

4602 Artificial Intelligence

4606 Distributed Computing & Systems Software

4609 Information Systems

Division 49 – Mathematical Sciences

4903 Numerical & Computational Mathematics

Division 52 – Psychology

5204 Cognitive & Computational Psychology

Notes

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To Apply

Position Contact	Dr James Whitehead, 08 8393 2964
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B5330718-82CE-DE12-D978-E4

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Defence

Vacancy VN-0761402

Department of Defence

Closing Date:Monday 25 August 2025

Defence Science and Technology Group
Platforms

Job Title	S&T5 Naval Architect
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC
Salary	$120,303 - $135,701
Future Merit Locations	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	
Position Number	DSTG/06460/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DD0CF3D7-C814-8082-B439-E41A2E030D35

Duties

The Role

Under general guidance from the Discipline Leader Ship Systems Analysis, you will nurture the development of model-based systems engineering tools to examine whole-of-vessel performance. You will use these tools to assess design trade-offs for both new platforms and upgrades to existing platforms, in order to maximise platform capability. Through external engagement with local and international collaboration partners, you will initiate research programs to further develop

whole-of-platform performance modelling and systems engineering capabilities. In close consultation with relevant Defence stakeholders, you will be responsible for providing objective quality evidence to support Defence decision making in relation to the acquisition of new naval platforms, as well as platform capability upgrades.

About our Team

The Naval Architecture and Platform System Analysis Group is part of the Platforms Division. The Group leads research and development of advanced tools and methods to assess the whole-of-vessel performance for the ADF. We support Defence in design assurance activities and the transitioning of innovative methods to RAN and Army to increase availability, reduce costs and assure seaworthiness. We achieve this by partnering with both international and local organisations to remain at the cutting edge of scientific developments in whole-of-vessel performance including: seakeeping; multi-vessel interactions; operational loads; whole-of-vessel performance; structural response; integrated model based systems analysis and design trade-off studies.

Our Ideal Candidate

You are a subject matter expert in naval architecture/maritime engineering (or related sciences) with broad knowledge of whole-of-vessel performance characteristics. You can work effectively in a small interdisciplinary team environment and across organisational boundaries, clearly communicating complex technical results and their implications to a variety of stakeholders. You can deliver a capability edge to the ADF through your ability to collaborate with external partners, understand stakeholder requirements, develop targeted S&T work packages and respond to strategic drivers.

Eligibility

Security Clearance:

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

Mandatory Qualifications

The S&T5/EL1 Senior Researcher - Platform Systems position requires:

• academic or vocational qualifications in one or more of the following related fields of research; or

• relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 – Engineering

4001 Aerospace Engineering

4015 Maritime Engineering

4016 Materials Engineering

4017 Mechanical Engineering

4099 Other Engineering

Notes

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About the Department of Defence

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To Apply

Position Contact	Peter Hield, 03 9344 3716
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DD0CF3D7-C814-8082-B439-E4

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Defence

Vacancy VN-0761432

Department of Defence

Closing Date:Sunday 24 August 2025

Air Force
Air Command Australia

Job Title	Government Special Access Program Security Manager
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$95,187 - $108,734
Future Merit Locations	Darwin
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	AF/05721/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=65A29968-28AE-95C7-7E3D-E41ADFD30658

Duties

The Role

Air Force and Surveillance and Response Group (SRG) has an exciting opportunity for a Government Special Access Program Security Officer (GSSO). The successful candidate will be part of Number 114 Mobile Control and Reporting Unit (114MCRU) and will work closely with the Headquarters (HQ) SRG Security team to ensure all physical security requirements, and personnel clearance management requirements, are appropriate. This will include obtaining and maintaining certification and accreditation of your facility, developing local security doctrine, and engaging with a wide range of both internal and external stakeholders.

Duties include, but are not limited to:

- Create and maintain a secure environment to facilitate the development and execution of a SAP within the organisation
- Responsible for all SAP security administration management and operations within their assigned SAP Facility
- Adhere to applicable laws as well as national, Defence, and security policies and requirements

- Conduct of enquiries or investigations
- Conduct of training including Security Education and Training Awareness sessions, for all SAP-accessed personnel
- Conduct annual SAP Compliance self-inspections to include required documentation

About our Team

The ideal candidate will initially be working alongside a Headquarters SRG GSSO at an SRG facility located at RAAF Base Darwin which is part of a larger HQSRG team located at RAAF Base Williamtown in NSW. They are a small tightly knit group of subject matter experts made up of both uniformed and civilian APS members. This team will work with you to support training and getting you up to speed and will be available for continued support. Once your initial training period has been completed, you will join 114MCRU to manage our new unit facility and relevant personnel records, and to provide security advice to the Commanding Officer. 114MCRU is a small unit which provides deployable tactical air command and control capability to the Joint Force using the latest sensors and equipment. It is made up of highly motivated Air Battle Managers, Air Surveillance Operators, Communications and Network Technician and critical enablers. You would report directly to the Unit’s Executive Officer.

Our Ideal Candidate

Our ideal candidate will:

- Apply their security experience to enable and support a number of key security activities.
- Have a high level of communication and engagement skills.
- Be highly motivated, solutions focussed, and have the ability to present ideas persuasively.
- Be a critical thinker, skilled listener, and effective communicator.
- Be trustworthy and transparent, possessing the highest levels of integrity.
- Be confident and professional when engaging with stakeholders from a variety of backgrounds and levels of seniority.
- Be available to conduct limited domestic travel up to two to three weeks per year.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Renee Bonafe, 02 4077 8174
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=65A29968-28AE-95C7-7E3D-E41

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Defence

Vacancy VN-0761433

Department of Defence

Closing Date:Monday 25 August 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, East Sale VIC
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, East Sale
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/06467/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=18A0E4FE-726A-E107-6555-E41AE06D671D

Duties

The Role

Air Training Systems Program Office (ATSPO) has a new role available for an APS 6 Project Support Officer based at Brindabella Park or RAAF Base East Sale. In this role, you will work with the ATSPO Project Management Office (PMO) team, along with the broader SPO, delivering and supporting multiple projects including, but not limited to:

DEF5428 - providing through life capability assurance to the Pilot Training System (PTS) by implementing scalability, primarily through the introduction of a commercial ab-initio pilot training solution; and

AIR05248PH3 - developing Air Mission Training School (AMTS) to provide initial aviation employment training to Air Force and Navy Mission Aircrew specialists. This project also includes the replacement of the two School of Air Traffic Control (SATC) tower simulation suites and training support devices.

About our Team

As part of the Joint Aviation Systems Division (JASD) within CASG, the Air Training Systems Program Office (ATSPO) is located in Regional Victoria at the RAAF Base East Sale with an office also located at Brindabella Park in Canberra.

ATSPO offers a work environment with a unity of purpose which recognises and utilises individual's key skills in order to achieve outcomes. You will enjoy working in a complex, fast paced environment as part of a diverse, inclusive team that encompasses a variety of knowledge, skills and experience with a supportive strategic Executive Team.

ATSPO supports career development through a comprehensive professional development program and harnesses continuous improvement ideas and innovations.

Our Ideal Candidate

Our Ideal Candidate for this role will possess the following:

- Experience in assisting the management and oversight of projects including control, integration and analysis of a multiple project schedules;
- Strong understanding of project management principles, methodologies and tools and demonstrated experience or ability to develop and interpret project documentation under limited direction;
- Ability to maintain focus on quality to achieve outcomes while adhering to documented procedures;
- Ability to engage with a broad range of stakeholders to manage expectations and integrate Fundamental Inputs to Capability elements to meet project milestones;
- Ability to undertake objective, systematic analysis and draw accurate conclusions based on evidence;
- Strong analytical and problem-solving skills and a demonstrated ability to identify risks and opportunities to address challenges encountered during project execution;
- Strong acumen in business and commercial; and
- Strong written and verbal communication skills.

Eligibility

Security Clearance:

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

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	Marco Bueno, 02 5109 7612
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=18A0E4FE-726A-E107-6555-E41

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Defence

Vacancy VN-0761440

Department of Defence

Closing Date:Sunday 24 August 2025

Defence Digital Group
Group Operations

Job Title	Risks, Assumptions, Issues and Dependencies (RAID) and Review Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - QLD, Various locations - SA, Various locations - VIC, Various locations - WA
Office Arrangement	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	DDG/06583/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E0C02FCC-7816-28F2-BA09-E41AE2015BD3

Duties

The Role

Defence Digital Group is seeking an experienced APS 6 ICT Project Risk Officer to join in our RAID and Review Chapter. You will work collaboratively with delivery leads to oversee the end to end lifecycle of RAID events. You will ensure RAID events are effectively coordinated, captured, monitored, and managed using the tools prescribed within Defence. You will also contribute in building the chapter and develop processes, tools and templates based on established frameworks within Defence. This role is key in enhancing stakeholder delivery confidence by proactively identifying and managing potential RAID events to ensure successful delivery outcomes.

This role offers a broad scope, with key responsibilities including assisting with:

- Monitoring and managing project risks, issues, assumptions, and dependencies, ensuring compliance with relevant standards and frameworks, maintaining consistency across the Organisation.
- Applying best practices in risk management including encouraging and supporting proactive risk identification by project and program and project teams.
- Assisting in the improvement of the RAID & Review chapter services by developing and testing processes, tools, and templates based on established frameworks within Defence

- Conduct regular RAID review meetings with relevant stakeholder to ensure all RAID items are addressed and up-to-date.
- Planning, Preparing and coordinating gate reviews.
- Partnering with stakeholders to facilitate timely and accurate RAID information sharing.
- Ensuring tailored consistent communication and flow of information across channels within the program or project team to meet their needs.
- Contribute to regular reporting - Project Status Report (PSR).

About our Team

The Defence Digital Group (DDG) operates to generate and sustain digital capabilities and effects in order to defend Australia and its national interests. Its vision is a secure, integrated and scalable information and communications environment able to fight and win in the digital age. As part of DDG, the Digital Capability Division and Military Systems and Enterprise Systems Divisions' plan, deliver and enhance ICT capabilities that meet Defence's needs and ensure Defence is ready to fight and win in the digital age.

PrMO Chapter Resources will work alongside other project resources to deliver capability within the Military and Enterprise Systems Divisions. They will also spend some time supporting the growth and continuous improvement of their chapter and its enabling tools, templates and processes. We commit to providing additional professionalisation for the right candidates so you can continue to grow and develop your career. We will also provide mentorship and coaching to ensure you reach your potential.

Our Ideal Candidate

The DDG RAID and Review Chapter is a new team, established as a result of our recent transformation program; candidates who are motivated to stand up new business units and positively engage with navigating change will thrive in this role.

Our successful candidate will not only demonstrate excellent communication and engagement skills, you will need demonstrate:

- RAID management experience working on large and complex ICT projects or programs.
- Experience in the development of risk management artefacts and templates.
- Apply internal and external professional knowledge and experience to improve risk management processes and practices.
- Expertise to undertake objective, systematic analysis and can draw accurate conclusions based on information gathered from participants in the risk management process.
- Good understanding and the ability to carry out RAID assessments and develop treatment plans.
- Identify and capture project and/or, program RAID items.
- Co-ordinate RAID treatment plans in consultation with project or program SMEs.
- Be comfortable working in fast-paced IT project environments with competing priorities.
- Ability to work on multiple concurrent projects and build proactive stakeholder relationships.
- Actively participate in ongoing RAID and Review chapter development.
- Provide advice on the application of risk management policy and procedures.

- A desire to support change and continuous improvements, and adopt new ways of working.

RAID and Review chapter will provide you with professional development and peer support to ensure your continual growth in the RAID career and of your general APS skills.

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	DDG Recruitment, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E0C02FCC-7816-28F2-BA09-E4

Defence

Vacancy VN-0761444

Department of Defence

Closing Date:Sunday 24 August 2025

Guided Weapons and Explosive Ordnance
GWEO Capability Development Division

Job Title	Management Accountant
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park
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	GWEO/06590/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=98342C40-CA9A-9CC2-122A-E41AE2355D29

Duties

The Role

An opportunity exists for an EL 1 Management Accountant within one of Defence's high priority areas in the Guided Weapons & Explosive Ordnance (GWEO) Maritime and Maintenance Branch (MMB).

As an EL 1 Management Accountant, you will support the achievement of complex financial management work within an integrated workforce to help accelerate capability acquisition and sustainment activities. You will provide reliable and timely professional financial management advice and contribute to strategic planning, program, and project management outcomes.

Every day is a unique challenge as you embrace opportunities to:

- Manage financial support, contribute to budget preparation and financial performance monitoring and reporting for a range of guided weapons and munitions;

- Lead the coordination of financial governance requirements and promote compliance to financial management frameworks;
- Use knowledge and experience of financial management to provide advice on Defence and government financial matters; and
- Provide specialist commercial advice and support for acquisition and sustainment procurement activities.

You will also have the opportunity to further your career through a comprehensive professionalisation program.

Excellent written and oral communication skills are an integral aspect of this role. You must be able to network/communicate at all levels including engaging with outside organisations to achieve GWEO MMB objectives.

About our Team

GWEO MMB, is part of the GWEO Systems Division. Our team consists of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Amberley, Melbourne and Stirling, and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

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

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

In GWEO MMB, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation. Other benefits include:

- 15.4% superannuation;
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study;
- Additional leave days between Christmas and New Year;
- Focus on work/life balance; and
- Salary sacrifice opportunities.

Our Ideal Candidate

Our ideal candidate needs a strong commitment to working in a team environment that delivers timely and quality financial management activities relating to the acquisition and sustainment of Explosive Ordnance (EO).

The candidate also requires knowledge and understanding of broader Defence policy and strategic objectives, including major Defence capability updates, and apply this to capability financial analysis activities of financial management policies, principles and practices and an ability to apply those in an operational environment.

The candidate will also be proficient in the use of financial management information systems.

The candidate should also be able to collaborate effectively and manage a wide range of stakeholders. The candidate may also have staff management responsibilities.

If you are someone who:

- Enjoys supporting challenging and highly complex activities;
- Is creative, pragmatic and solutions focussed; and
- Is not afraid to challenge the traditional ways of doing business.

Then this is the role for you!

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	Tracy Best, tracy.best@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=98342C40-CA9A-9CC2-122A-E4

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Defence

Vacancy VN-0761446

Department of Defence

Closing Date:Sunday 24 August 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Technical Officer - Life Support
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$954,187 - $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	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	CASG/06622/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=5CF7E21C-4680-7E0F-26C6-E41AE2A049AE*

Duties

The Role

The Life Support Technical Officer plays a critical role within Defence, providing technical expertise, guidance, and assessment across the life cycle of Defence materiel. Working under broad direction, this role contributes to the delivery of technical life support solutions aligned with legislative, policy, and regulatory frameworks.

This position is accountable for performing complex life support technical activities, including assessment, investigation, and reporting, while applying sound judgement and initiative. The role involves exercising assigned technical engineering authorities, developing and reviewing technical documentation, and identifying and mitigating risks to ensure capability and safety outcomes are achieved.

Stakeholder engagement is central to this role, requiring the ability to communicate effectively with both internal and external stakeholders to address complex issues and support Defence objectives. The role demands a proactive approach to identifying stakeholder needs and delivering tailored technical solutions.

About our Team

The Aviation C4ISREW (Command, Control, Communications, Computing, Intelligence, Surveillance, Reconnaissance and Electronic Warfare), Training and Support Systems Management Unit (ACTSS MU) is a specialist team within the Utility Helicopter Systems Program Office (UHSPO). The ACTSS MU team is responsible for the management, delivery and sustainment of a range of cross-platform, cross-functional and common aviation systems supporting the aviation capability as a whole. The ACTSS MU team is located in South East Queensland, with offices at Victoria Barracks Brisbane and Swartz Barracks, Oakey. Our Unit is built on small teams delivering and supporting a diverse range of systems and capabilities from complex mission management networks through to deployable refuelling systems, training systems such as simulation devices through to helicopter underwater escape training, and extending into both combat and safety equipment, all underpinned by passionate logistics and commercial specialists.

Our Ideal Candidate

Our ideal candidate is a motivated self-starter who can work within the bounds of a technical framework, and understand the needs of a wide customer base. The candidate should have excellent communication skills and be able to explain technical information both verbally and in writing to all Aircrew Life Support Equipment users - including operational units and other elements within Army Aviation.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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To Apply

Position Contact	FLTLT Arron Cox, 08 7374 1494
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5CF7E21C-4680-7E0F-26C6-E4

Defence

Vacancy VN-0761452

Department of Defence

Closing Date:Sunday 24 August 2025

Defence Digital Group
Enterprise Systems

Job Title	Risks, Assumptions, Issues and Dependencies (RAID) and Review Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - QLD, Various locations - SA, Various locations - VIC, Various locations - WA
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	DDG/06593/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6F37B91C-9516-E9EF-E031-E41AE2C79A4D

Duties

The Role

Defence Digital Group is seeking an experienced EL 1 ICT Project Risk Manager to join in our RAID and Review Chapter. You will exercise a considerable degree of independence and perform a leadership role. You will assist in improving the RAID & Review chapter services and develop processes, tools and templates based on established frameworks within Defence. You will work collaboratively with delivery leads to oversee the end to end lifecycle of RAID events. You will be accountable under broad direction to perform and achieve complex to very complex RAID identification and analysis work.

You will ensure RAID events are effectively coordinated, captured, monitored, and managed using the tools prescribed within Defence. This role is pivotal in enhancing stakeholder delivery confidence by proactively identifying and managing potential RAID events to ensure successful delivery outcomes.

This role offers a broad scope, with key responsibilities including:

- Planning, leading and managing project risks, issues, assumptions, and dependencies; ensuring compliance with relevant standards and frameworks, maintaining consistency across the Organisation.
- Applying best practices in risk management including encouraging proactive risk identification by project and program and project teams.
- Assisting in the improvement of the RAID & Review chapter services by developing and testing processes, tools, and templates based on established frameworks within Defence.
- Conduct regular RAID review meetings with relevant stakeholder to ensure all RAID items are addressed and up-to-date.
- Translate high-level goals and outcomes into appropriate tasks for others.
- Uplifting delivery confidence by implementing and adhering to established risk management framework
- Planning, Preparing and coordinating gate reviews.
- Managing and leading small team including coaching and mentoring project team on risk management.
- Partnering with stakeholders to facilitate timely and accurate RAID information sharing.
- Ensuring tailored consistent communication and flow of information across channels within the program or project team to meet their needs.
- Contribute to regular reporting - Project Status Report (PSR).

About our Team

The Defence Digital Group (DDG) operates to generate and sustain digital capabilities and effects in order to defend Australia and its national interests. Its vision is a secure, integrated and scalable information and communications environment able to fight and win in the digital age. As part of DDG, the Digital Capability Division and Military Systems and Enterprise Systems Divisions' plan, deliver and enhance ICT capabilities that meet Defence's needs and ensure Defence is ready to fight and win in the digital age.

PrMO Chapter Resources will work alongside other project resources to deliver capability within the Military and Enterprise Systems Divisions. They will also spend some time supporting the growth and continuous improvement of their chapter and its enabling tools, templates and processes. We commit to providing additional professionalisation, mentorship and coaching for the right candidates.

Our Ideal Candidate

The DDG RAID and Review Chapter is a new team, established as a result of our recent transformation program; candidates who are motivated to contribute to the stand up of new business units and positively engage with navigating change will thrive in this role.

Our successful candidate will not only demonstrate excellent communication and engagement skills, you will need to demonstrate:

- Extensive RAID management experience working on large and complex transformational ICT projects or programs.
- Excellent understanding and the ability to coach and carry out RAID assessments and develop treatment plans.
- Expertise to undertake objective, systematic analysis and can draw accurate conclusions based on information gathered from participants in the risk management process.
- Experience in leading the development of risk management artefacts and templates.
- Identify and capture project and/or, program RAID items.
- Co-ordinate RAID treatment plans in consultation with project or program SMEs.
- Be comfortable working in fast-paced IT project environments with competing priorities.
- Ability to work on multiple concurrent projects and build proactive stakeholder relationships.
- Actively participate in ongoing RAID and Review chapter development.
- Coach and coordinate project teams in preparation for gate reviews.
- Provide advice on the application of risk management policy and procedures.

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	DDG Recruitment, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6F37B91C-9516-E9EF-E031-E41

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

Vacancy VN-0761462

Department of Defence

Closing Date:Monday 01 September 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Logistics Coordinator (Enterprise Onboarding)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
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	NSSG/06575/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5BC5A286-01C7-A84D-82D5-E41AE3DA9655

Duties

The Role

- Plan and deliver activities to induct business units and projects into the NLIS;
- Undertake stakeholder engagement with Naval Acquisition projects and Sustainment organisations to plan organisational change activities and coordinate data migration projects;
- Engage with internal and external Subject Matter Experts to coordinate delivery of Onboarding activities to facilitate a smooth transition from acquisition to sustainment.
- Coordinate efforts across multiple Defence Organisations to trouble shoot and resolve issues relating to data migration, toolset establishment and process implementation;
- Develop, Maintain and Monitor on-boarding team schedule, KPIs and KHIs;
- Inform customers of the service offerings, data products and capabilities.

About our Team

The Directorate of Maritime Engineering and Logistics (DMEL), within the Maritime Support Branch, is the business owner for the Naval Asset Management System encompassing configuration management, engineering, maintenance, and supply support practices within the Naval Logistics Information Systems (NLIS). In collaboration with Navy,

Defence Digital Group and Industry; we enable maritime enterprises to optimise their naval assets. We deliver standardised solutions that integrate people, processes, tools, data and governance. Our mission is to provide products and services that enable Maritime Enterprises to optimise Naval Asset Management practices. Our goal is to improve efficiency, risk management, decision-making and assurance of Seaworthiness outcomes for Navy.

The on-boarding team within DMEL is responsible for the onboarding of Naval Acquisition Projects and Maritime Enterprises into the NLIS and the Maritime Sustainment Model (MSM) (including standardised processes, guidance, and governance), enabling cross class management of Naval Assets across the Capability Lifecycle.

Our Ideal Candidate

The Directorate of Maritime Engineering and Logistics (DMEL), within the Maritime Support Branch, is the business owner for the Naval Asset Management System encompassing configuration management, engineering, maintenance, and supply support practices within the Naval Logistics Information Systems (NLIS). In collaboration with Navy,

Defence Digital Group and Industry; we enable maritime enterprises to optimise their naval assets. We deliver standardised solutions that integrate people, processes, tools, data and governance. Our mission is to provide products and services that enable Maritime Enterprises to optimise Naval Asset Management practices. Our goal is to improve efficiency, risk management, decision-making and assurance of Seaworthiness outcomes for Navy.

The on-boarding team within DMEL is responsible for the onboarding of Naval Acquisition Projects and Maritime Enterprises into the NLIS and the Maritime Sustainment Model (MSM) (including standardised processes, guidance, and governance), enabling cross class management of Naval Assets across the Capability Lifecycle.

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	Val Marques, 0425 306 215
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5BC5A286-01C7-A84D-82D5-E4

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Defence

Vacancy VN-0761464

Department of Defence

Closing Date:Sunday 24 August 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Commercial Contracting Officer - IC3SPO
Job Type	Full-Time, Ongoing
Location	Campbell ACT
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	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/06655/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=52FA514A-3CA8-5D9A-8CEC-E41AE3F77FB9

Duties

The Role

Command, Control and Communications Systems Program Office (IC3 SPO).

Your key responsibilities will include, but are not limited to:

- Work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed contracting technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.
- Will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

The Integrated Command, Control and Communications Systems Program Office (IC3 SPO) is responsible for the acquisition, integration and sustainment of command, control and communications 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. IC3 SPO acquires and sustains command, control and communications systems that are mission critical to all three services of the Australian Defence Force.

Our Ideal Candidate

Our ideal candidate will be able to demonstrate:

- High-level organisational skills, self-drive and initiative, with the ability to influence others to achieve tasks and business objectives.
- Ability to establish clear plans and timeframes, and respond positively to change and uncertainty.
- Innovative and adaptive thinking, and readiness to take accountability while taking a risk-based and flexible approach to delivering outcomes.
- High-level written and oral communication, agility and flexibility, adeptness at collaboration, and ability to effectively manage within an integrated team environment.
- Sound commercial and business acumen and a demonstrated understanding of the Defence Industry sector in Australia.

The ideal candidate will hold an AQF level 5 qualification and/or comprehensive recent experience in Commercial Contract Management and/or procurement and Contract Management.

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	Justin Stone, 02 5128 0788
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=52FA514A-3CA8-5D9A-8CEC-E4

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Defence

Vacancy VN-0761471

Department of Defence

Closing Date:Sunday 24 August 2025

Security and Estate Group
Service Delivery Division

Job Title	Training Area Infrastructure Officer
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$95,187 - $108,734
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	APS Level 6
Position Number	SEG/05898/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7152C18E-AE87-E98B-C885-E41AE48A4682

Duties

The Role

The DOTAM Training Area Infrastructure Officer is responsible for:

- Supporting capability by shaping the delivery outcomes of sustainment, maintenance and development projects across the Defence Training Areas throughout Australia operated and managed by DOTAM.
- Attending stakeholder engagement meetings at the scope, design and delivery phases of a project to ensure Defence receives value for money and capability aligned to Defence policy.

About our Team

The Directorate of Operations and Training Area Management (DOTAM) has three main functions. These are the operation and management of 41 Military Training Areas across Australia, the coordination of SEG support to major military exercises, and the facilitation of Defence Domestic Operations in Australia.

The National Directorate works closely with the Services, providing quality military exercise areas and facilities to ensure Defence and partnered countries can operate safely on modern and sustainable training areas. The development of these areas ultimately ensures forces can

enhance Defence capability and readiness, helping protect our nation. The Directorate is an integrated environment consisting of approximately 280 Defence personnel located nationally across four regions.

Our Ideal Candidate

The successful applicant will have:

- Exceptional stakeholder management experience.
- High-level organisational and administrative skills.
- Knowledge of Defence vehicles and weapon systems.
- The ability to operate with a strategic focus, and
- Be experienced and proficient in project management methodology.
- Demonstrated ability to provide high quality oral and written material, and advice.
- Demonstrated ability to elicit requirements and develop solutions to meet agreed outcomes, and
- Possess well-developed analytical and problem-solving skills.

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	Jamie Garrett, 07 3903 5161
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7152C18E-AE87-E98B-C885-E4

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Defence

Vacancy VN-0761478

Department of Defence

Closing Date:Monday 01 September 2025

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Electrical Engineer
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	$95,187 - $108,734
Future Merit Locations	Osborne
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	NSSG/06386/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BC266FDA-7EB4-6E19-F265-E41B1B5849E9

Duties

The Role

As an Electrical Engineer within the Collins Submarine Program you will be required to assess and review engineering changes (design and maintenance related) pertaining to submarine electrical and electronic systems. This can include high power electrical propulsion, power conversion and distribution, control and monitoring or combat systems. Other roles include supporting upgrade and sustainment projects and assisting with the evaluation and resolution of defects encountered in service.

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.

Note: The successful candidate may be required to undertake work on and be provided with technical information pertaining to defence articles of United States of America (US) origin. In accordance with the US International Traffic in Arms Regulations (ITAR), any applicant who holds, or has previously held, citizenship or permanent residency of a country other than Australia will be required to declare and indicate the country or countries of citizenship or permanent residency. Restrictions on access to defence articles and associated technical data subject to the ITAR by dual national employees may apply.

About our Team

The Collins Submarine Program within the Naval Shipbuilding & Sustainment Group (NSSG) is responsible for the maintenance and programmed upgrade of Australia’s Collins Class Submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five. Information on Defence employees’ working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email nssg.submarines.workforcemgt@defence.gov.au

Our Ideal Candidate

Our ideal candidate will be able to possess the following:

- Perform critical and complex engineering activities and provide advice in the field of electronics-electrical engineering under broad direction.
- Apply engineering knowledge and experience to identify issues and uncertainties and take these into account in planning, decision making and priority setting.

- Demonstrate electronics-electrical engineering knowledge and provide advice and recommendations on the development of advancements to established engineering principles, techniques, methods and regulations.
- Build and sustain positive relationships with team members, actively participate in team work and motivate and mentor developing engineers.
- Tailor communication style and language to communicate effectively with internal and external stakeholders.
- Assess technical and design packages including scoping, planning, reviewing, provide recommendations and contribute to the implementation of actions.
- Manage workflows, resources, prepare work area and team plans detailing measurable milestones and expected outcomes.

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.

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	NSSG Submarines Workforce Management, nssg.submarines.workforcemgt@defence.gov
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BC266FDA-7EB4-6E19-F265-E4

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Defence

Vacancy VN-0761480

Department of Defence

Closing Date:Monday 25 August 2025

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Engineer Professional - Mechanical/Material
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	$120,303 - $135,701
Future Merit Locations	Osborne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/06627/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=145661E3-C2A6-8AB1-DDB5-E41B1BD58C77

Duties

The Role

As a Senior Mechanical Engineer within the Collins Submarine Program you will be part of a specialised team responsible for supporting Australia’s submarine capability.

This role will require technical experience covering a variety of submarine mechanical systems, with a specific emphasis on:

- Submarine Cooling systems;
- Submarine Ventilation system; and
- Submarine Auxiliary systems.

The role will require ability to gain and exercise a technical SQEP delegation for mechanical systems. Knowledge of Ships Information Management System (SIMS) and Collins Authorised Materiel Seaworthiness Delivery Organisation (AMSDO) practices would be beneficial to the role. Familiarisation with Collins class program, platform design and Life of Type Extension (LOTE) project would be beneficial to the role.

Engineering and Technical roles within Collins Submarine Program are:

- Professionally challenging: Submarines are complex systems that operate in harsh conditions - a space shuttle is the closest comparison. You will be trusted to deliver engineering and technical support to ensure Australia’s submarines can be operated safely;
- Professionally rewarding: Submarines directly contribute to Australia’s ability to Shape, Deter and Respond in a dynamic geopolitical landscape. Your work as a Senior Mechanical Engineer will directly contribute to Australia’s submarine capability. You will also have the opportunity to continue your professional learning.

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.

The successful candidate may be required to undertake work on and be provided with technical information pertaining to defence articles of United States of America (US) origin. In accordance with the US International Traffic in Arms Regulations (ITAR), any applicant who holds, or has previously held, citizenship or permanent residency of a country other than Australia will be required to declare and indicate the country or countries of citizenship or permanent residency. Restrictions on access to defence articles and associated technical data subject to the ITAR by dual national employees may apply.

About our Team

The Collins Submarine Program within the Naval Shipbuilding & Sustainment Group (NSSG) is responsible for the maintenance and programmed upgrade of Australia's Collins Class Submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five. Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email nssg.submarines.workforcemgt@defence.gov.au.

Our Ideal Candidate

Our ideal candidate will be able to possess the following:

- Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility, as well as guiding and developing people;
- Accountable for accurate completion of work within timeframes including managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes;
- Lead, plan and deliver critical and complex to very complex engineering activities and provide advice in the field of mechanical-material engineering under broad direction;
- Accountable for exercising assigned engineering authorities and any Technical Regulatory Authority delegations;
- Apply extensive mechanical-material engineering knowledge and experience to assess technical risk, provide advice/recommendations to leadership, and improve engineering processes and procedures;
- Work collaboratively and communicate effectively with internal and external stakeholders to support Defence's objectives;
- Evaluate and ensure that the delivered materiel meets requirements and legislative, policy and regulatory frameworks and implement actions.

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

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To Apply

Position Contact	NSSG Submarines Workforce Management, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=145661E3-C2A6-8AB1-DDB5-E4

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Defence

Vacancy VN-0761507

Department of Defence

Closing Date:Thursday 28 August 2025

ARMY
Aviation Command

Job Title	Airfield Reporting Officer (ARO) - SAFETY
Job Type	Full-Time, Ongoing
Location	Oakey QLD
Salary	$69,898 - $77,016
Future Merit Locations	Oakey
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 3
Position Number	ARMY/05812/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7E394C04-DA5A-BDF2-7287-E41B1DAFEB5D

Duties

The Role

The Airport Reporting Officer (ARO) will be responsible for performing a range of tasks and duties to ensure the safe and high standard in the operation and maintenance of the AAvnTC Oakey Airfield. The ARO will be responsible for undertaking general light maintenance using equipment such as, mowers, trimmers, chainsaws, sweeping, and use of an all-terrain vehicle during wet weather and also liaising with Maintenance teams. The ARO will ensure the airport maintains compliance with regulations, Safety Reporting and will undertake Aerodrome inspections in accordance with both Defence and Civil Aviation Safety Regulations (DASR/CASR).

Duties include the assessing and maintenance of:

- Surface condition of the movement area, including cleanliness
- Surface condition of the runway, particularly the usability of unsealed pavements in wet conditions
- Markings, markers, wind direction indicators and aerodrome lighting systems
- Any obstacles which may infringe the approach, take-off, transitional, inner horizontal or other surfaces nominated by the procedure designer

- Animal or bird activities on and in the vicinity of the aerodrome
- Check fences or other devices that prevent persons and vehicles getting on the movement area
- Check currency of any outstanding Notice To All Airmen (NOTAM)
- ARO will be required to work a rotating roster involving shift work.
- ARO works on an on call basis for 7 days out of 21 regular shift. (Roster arrangements may change from time to time in accordance with operational needs).

About our Team

The Airfield Operations Team is responsible to the Airfield Safety and Operations Manager via the Airfield Operations Manager for the safe, effective and efficient delivery of airfield support services. This includes airfield operations, training area coordination and search and rescue duties. The successful delivery of these services ensures a safe and efficient airfield for the Army Aviation Capability.

Our Ideal Candidate

Our ideal candidate will have the following:

- Be team focused and adaptable to ongoing changing environment, while being able to function safely during periods of high tempo and have a high attention to detail.
- Aerodrome Reporting Officer certification from accredited training service provider.
- Previous experience in an airport operations role.
- AROC (Aeronautical Radio Operators Certificate).
- Demonstrate strong safety focus and excellent communication skills
- Be able to consistently achieve high standards while working to strict deadline
- Be comfortable operating variety of machinery such as, lawn mowers, small motors and power tools.
- If you are a can-do person, who thrives on new challenges, likes working in a team within a diverse environment, and consistently delivers to the highest quality, then you’ll fit right in and we’d like to have you on our team.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Brum Watson, 07 4577 7334
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7E394C04-DA5A-BDF2-7287-E4

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Defence

Vacancy VN-0761531

Department of Defence

Closing Date:Monday 25 August 2025

Defence People Group
Military Personnel Division

Job Title	Knowledge Management Officer - IM
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$86,887 - $93,066
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	APS Level 5
Position Number	DPG/05449/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=77A6295F-A261-A44E-9FC4-E41B56B96495

Duties

The Role

The APS 5 Knowledge Management Officer is accountable under limited direction to deliver essential Information Management (IM) administrative, technical support, asset management and routine governance activities across Military Personnel Division (MPD), including the necessary upgrades to MPD conferencing facilities within Brindabella Park Bldg. 29.

The APS 5 Knowledge Management Officer is the first point of contact for the MPD workforce for any IM related issues, as well as engagement with Joint Capabilities Group, Defence Data Group and their respective contractors, to ensure solutions are completed in a timely manner. MPD has a large remote workforce and ongoing support is crucial to enable MPD business and integration functionality.

The APS 5 Knowledge Management Officer provides essential support to the implementation of various ICT projects, Objective restructure, Intranet renewal project and MPD Business Management Systems.

About our Team

The Information Management Team in Military Personnel Division is a small team that integrates with the broader workforce of APS staff, consultants, and Military members to achieve outcomes that are based around how MPD manage their information for now and into the future.

The IM team supports the development of a divisional wide coordinated approach to information and records management within Objective, the oversight of conference rooms in BP29, development of training materials to improve compliance or the development and sustainment of approved business processes in the business management system and other collaboration tools. By collaborating across the workforce, you will have the opportunity to work in an integrated workplace and be acknowledged as an expert in your field, to support staff through the adoption of these tools.

Our Ideal Candidate

You will be committed to learning and enjoy using technology to enable smarter, more efficient ways of working. You will build on your skills in IT and knowledge management and you will have strong communication skills that are naturally suited to supporting a broad range of stakeholders to understand and adopt knowledge management systems through the development of clear and structured guidance. As a team player, you are dynamic and help out with physical and desktop driven IT and information management needs. You will have the passion and ability to quickly adapt to new technologies and solve problems by applying your computing and analytical skills. Your knowledge in Objective (or another eDRMS) and the ability to exploit different applications will equip you to investigate problems and propose new methods and solutions. As the ideal candidate, you will be highly resilient and able to work in a multidisciplinary environment with competing priorities.

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	Ms Gina Merlino, 02 5109 6045
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=77A6295F-A261-A44E-9FC4-E41

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Defence

Vacancy VN-0761532

Department of Defence

Closing Date:Wednesday 20 August 2025

Strategy Policy & Industry
Defence industry Policy

Job Title	Senior Policy Officer, Naval Nuclear Power Safety Regulator Policy
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Russell ACT
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park, Russell
Office Arrangement	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	SPI/06648/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=7F3B8ACE-A421-4778-2E7E-E41B56EA6A4C*

Duties

The Role

The Naval Nuclear Power Safety Regulator (NNPSR) Policy team is part of Defence Trade, Regulation and Industrial Collaboration Division. The team's mission is to provide the expertise to support the Australian Naval Nuclear Power Safety Regulator (the Regulator) in legislation, policy and government processes.

Your role as a Policy Officer will contribute to the work of a team delivering policy advice to ensuring the Regulator is able to conduct its functions, Policy development, advice and secretariat support. You will proactively engage as a member of a team in the provision of policy advice on complex issues related to naval nuclear power safety in consultation with a wide range of stakeholders.

This will require an in-depth knowledge of legislative frameworks as well as government decision-making and policy development processes. You will be able to research, analyse and provide advice on the policy settings required for the ANNPSR. You will also provide secretariat support to the external Advisory Committee, including coordinating inputs and papers for meetings, documenting recommendations and decisions, and act the liaison between key stakeholders.

You will work as part of a team to support legislative development and co-design by translating Government policy intent through the development and ongoing review of regulatory policies, rules and frameworks. You will be able to exercise both initiative and judgement in considering changes to the Regulator's planning processes and administrative arrangements, ensuring that these align with Government's policy intent and are fit for purpose.

About our Team

The Naval Nuclear Power Safety Policy team sits within Defence Trade, Regulation and Industrial Collaboration Division (DTRIC) in Strategy, Policy and Industry Group. The team is the lead within Defence to support the independent Regulator through Defence and Government processes, while ensuring the Regulator retains its independence. Australia's acquisition of conventionally armed, nuclear-powered submarines is historic and transformational. The Pathway announced on 14 March 2023, will deliver Australia a world-class capability that will see our nation become one of only seven countries that operate nuclear-powered submarines. This game changing capability will enhance Australia's capacity to deter conflict and support security, peace and economic prosperity in the Indo-Pacific.

As part of the announcement of the Optimal Pathway, the Australian Government established the Australian Naval Nuclear Powered Safety Regulator (ANNPSR), which will have responsibility and accountability for the safety regulation of Australia's nuclear powered submarines and associated

facilities. The ANNPSR will report directly to the Minister for Defence, while remaining in the Defence Portfolio.

Our Ideal Candidate

Defence Trade, Regulation and Industrial Collaboration Division is seeking motivated, enthusiastic and collaborative candidates to join the NNPSR Policy team.

The ideal candidate will have the following skills and attributes:

- Developed interpersonal skills to liaise, collaborate and build productive stakeholder relationships;
- Sound judgement with an innovative approach to problem solving;
- Strong written and verbal communication skills; and
- Adaptable, resilient and flexible in the face of changing priorities.

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	SP&I Workforce and Recruitment, spi.workforce@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7F3B8ACE-A421-4778-2E7E-E4

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Defence

Vacancy VN-0761534

Department of Defence

Closing Date:Wednesday 20 August 2025

Strategy Policy & Industry
Defence industry Policy

Job Title	Director, Naval Nuclear Power Safety Policy
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$139,681 - $167,659
Future Merit Locations	Russell
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 2
Position Number	SPI/06664/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DAAD90D4-50E5-CB7D-C896-E41B5760BCE6

Duties

The Role

The Naval Nuclear Power Safety Regulator (NNPSR) Policy team is part of Defence Trade, Regulation and Industrial Collaboration Division. The team's mission is to provide policy expertise to support the Australian Naval Nuclear Power Safety Regulator (the Regulator) in legislation, advice and government processes and be a key contributor to Australia's nuclear submarine capability.

We are looking to fill roles with the following functions:

As the EL 2 Director you will lead a team responsible for the development and co-design of the legislative/regulatory policies, rules and frameworks.

You will translate Government policy intent through the development and ongoing review of regulatory policies, rules and framework, including coordinating the changes to the primary legislation and regulations with Defence Legal, and Office of Parliamentary Counsel.

You will lead stakeholder negotiations with the Regulator and other areas across Defence, be able to contribute to the Regulator's planning processes and administrative arrangements, ensuring they align with the Government's policy intent. You will be able to consider changes to the Regulator's legislative and policy settings to ensure they remain fit for purpose.

You will lead a team responsible for the provision of policy advice on complex issues related to naval nuclear power safety in consultation with a wide range of stakeholders. You will require an in-depth knowledge of legislative frameworks as well as government decision-making and policy development processes.

About our Team

The Naval Nuclear Power Safety Policy team sits within Defence Trade, Regulation and Industrial Collaboration Division (DTRIC) in Strategy, Policy and Industry Group. The team is the lead within Defence to support the independent Regulator through Defence and Government processes, while ensuring the regulator retains its independence.

Australia's acquisition of conventionally armed, nuclear-powered submarines is historic and transformational. The Pathway announced on 14 March 2023, will deliver Australia a world-class capability that will see our nation become one of only seven countries that operate nuclear-powered submarines. This capability will enhance Australia's capacity to deter conflict and support security, peace and economic prosperity in the Indo-Pacific.

As part of the announcement of the Optimal Pathway, the Australian Government established the Australian Naval Nuclear Powered Safety Regulator (ANNPSR), which will have responsibility and accountability for the safety regulation of Australia's nuclear powered submarines and associated

facilities. The ANNPSR will report directly to the Minister for Defence, while remaining in the Defence Portfolio.

Our Ideal Candidate

Defence Trade, Regulation and Industrial Collaboration Division is seeking motivated candidates who have the ability to lead and inspire a team to navigate complex policy issues and deliver outcomes that further Defence's objectives. A high level of stakeholder engagement skills and an ability to communicate effectively is essential.

The ideal candidate will have the following skills and attributes:

- Strong leadership, executive and people skills;
- Proven ability to operate autonomously and navigate uncertainty;
- Strong experience and understanding of policy and legislative development, implementation and evaluation processes;
- Highly developed analytical, written and verbal communication skills;
- The ability to build effective working relationships, have strong stakeholder engagement and negotiation skills, be a skilled collaborator and influence processes and outcomes;
- Sound judgement and an innovative approach to problem solving; and
- Adaptable, resilient and flexible in the face of changing priorities.

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	SP&I Workforce and Recruitment, spi.workforce@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DAAD90D4-50E5-CB7D-C896-E

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Defence

Vacancy VN-0761537

Department of Defence

Closing Date:Thursday 28 August 2025

Security and Estate Group
Service Delivery Division

Job Title	Work Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - SA SA, Various locations - WA WA
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - NSW, Various locations - SA, Various locations - WA
Office Arrangement	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	SEG/06672/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=32EFCADC-93C7-3036-B587-E41B57A12AA8

Duties

The Role

The APS 6 Work Health and Safety Officer role is critical to assisting SEG to meet its work health and safety obligations.

As an APS 6 Work Health and Safety Officer:

- You will provide advice on the application of work health and safety legislation, Codes of Practice, Defence and SEG safety policies and procedures;
- You will engage with base management teams, Product Directors and contractors to positively influence how health and safety risks and incidents are managed on Defence Bases;
- You will undertake research and analysis, conduct reviews, assessments and investigations to improve health and safety outcomes across SEG;
- You will be responsible for contributing to Base WHS committees and Base WHS Management Planning and be required to provide input to broader Security & Estate Group policy and papers as needed.

About our Team

The Directorate of Work Health and Safety provides advice on the application of Work Health and Safety legislation, Codes of Practice, prescribed Australian Standards and Defence policy requirements. This is a small but expert team with in-depth knowledge of work health and safety and a passion for the importance of the role they play in Defence. The activities undertaken by the team are many and varied from policy and process development, assurance, education, out-reach and WHS incident investigation.

Key functions of the Directorate include:

- Providing analysis and reporting to the Senior Leadership Group on WHS responsibilities, performance and trends;
- Managing SEG's interactions with Comcare, as the Commonwealth WHS Regulator;
- Working with SEG’s industry partners to ensure effective management of WHS for contracted workers;
- Working with Defence Groups and Services to ensure a coordinated approach to safety across Defence;
- Representing SEG in Defence WHS and in the development of Defence WHS policies; and
- Leading and coordinating a national network of WHS SMEs.

Our Ideal Candidate

Our ideal candidate will be a highly motivated and adaptable person who has:

- An understanding of WHS legislation and policy frameworks and their application in dynamic workplace arrangements;

- The ability to provide accurate technical advice in relation to WHS matters;
- An excellent attention to detail and be able to develop practical WHS solutions based on legislation, policy and procedures;
- The ability to undertake complex work tasks under limited direction;
- Experience coordinating workflows and monitoring simultaneous work packages to ensure tasks are completed to a schedule;
- Demonstrated strong written and verbal communication skills and the ability to work with various stakeholders to influence safety outcomes;
- A passion for safety.

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	Ben Le Lievre, 0417 469 810 or 02 6132 7297
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=32EFCADC-93C7-3036-B587-E4

Defence

Vacancy VN-0761538

Department of Defence

Closing Date:Wednesday 20 August 2025

Strategy Policy & Industry
Defence industry Policy

Job Title	Assistant Director, Naval Nuclear Power Safety Policy
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
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	SPI/06666/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8F755BEB-4879-A27A-5E46-E41B57EC1662

Duties

The Role

The Naval Nuclear Power Safety Regulator (NNPSR) Policy team is part of Defence Trade, Regulation and Industrial Collaboration Division. The team's mission is to provide policy expertise to support the Australian Naval Nuclear Power Safety Regulator (the Regulator) in legislation, advice and government processes and be a key contributor to Australia's nuclear submarine capability.

We are looking to fill roles with the following functions:

As the EL 1 Assistant Director Legislative Policy, you will lead the development and co-design of the legislative/regulatory policies, rules and frameworks.

You will translate Government policy intent through the development and ongoing review of regulatory policies, rules and framework, including coordinating the changes to the primary legislation and regulations with Defence Legal, and Office of Parliamentary Counsel.

You will be able to contribute to the Regulator's planning processes and administrative arrangements, ensuring they align with the Government's policy intent.

You will be able to consider changes to the Regulator's legislative and policy settings to ensure they remain fit for purpose.

As the EL 1 Assistant Director Policy and Advice you will assist in the provision of policy advice on complex issues related to naval nuclear power safety in consultation with a wide range of stakeholders.

You will require an in-depth knowledge of legislative frameworks as well as government decision-making and policy development processes.

You will also provide secretariat support to the external Advisory Committee, including coordinating inputs and papers for meetings, documenting recommendations and decisions, and act the liaison between key stakeholders.

In these roles, you will exercise a considerable degree of independence, perform a subject matter expert role and will exercise sound decision-making and judgement to provide robust policy advice. You will engage in complex problem solving and issue management and may coordinate and deliver detailed or sensitive projects, which impact strategic, political or operational outcomes for Defence.

About our Team

The Naval Nuclear Power Safety Policy team sits within Defence Trade, Regulation and Industrial Collaboration Division (DTRIC) in Strategy, Policy and Industry Group. The team is the lead within Defence to support the independent Regulator through Defence and Government processes, while ensuring the regulator retains its independence. Australia's acquisition of conventionally armed, nuclear-powered submarines is historic and transformational. The Pathway announced on 14 March 2023, will deliver Australia a world-class capability that will see our nation become one of only seven countries that operate nuclear-powered submarines. This game changing capability will enhance Australia's capacity to deter conflict and support security, peace and economic prosperity in the Indo-Pacific. As part of the announcement of the Optimal Pathway, the Australian Government established the Australian Naval Nuclear Powered Safety Regulator (ANNPSR),

which will have responsibility and accountability for the safety regulation of Australia's nuclear powered submarines and associated facilities. The ANNPSR will report directly to the Minister for Defence, while remaining in the Defence Portfolio.

Our Ideal Candidate

Defence Trade, Regulation and Industrial Collaboration Division is seeking motivated candidates who have the ability to inspire a team to navigate complex policy issues and deliver outcomes that further Defence's objectives. A high level of stakeholder engagement skills and an ability to communicate effectively is essential.

The ideal candidate will have the following skills and attributes:

- Strong leadership, executive and people skills;
- Strong experience and understanding of policy and legislative development, implementation and evaluation processes.
- Highly developed analytical, written and verbal communication skills;
- The ability to build effective working relationships, have strong stakeholder engagement skills, be a skilled collaborator and influence processes and outcomes;
- Sound judgement and an innovative approach to problem solving;
- Adaptable, resilient and flexible in the face of changing priorities; and
- The ability to plan, organize and manage your time to meet multiple demands.

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	SP&I Workforce and Recruitment, spi.workforce@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8F755BEB-4879-A27A-5E46-E41

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Defence

Vacancy VN-0761540

Department of Defence

Closing Date:Sunday 24 August 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Spiral Project Manager
Job Type	Full-Time, Ongoing
Location	Amberley QLD
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;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/05040/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=948B2D2D-E909-C721-3B72-E41B59EB1F8D

Duties

The Role

As an Executive Level 1 (EL1) Spiral Project Manager, you will work directly to the Spiral Program Manager within the Air Combat and Electronic Attack Systems Project Office (ACEASPO) Project Management Unit (PjMU). The PjMU has commenced a significant and complex body of work to realise a series of spiral capability projects on the F/A 18 Super Hornet and EA-19 Growler aircraft. You will be accountable under broad direction to undertake complex to very complex project management planning, monitoring and delivery of outcomes. Being responsible for the performance of progression of work within an integrated workforce and stakeholder network, the role will demand effective use of your project management skills, applied methodologies and experiences.

About our Team

ACEASPO is responsible for the sustainment and upgrade of the F/A-18F Super Hornet and EA-18G Growler fleets on behalf of the Royal Australian Air Force. As part of the ACEASPO PjMU team, you will deliver project(s) to ensure the continuous upgrade of these fleets, working closely with industry and international partners to deliver future air combat and electronic attack capabilities to the joint force. Join our small, specialised, and dedicated team and make a real impact on a daily basis. This role offers a unique opportunity to work at RAAF Base Amberley, QLD. Apply today and be a part of a dynamic and supportive team committed to defending Australia and its national interests.

Our Ideal Candidate

We are seeking a motivated, collaborative, and resilient EL1 Project Manager who will enable and manage the delivery of future capability for the RAAF’s air combat capability. You will perform a management role and operate with a considerable degree of independence, whilst applying a high level of initiative and demonstrated accountability. You remain positive while working in a dynamic and complex environment, demonstrating consideration and respect for the diverse ideas and perspectives of others.

You will have demonstrated:

- Well-developed Project Management and organisational skills with the ability to manage competing priorities.
- Strong oral and written communication skills and stakeholder engagement.
- The ability to build and progress productive working relationships to achieve results for their team and organisation.
- Initiative and personal drive, sound judgement and integrity to achieve results.
- The ability to exercise critical thinking to analyse problems, identify possible courses of action and present these options to decision makers.

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 Estevan Samanes, 07 5362 2711
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=948B2D2D-E909-C721-3B72-E4

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Defence

Vacancy VN-0761544

Department of Defence

Closing Date:Wednesday 20 August 2025

Strategy Policy & Industry
Defence industry Policy

Job Title	Senior Policy Officer, Naval Nuclear Power Safety Policy
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park, Russell
Office Arrangement	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	SPI/06667/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B163BAD4-6131-94F1-28C5-E41B5822A8AF

Duties

The Role

The Naval Nuclear Power Safety Policy (NNPSP) team is part of Defence Trade, Regulation and Industrial Collaboration Division. The team’s mission is to provide the expertise to support the independent Australian Naval Nuclear Power Safety Regulator (the Regulator) in legislation, policy and government processes.

Your role as a Senior Policy Officer may cover the following activities below. Legislative / regulation development and co-design.

You will work independently, with the opportunity for reasonable autonomy and are accountable for the outcomes of your work. You will support legislative development and co-design by translating Government policy intent through the development and ongoing review of regulatory policies, rules and frameworks.

You will be able to exercise both initiative and judgement in considering changes to the Regulator’s planning processes and administrative arrangements, ensuring that these align with Government’s policy intent and are fit for purpose, Policy development, advice and secretariat support.

You will proactively engage as a member of a team in the provision of policy advice on complex issues related to naval nuclear power safety in consultation with a wide range of stakeholders. This will require an in-depth knowledge of legislative frameworks as well as government decision-making and policy development processes.

You will be able to research, analyse and provide advice on the policy settings required for the ANNPSR.

You will also provide secretariat support to the external Advisory Committee, including coordinating inputs and papers for meetings, documenting recommendations and decisions, and act the liaison between key stakeholders.

About our Team

The Naval Nuclear Power Safety Policy team sits within Defence Trade, Regulation and Industrial Collaboration Division (DTRIC) in Strategy, Policy and Industry Group. The team is the lead within Defence to support the independent Regulator through Defence and Government processes, while ensuring the regulator retains its independence. Australia’s acquisition of conventionally armed, nuclear-powered submarines is historic and transformational.

The Pathway announced on 14 March 2023, will deliver Australia a world-class capability that will see our nation become one of only seven countries that operate nuclear-powered submarines. This game changing capability will enhance Australia’s capacity to deter conflict and support security, peace and economic prosperity in the Indo-Pacific.

As part of the announcement of the Optimal Pathway, the Australian Government established the Australian Naval Nuclear Powered Safety Regulator (ANNPSR), which will have responsibility and accountability for the safety regulation of Australia’s nuclear powered submarines and associated facilities. The ANNPSR will report directly to the Minister for Defence, while remaining in the Defence Portfolio.

Our Ideal Candidate

Defence Trade, Regulation and Industrial Collaboration Division is seeking motivated candidates who can proactively contribute as a member of a team in the development, advocacy, prioritization, implementation and review of Defence and strategic policies to enhance Australia’s national interests. A high level of stakeholder engagement skills and an ability to communicate effectively is essential.

The ideal candidate will have the following skills and attributes:

- Good judgement with an innovative approach to problem solving;
- Strong background in policy and legislative processes;
- Strong written and verbal communication skills;
- Strong background in research and analysis to find policy solutions;
- Adaptable, resilient and flexible in the face of changing priorities; and
- Developed interpersonal skills to liaise, collaborate and build productive stakeholder relationships.

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	SP&I Workforce and Recruitment, spi.workforce@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B163BAD4-6131-94F1-28C5-E41

Defence

Vacancy VN-0761550

Department of Defence

Closing Date:Thursday 28 August 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Product Manager
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$120,303 - $135,701
Future Merit Locations	Williamtown
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/06688/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A545D063-FEC1-7265-A3ED-E41B58B3B14C

Duties

The Role

Located at the Royal Australian Air Force (RAAF) Base Williamtown in Newcastle region, the Air Warfare Systems Program Office (AWSPO) leads and manages a portfolio of highly complex projects and products in support of Air Force and Navy capability. AWSPO, in partnership with industry, deliver the Lead-in-Fighter Training System, Advanced Training and Test Environment and Special Operations Air Warfare Capabilities in support of Air Combat Group, Air Warfare Centre and Maritime Warfare Centre.

As an EL1 Product Manager, you will have an essential role in delivering these products utilising your project and asset management skills to improve Defence’s capability. In this role, you will have the opportunity to further develop your project or product management skills.

Professionalisation is a key focus within Capability Acquisition and Sustainment Group (CASG) and accredited training will be provided as part of the role. The role involves achieving product management outcomes and managing a diverse team of Air Force, Australian Public Service and contract personnel. Product Managers manage teams and monitor performance to achieve SPO outcomes. The role provides advice and support to the Executive and contribute to delivering organisational outcomes.

About our Team

Air Warfare Systems Program Office (AWSPO) is an integrated work environment located at RAAF Base Williamtown in the beautiful Port Stephens region of NSW. You will have access to beaches and the local lakes and rivers.

Take a short drive to the Barrington Top Mountains for hiking and the Hunter Valley for vineyards and entertainment venues. Explore the beautiful city of Newcastle with its countless wonderful cafés and restaurants. As our people are our greatest asset, you can be assured you will be supported to innovate, create value, and proudly play a meaningful role, finding your sense of purpose.

We offer a flexible, engaging and supportive setting that focuses on development and support of its employees. Grow your career in a dynamic and collaborative environment. Within Aerospace Systems Division, AWSPO leads and manages a portfolio of projects and products in support of Air Force and Navy capability. This includes the management of acquisition projects in various phases of the capability life cycle including the AIR5438 Phase 2 Lead-In Fighter Capability Upgrade program.

AWSPO, in partnership with industry, also manage three sustainment products:

- The 127 Hawk Lead-In Fighter, which supports air combat operations through aircraft and off-aircraft systems, delivering aircrew introductory fighter training;
- Advanced Training and Test Environment (ATTE), which improves Air Force and Navy lethality and survivability through the delivery of a threat representative training environment; and
- The Special Operations Air Warfare Program, supporting through the coordination, provisioning and sustainment of combat equipment.

Employees can access flexible working arrangements to support work life balance and an attractive remuneration package with a generous superannuation contribution of 15.4%.

Our Ideal Candidate

We are looking for people with initiative, strong organisational skills and the ability to respond appropriately to pressures and changing priorities. The successful candidate will be experienced

people leaders and will possess project, asset management and planning skills, as well as organisational and interpersonal skills with a strong focus on performance, governance and attention to detail. We are looking for leaders who can demonstrate their ability to manage priorities for themselves and their team to deliver organisational capability.

Key attributes and experience we are looking for:

- Demonstrated performance in people management and leadership in a multi-disciplined team;
- Demonstrated ability to be an effective team member;
- Demonstrated effective interpersonal communication skills, including strong emotional intelligence, resilience and adaptability;
- Demonstrated ability to support strategic direction through planning and governance functions, set work area priorities, manage workflows, develop strategies and evaluate business outcomes;
- The ability to respond flexibly to changing situations, including using sound judgement under pressure, to ensure the success of key deliverables;
- The ability to understand the ‘big picture’ to identify any emerging opportunities or threats in relation to your program of work;
- Utilising your project and asset management skills, be responsible for the management of schedule, risk, budget, resources and the preparation of briefings, submissions, reports and returns relating to product progress and issues that arise in accordance with organisational requirements;
- Risks and opportunities - ability to identify and take account of these in planning, decision-making and priority setting;
- The ability to read and apply policy in a general sense; and
- Product management experience and/or the ability to develop and interpret product documentation under limited direction.

The ability to learn is key as the right candidate will be supported with comprehensive learning and development opportunities and will enjoy close mentoring support by more experienced project and product management members of the team.

These positions will be required to access US export controlled materiel and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR) regulations.

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	Nicholas Mason, 02 4077 8203
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A545D063-FEC1-7265-A3ED-E4

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Defence

Vacancy VN-0761557

Department of Defence

Closing Date:Sunday 24 August 2025

Army
ADFHQ-Office of Chief of Army

Job Title	Land Capability Division International Engagements Project Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
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	ARMY/06205/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5E3CC751-19DC-D4C6-520B-E41B59405C91

Duties

The Role

Within the Project Management function, an EL1 Project Manager is accountable to perform and achieve project management work within an integrated workforce. The EL1 LCD IE PM will perform a leadership role with cross-Division and international stakeholders. They will exercise sound decision-making and judgment to provide advice to senior leaders to support capability decisions in a multi-national context.

They will have in-depth knowledge of Project Management functions and are responsible for the development, implementation, compliance and review of policies and procedures relevant to the LCD IE PM role. They will engage in complex problem solving and issues management. Their focus is the Bi-Lateral and Tri-Lateral capability initiatives between Australia, the United Kingdom and the United States. These initiatives affect important strategic, political or operational outcomes for Defence.

The EL1 LCD IE PM will support the development and implementation of work plans, set performance indicators against organisational objectives in collaboration with subject matter experts, and review team and business performance. They will ensure coherence across capability modernisation objectives with the UK and US. They will advocate for work that aligns with the strategic objectives of the Land Domain within Australia and communicate expected

outcomes. The EL1 LCD IE PM will be responsible for actively managing key stakeholder relationships, generally at the working level that supports the Bi-Lateral and Tri-Lateral capability initiatives.

The EL1 will develop and communicate methodologies and practices to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development of their work area. This role require the ability to prioritise capability initiatives based on assessment of achievability across the nations. The EL1 LCD IE PM will be responsible to maintain oversight, and at times participate in procedural, operational, administrative and business management activities that support the delivery of outcomes. This role sets and tracks initiatives.

About our Team

This position will report to the SO1 Strategic Engagements within Chief of Staff Branch, Land Capability Division, and will have regular engagement with One Star branch heads across the division for approval of artefacts/consultation. This position will work closely with international stakeholders and some out of hours work will be required on a semi-regular basis. This position will work closely with the Army Events Team and Army International Engagements in AHQ (G3).

Our Ideal Candidate

Our ideal candidate will demonstrate the requisite attributes, skills, and experience to perform the following duties:

- Coordinate and manage the Australian Army’s contribution to various international engagement forums with land capability modernisation objectives (the ‘project’).
- Manage a range of project activities and coordinate project inputs in accordance with organisational practices, methods and standards appropriate to the complexity of the project.
- Provide guidance to a multi-disciplined project team and coordinate project activities including support to strategic planning, governance functions and administrative functions.
- Build and sustain stakeholder engagement, including the ability to communicate with influence and negotiate effectively
- Apply established operational and administrative activities, procedures, practices and project management methodologies.
- Be responsible for the management of schedule, preparation of briefings, submissions, reports and returns for higher delegate consideration, relating to the project progress and issues in accordance with organisational objectives.
- Provide clear and consistent communication and setting clear performance and behavioural standards.
- Provide oversight and secretariat for designated One and Two Star international capability modernisation forums.

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	Paul Sait, 02 5108 6132
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5E3CC751-19DC-D4C6-520B-E4

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Defence

Vacancy VN-0761563

Department of Defence

Closing Date:Monday 25 August 2025

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Engineer Professional - Systems
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$95,187 - $108,734
Future Merit Locations	Edinburgh
Office Arrangement	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	CASG/06665/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E16D573C-6478-E830-29C6-E41B59601379

Duties

The Role

The APS 6 Systems Engineer will initially support the technical development of the Request for Tender (RFT) and supporting documentation for Space Capabilities in sustainment. Your role involves contributing to the integration of engineering requirements into the procurement and contract documentation, including ASDEFCON Support Contract, Statement of Work (SOW), Defence Support Documents (DSDs) and Data Item Descriptions (DIDs). Your role will assist in the identification and management of technical risks, contribute to systems engineering planning, and help ensure engineering assurance is maintained. Working clearly defined, technically sound and aligned with sustainment and operational objectives. You will support configuration management, requirements definition, and interface coordination to ensure the system is supportable, compliant and operationally effective.

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

Space Systems Branch acquires and sustains capabilities to support the four distinct space power roles conducted by the Australian Defence Force in support of Australia's strategic priorities. The team comprises professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel. The team works from Brindabella Park offices in Canberra and maintains close collaboration with other parts of Defence and other Government Agencies.

Space Domain Awareness and Control Systems Program Office (SDACSPO) is located in Edinburgh, South Australia and manages Space Domain Awareness and Control in-service capabilities and capabilities in acquisition, engaging with local, regional and international enterprise partners and suppliers, consisting of both foreign governments and industry, to provide support to the Capability Manager. This demands a strong understanding of domestic and international space domain government frameworks and controls.

Our Ideal Candidate

The ideal candidate is a technically capable and detailed-orientated engineering professional with a strong foundation in systems engineering and experience supporting Defence capability development or sustainment projects. You will have demonstrated experience working across the capability lifecycle, ideally with exposure to ASDEFCON frameworks and contract development processes. You are confident contributing to engineering documentation, interpreting engineering requirements and translating them into clear, contract ready documentation such as SOWs, DSDs and DIDs, and understand the importance of technical integrity, configuration management and system assurance. You are skilled at collaborating across disciplines, ensuring that engineering, logistic and commercial inputs are integrated into a cohesive technical solution. You will have strong analytical, documentation and communications skills, and be able to contribute to risk assessment and solution development.

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.

Notes

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To Apply

Position Contact	SQNLDR Tony Olver, 02 5108 6854
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E16D573C-6478-E830-29C6-E41

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Defence

Vacancy VN-0761569

Department of Defence

Closing Date:Sunday 24 August 2025

Defence People Group
Reserve & Cadet Support

Job Title	Assistant Director Regional Engagement
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Darwin NT, Adelaide SA, Perth WA
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;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	DPG/05814/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AA5C06D8-3131-FB95-FC4E-E41B94CA85C9

Duties

The Role

The Assistant Director Regional Engagement operates under broad direction with a significant level of autonomy to lead and manage a large, dispersed team responsible for the successful planning and delivery of stakeholder engagement activities across Australia to support Reservists, their civilian employers and ADF units. Key deliverables include: annual State, Territory and National Employer Support Awards and Prince of Wales Award ceremonies, presentations and/or representation at conferences, briefings and seminars, and employer immersion activities. The role is responsible for the development, implementation and compliance of events with relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

The position has significant people management responsibilities and will be required to exercise people management skills and ensure the effective use of human and financial resources. This includes managing financial resources and exercising financial delegations that will demand a practical understanding and application of the PGPA Act and relevant policies.

About our Team

The Reserve and Cadet Support Division in the Military Personnel Organisation delivers a range of capabilities and services including ADF Cadets, Youth and ADF Reserves and Employer Support (ADFRES) in order to contribute to Defence capability and preparedness. ADFRES provides direct support to ADF Reserves, their employers and the community. The Directorate comprises four teams: National Priorities and Planning; Regional Engagement (RE); Employer Support and Service Protection (ESSP); and Policy and International Engagement (PIE).

Our Ideal Candidate

Highly motivated with advanced experience in stakeholder engagement campaigns and leading high-performing teams.

The candidate will have demonstrated experience or skills in:

- Driving a positive and inclusive culture.
- Operating effectively in a high-tempo environment with competing priorities.
- Managing a range of activities and coordinating engagement inputs, outputs and outcomes within allocated budget and in accordance with organisational practices, methods and standards to meet desired objectives.
- Identifying risks and opportunities and taking account of these in planning, decision-making and priority setting.
- Managing internal policies, procedures and compliance.
- High-level written and verbal communication, with an ability to adjust and adapt to the audience.
- Committed to, promote and model the APS Values and the APS Code of Conduct.

The successful candidate will have demonstrated advanced APS craft skills. They will have the ability to translate strategy into operational outcomes through the application of exceptional leadership, problem solving and engagement skills.

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	Elyssa Comer, 02 5109 8276
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AA5C06D8-3131-FB95-FC4E-E4

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Defence

Vacancy VN-0761572

Department of Defence

Closing Date:Thursday 28 August 2025

NAVY
Deputy Chief of Navy

Job Title	Psychology Assistant
Job Type	Part-Time, Non-Ongoing
Location	Garden Island NSW
Salary	$69,898 - $77,016
Future Merit Locations	Garden Island
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 3
Position Number	NAVY/06331/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=154E2DAB-E27E-D176-A16C-E41B5A623B7F

Duties

The Role

This is a civilian (non-uniformed) role, as part of the Australian Public Service (APS) workforce within Navy.

The Navy Psychology Assistant position is responsible for:

- Office administration including making appointments, providing reception duties, managing psychologist's diaries, maintaining and managing health files, file management, providing monthly database reports and providing support to mental health training.
- Maintenance of the Defence e-Health System (DeHS), PMKeyS Op Log, and Navy Psychology databases.
- Liaising with Navy personnel, Divisional Staff, and Defence support services including medical, mental health providers and chaplains.
- Administering psychological tests and screens as part of selection, suitability assessments and operational screening for Navy personnel (e.g. test preparation, administration, marketing and recording) under the supervision of a psychologist.
- Managing in-confidence and sensitive information.

The Navy Psychology Section provides psychological support to the RAN uniformed workforce and contributes directly to Navy's capability and national security. This is a non-ongoing position for 13 months to cover long service leave.

About our Team

The Navy Psychology West team provides the full scope of Navy Psychology services to Navy Fleet Units and the Garrison Shore Establishment, at HMAS Stirling (Garden Island in Rockingham WA).In addition, Navy Psychology West is responsible for the delivery of the Mental Health and Wellbeing Program for the Submarine Force. The team works together to achieve a high standard of psychology service provision, liaising regularly with command elements, health providers and other wellbeing stakeholders.

Our Ideal Candidate

To be successful in this role, you will require:

- Sound experience in administrative support roles and data management.
- Excellent time management & organisational skills.
- Good oral communication and inter-personal skills.
- Ability to work collaboratively and operate as an effective team member of a small team.
- Good attention to detail, and an understanding of managing in-confidence information.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This Occupation requires an assessment by a registered Psychologist as competent to undertake the required duties.

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=154E2DAB-E27E-D176-A16C-E4

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Defence

Vacancy VN-0761573

Department of Defence

Closing Date:Thursday 28 August 2025

Strategy Policy & Industry
Strategic Policy

Job Title	Policy Officer - Strategic Capabilities
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
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	SPI/06542/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2EE6AEDE-881E-12D4-B376-E41B5A777AA0

Duties

The Role

Do you have what it takes to contribute to the development of new policy that will help set the future strategic direction of Defence strategic capabilities and technologies?

Do you have aptitude for or experience in policy development, an eye for identifying strategic implications in complex material, building relationships with subject matter experts, and working under limited direction?

Strategy, Policy, and Industry Group is seeking motivated and capable individuals to join our team in a number of Divisions. We are looking for people with a keen interest in national security, with some experience or strong aptitude in technology, complex policy or national security.

In these roles, you would support the development of strategic policy, contribute to high-quality advice to senior leaders and Government, and help shape international engagement in emerging capability areas.

About our Team

Strategic Policy Division shapes strategic direction for Defence, addresses future capability challenges with policy and advice, and works at the intersection of technology, national security and international relations. We address strategic risks and collaborate across Government to ensure strategy, capability and resources are aligned to the priorities in the National Defence Strategy. Our purpose is to deliver meaningful policy, guidance, and strong collaborative relationships to enable Government to make sound decisions.

AUKUS Advanced Capabilities Division is driving development of next generation technologies for the ADF under Pillar Two of the AUKUS Partnership. We focus on quantum technologies, artificial intelligence, electronic warfare, undersea warfare, hypersonics and cyber. We work across Defence, other Government agencies and with our US and UK counterparts. Our goal is to integrate and simplify the frameworks that underpin our technology and capability systems giving us access to options beyond what any one nation could achieve alone.

Our Ideal Candidate

Our ideal candidates are proactive team players with excellent judgement, analytic skills and initiative. We’re looking for great communicators (written and verbal) with excellent stakeholder skills.

Both Strategic Policy Division and AUKUS Advanced Capabilities Division deliver considered, clear and productive policy advice. The Divisions develop advice on capabilities such as long range strike, undersea warfare, autonomous systems, quantum technologies, artificial intelligence, electronic warfare, hypersonics, space and cyber.

Key responsibilities include:

- Supporting the alignment of Defence’s strategic capability decisions and use with Government direction and priorities.
- Coordination and preparation of high quality advice for Defence senior leaders and Government.
- Supporting Defence’s participation in whole-of-Government and international policy forums.
- Contributing to the development of policy and advice to integrate strategic technologies into Defence.

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	Name Withheld, 02 5109 0011
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2EE6AEDE-881E-12D4-B376-E4

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Defence

Vacancy VN-0761595

Department of Defence

Closing Date:Monday 08 September 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Engineer Professional - Communications
Job Type	Full-Time, Ongoing
Location	Russell ACT, Melbourne VIC
Salary	$120,303 - $135,701
Future Merit Locations	Russell, Melbourne
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/06354/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=51E32A28-ABA4-EA6A-5414-E41B5B363942

Duties

The Role

- Are you looking for your next career move where you can apply your engineering skills to lead some of the largest complex programs in Australia?
- Do you thrive working in a challenging environment where you can use your strong technical and problem solving skills?
- Are you a motivated leader who is able to see the broader strategic plan, who builds dynamic and high performing teams that are innovative and collaborative to achieve results?

There has never been a more exciting time to work for the Australian Public Service and the Department of Defence. It is critical that we have high performing engineers to ensure we can deliver Defence capability for the ADF. Land Command, Control, Communications & Computer Systems (LC4S) Branch is conducting a bulk recruitment round for highly motivated and skilled EL 1 Engineers with a record of delivering complex technical and engineering outcomes. With opportunities across acquisition, integration and sustainment programs, engineering professionals will engage in complex problem solving and technical resource management to ensure Defence maintains cutting-edge communications capabilities critical for the Australian Defence Force to equip the Joint Force to meet their operational challenges into the future.

As an Engineering Professional, you will provide detailed engineering, technical, professional and policy advice in relation to complex work and contribute to strategic planning, program, project management and policy development. In doing so, you will have knowledge of and compliance with legislative frameworks, government decision making and Defence's mission and policy requirements. You will be responsible for exercising assigned engineering authorities within the Land Worthiness framework.

The right person for this role will show the flexibility to respond to the changing context and shifting priorities of the Defence environment and the agility to realign resourcing to meet new demands. You will be a leader who provides support and guidance to your team to ensure they are sensitive to Defence strategic direction and equipped to excel in their capabilities.

LC4S is looking to fill several vacant positions across the Branch. This is an exciting opportunity for your role to support the Branch's vision of delivering reliable, robust Command, Control, Communications and Computing (C4) Capabilities to the ADF.

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

Land Command, Control, Communications & Computer Systems (LC4S) Branch under Joint Systems Division (JSD) is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We are responsible for delivering both Acquisition and Sustainment of Command and Control, Communication, and Computer Systems to Army and Joint Force. We are committed to the personal and professional development of our staff.

Our Ideal Candidate

We are seeking applicants who are able to demonstrate initiative and the ability to apply established engineering principles, techniques and methods to solve problems relating to the sustainment, design, development, integration and evaluation of military equipment or other complex military systems.

Key attributes and experience we are looking for:

- Substantial track record of successful management of engineering projects in the communications and related domains using appropriate engineering practices.

- Demonstrated ability to apply engineering knowledge and experience to identify risks and uncertainties to support strategic and project decision making and priority setting.
- An innovative and adaptive thinker, who will take accountability while applying a risk based and flexible approach to delivering outcomes.
- Sound initiative and judgement in the interpretation of policy and the application of practice and procedures including the provision of expert policy advice.
- High-level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives.
- A confident communicator, who is collaborative, agile and can effectively manage within an integrated team environment.
- A team leader who values teamwork and performs well in a diverse and integrated environment.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

These engineering positions require 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. These engineering roles may require the individual to be able to meet the requirements of Chartered Professional Engineer (Engineers Australia) or Registered Professional Engineer (Professionals Australia) or demonstrated the ability to obtain such status within 12 months.

Notes

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To Apply

Position Contact	Brad Stagg, 08 7374 0427
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=51E32A28-ABA4-EA6A-5414-E4

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Defence

Vacancy VN-0761596

Department of Defence

Closing Date:Monday 25 August 2025

Inspector-General of the Australian Defence Force
Office of the Inspector-General of the Australian Defence Force

Job Title	Assistant Director Audit Operations
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	IGADF/06726/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=956B1753-CC6F-E2EC-8EC2-E41B5C5B0C8E

Duties

The Role

In the Directorate of Military Justice Performance and Review within the Office of the Inspector-General of the ADF, Assistant Director Audit Operations (ADAO) will be responsible to:

- Lead a team to implement recommendation 54 of the Royal Commission into Defence and Veteran Suicide (RCDVS).
- Lead planning for all audit activities (routine, targeted, focus group only, re-audits).
- Ensure routine military justice performance audits of each major Australian Defence Force (ADF) unit at least every three years, and every ab initio training establishment every two years.
- Additionally, audit at least three non-major units annually that are not otherwise included in the regular Directorate of Military Justice Performance Audit cycle.
- Oversee and support a diverse workforce comprising of Reservists and permanent APS by setting clear expectations, maintaining effective communication, managing performance, delegating responsibilities and facilitating staff development and training.
- Manage resources and workflows, and developing planning strategies to increase the frequency of military justice audits.
- Maintain the audit-planning cycle program, supervise the development of unit audit programs and communicate effectively to Defence stakeholders including unit points of contacts.
- Provide audit operations staff to conduct Audit activities on an ad-hoc basis to supplement the Reserve workforce where required.
- Problem solve, offer guidance, monitor and report on the implementation of RCDVS recommendations, manage checklists, prepare reports, engage with stakeholders, translate identified issues into actionable findings and recommend ongoing improvements to business processes.
- Provide policy advice and attend meetings for other military justice related RCDVS recommendations (including the military justice assurance framework being developed by Defence) to meet the IGADF’s intent.
- Apply best practices in audit processes to align to the ASAE 3500 Auditing standards.
- Demonstrate strong communication and writing skills, prepare and contribute to comprehensive final audit reports. Provide input to briefs and papers for the branch, directorate and Defence.
- Present military justice data to various stakeholders, including senior leadership within and external to the Office of IGADF.
- Work closely with both the Systems and Data and Quality Assurance teams to enhance current Audit tools, spreadsheets, workflows, systems and resources.

About our Team

The Office supports the Inspector-General of the Australian Defence Force (IGADF) in their statutory functions of overseeing the effectiveness of the military justice system. The Directorate of Military Justice Performance and Review (DMJPR) assists the IGADF to provide the Chief of the Defence Force with a mechanism for audit and review of the military justice system. Independent of the ordinary chain of command, by conducting performance reviews of the military justice system, including internal audits, in accordance with section 110C of the Defence Act 1903.DMJPR is responsible for the conduct of routine military justice performance audits of every major ADF unit every three years, and of every ab initio training establishment every two years. Audits of at least three non-major units each year that are not part of the DMJPR routine audit cycle.

Our Ideal Candidate

You will demonstrate:

- In-depth knowledge and understanding of Auditing and Assurance, audit planning and execution of audit programs.
- Experience in Defence internal auditing and/or assurance.
- Experience in managing (Reservist, APS) a diverse team.
- Experience in and understanding of audit assurance planning and execution of rolling audit programs.

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	Nicole Kisbey, 02 6265 1093
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=956B1753-CC6F-E2EC-8EC2-E4

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Defence

Vacancy VN-0761597

Department of Defence

Closing Date:Thursday 28 August 2025

Defence People Group
Joint Support Services

Job Title	Family Liaison Officer
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$79,176 - $86,438
Future Merit Locations	Darwin
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	DPG/06601/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=68E6AFEB-E4D1-6E4D-86B3-E41B5B97BB63

Duties

The Role

As a Family Liaison Officer you will be an integral part of the Defence Member and Family Support (DMFS) Northern Territory team and be at the forefront of helping Defence families connect and engage with their wider community and other Defence families.

The Family Liaison Officer role includes:

- Engagement with Defence families, key stakeholders and the wider community.
- Facilitating opportunities for connection between Defence families and the wider community.
- Active engagement with Ex Service Organisations and other services that support Defence families.
- Providing information and advice about services and supports available through Defence as well as local community resources and services.

- Participating in Command and Unit facilitated events and functions for families.
- Building knowledge of community services and engaging with service providers to inform them of the needs of Defence families.
- Working as part of a dynamic and multidisciplinary team.

The role includes facilitating events including set up and pack up of information stands at a range of different venues in the local community and on Base, and travel to Defence establishments within Darwin and Palmerston and quarterly travel to RAAF Base Tindal.

Workplace Environment includes:

- Computer Use.
- Sitting at desk.
- Standing for long periods.
- Lifting 0-15kg.
- Works in a customer service environment.
- Frequent travel - Vehicle.

About our Team

Defence Member and Family Support Branch (DMFS), Directorate of Regional Engagement offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage the military way of life. DMFS supports Defence families' self-reliance and increases the capacity of the wider community to understand and support the needs of Defence families.

The Family Liaison Officer Darwin position will form part of the NT team that consists of Defence Social Workers, Military Support Officers, an Educational Liaison Officer, Business Support Officer and Area Manager. DMFS Darwin is based in Darwin and services the Darwin/Palmerston area and surges to support RAAF Base Tindal and the remote Bare Bases and NORFORCE Squadrons. We work collaboratively to provide crisis, mobility and absence support, advice to Commanders, referrals to external agencies, information on local services, education advice and general information on Defence matters.

Our Ideal Candidate

We are looking for an energetic and friendly team player who can use their initiative to provide innovative ways to engage with Defence families to help connect them with the local community. Strong, collaborative and collegiate stakeholder engagement skills are required. Our ideal candidate will be a team player with strong organisational skills. Excellent communication is a must as well as liaison and activity planning skills to promote Defence family engagement opportunities. The candidate must be able to prioritise; work independently; and demonstrate an understanding of confidentiality. Some after hours and weekend work is required. Contact officer can provide more details.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Dianne Elson, 0414 019 082
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=68E6AFEB-E4D1-6E4D-86B3-E4

Defence

Vacancy VN-0761598

Department of Defence

Closing Date:Monday 25 August 2025

Strategy Policy & Industry
Strategic Policy

Job Title	Strategic and International Policy Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
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	SPI/06695/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=58B3F87B-4F43-54B6-A187-E41B5AF2A057

Duties

The Role

Our region is in the midst of the most consequential strategic realignment since the Second World War. In such circumstances, it has never been more important for the Defence strategic centre to employ a wide and diverse array of talents. Your contributions could help to solve some of the most pressing national security problems facing Australia today.

The Strategy, Policy, and Industry (SP&I) Group is keen to explore opportunities for public servants from all backgrounds. Our work encompasses an array of policy and program development and management roles that will enable you to utilise your abilities to the utmost – and develop new ones that will enrich your future prospects.

Examples of the impact you could make includes:

- Strengthening our policy settings and ties with the US and UK to support Australia's nuclear powered submarines and other advanced technology projects
- Working with our Pacific partners to improve regional security
- Gathering government and open-source data to analyse applications to advise whether activities will affect Australia's national interests

- Assisting and guiding Australian Defence industry to find suitable export markets to improve Australia’s economic resilience.

There has never been a more exciting time to write a new chapter in your career around the world of national security. Apply today to begin your journey with us!

About our Team

We are a fully integrated civilian-military workforce, drawing on high quality and motivated people from diverse backgrounds and academic disciplines who embody Defence and Australian Public Service values.

We offer flexible working arrangements and a range of formal and informal professional development opportunities. While we offer a high degree of flexibility in the way we work, each position is located in Canberra. As such, successful applicants from outside Canberra, would need to move to Canberra if successful.

Working within Strategy, Policy, and Industry Group is more than just a job; it offers opportunities over the course of a career to work across diverse national security and policy matters of national significance. We actively support mobility within the Group when the time is right but we also value our people developing their expertise in specific areas.

Our Ideal Candidate

An ideal candidate for a SP&I policy role should possess:

- A strong background in research and analysis
- Excellent communication skills
- Practiced leadership and people skills
- Great at building relationships
- Demonstrated critical thinking abilities, sound judgement with an innovative approach to problem solving, and the capacity to collaborate with diverse stakeholders
- Experience in policy development, implementation, and evaluation would be highly beneficial.

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	SP&I Workforce and Recruitment, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=58B3F87B-4F43-54B6-A187-E41

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Defence

Vacancy VN-0761600

Department of Defence

Closing Date:Monday 01 September 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Project Manager (Multiple Positions)
Job Type	Full-Time, Ongoing
Location	Russell ACT, Melbourne VIC
Salary	$120,303 - $135,701
Future Merit Locations	Russell, Melbourne
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/06348/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=62823BB9-8048-E18C-91E9-E41B5AF44CFC

Duties

The Role

There has never been a more exciting time to work for the Australian Public Service and the Department of Defence. It is critical that we have high performing project managers to ensure we can deliver Defence capability to the ADF. Land Command, Control, Communications & Computer Systems (LC4S) Branch is seeking dynamic leaders with a proven record of delivering complex projects.

As an EL 1 Project Manager in LC4S Branch you will lead the acquisition of highly complex and operationally critical command, control, communications and computing (C4) systems for the Australian Defence Force (ADF) that will equip the Land Force to meet their operational challenges in to the future.

Your role will lead a diverse, multi-disciplinary team of project management, engineering, logistics, and commercial and contracting professionals to achieve capability outcomes for the ADF. This will include development and maintenance of internal and external stakeholder relationships including senior level Capability Manager Representatives and Industry Partners, who all contribute to the successful delivery of ADF capabilities. Our EL 1 Project Managers exercise a considerable degree of independence, and are responsible for complex problem solving and leadership in projects that directly impact strategic and operational outcomes for Defence.

As our suitable applicant, you will have exceptional project management, stakeholder engagement, communication and negotiation skills and experience, and will have a proven history of building, maintaining and growing, productive and empowered teams with a focus on capability delivery.

The Branch is looking to fill several vacant positions within Land Battlespace Awareness and Management (LBAM) System Program Office (SPO), Land Communications and Specialist Systems (LCSS) SPO, and LAND C4 Integration SPO.

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

Land Command, Control, Communications & Computer Systems (LC4S) Branch under Joint Systems Division (JSD) is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within the Capability Acquisition and Sustainment Group (CASG). We are responsible for delivering acquisition and sustainment of wide-ranging and cutting edge LC4S capability to Army and the Joint Force.

Our Ideal Candidate

LC4S Branch is seeking applicants with extensive knowledge of project management and an ability to lead a team to deliver strategic capabilities.

Key attributes and experience we are looking for:

- A significant record of achievement in Project Management and outcome delivery, including the management of high budget, high complexity activities.
- A confident, collaborative leader who can effectively manage geographically dispersed multi-disciplinary teams.
- The capacity to think strategically and develop plans and processes to enhance the achievement of project delivery within a wider strategic context.
- A highly engaged leader who is an innovative and adaptive thinker, and will take accountability while taking a risk based and flexible approach to delivering outcomes in a rapidly evolving environment.
- An effective and collaborative stakeholder manager, with well-developed communication, and negotiation skills.
- High level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives.

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	Tarryn Colquhoun, 02 5108 8384
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=62823BB9-8048-E18C-91E9-E41

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Defence

Vacancy VN-0761603

Department of Defence

Closing Date:Monday 25 August 2025

Guided Weapons and Explosive Ordnance
GWEO Capability Development Division

Job Title	Governance Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	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	GWEO/06729/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=83C8038D-7343-2344-798B-E41B5BBE528D

Duties

The Role

GWEO Systems Divisions has an exciting opportunity for an APS 6 Governance Officer within the P3M Services Independent Portfolio Office. The position works to the Executive Director P3M Services who provides project and product delivery advice and support to GWEO Group senior leadership. The position is accountable under broad direction to perform and achieve complex procedural, administrative and business management work within an integrated workforce.

The position provides independent analysis and assurance across the Portfolio’s capability delivery framework. This includes collating and analysis of information from common tools to streamline report processes for SPOs and Business Units, coordination and preparation of Delivery Program Reviews to provide a comprehensive deep dive of GWEO Systems Division operations and collaboration with GWEO Group business teams to ensure consistent management of operations and deliverables.

The Governance Officer will work to the Independent Portfolio Office Lead and will be accountable for the outcomes of the team tasks and the appropriate use of resources to produce and achieve outcomes.

About our Team

The Independent Portfolio Office, sits within GWEO P3M Services (Portfolio, Program/Project, and Product Management Services) is part of GWEO Group, which supports both GWEO Systems Division and GWEO Manufacturing Division.

We are responsible for portfolio support including coordinating Group capability reporting and implementing governance activities across the Divisions. This includes reviews of project/product information, end of month reporting to assure SLT of project/product performance, risk management and streamline processes to support GWEO SPOs and Business Units.

Our Team is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements.

We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one, which directly reflects the needs, and scope of Defence’s varied operational requirements.

Our Ideal Candidate

GWEO Independent Portfolio Office is seeking an experienced individual to join our team who:

- Provides support to SPOs, Business Units and our Executive Director and facilitates administrative and coordination requirements.
- Accountable to support the development and maintenance of project planning and processes in accordance with agreed procedures and performance standards.
- Works collaboratively with SPOs, Business Units and GWEO Group, operates as an effective team member and provide constructive feedback.
- Engages with relevant stakeholders and understands their expectations and concerns.
- Assess and adjust project management methodologies to comply with legislative, policy and regulatory frameworks.
- Resolve problems using expertise, taking the initiative to identify alternative courses of action.

Eligibility

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	Isabella Donaldson, isabella.donaldson@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=83C8038D-7343-2344-798B-E41

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Defence

Vacancy VN-0761607

Department of Defence

Closing Date:Thursday 28 August 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Deputy Product Manager
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$95,187 - $108,734
Future Merit Locations	Williamtown
Office Arrangement	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	CASG/06709/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BB56CCDB-9382-8098-CBFF-E41B933AC7DC

Duties

The Role

Located at the Royal Australian Air Force (RAAF) Base Williamtown in Newcastle region, the Air Warfare Systems Program Office (AWSPO) leads and manages a portfolio of projects and products in support of Air Force and Navy capability.

AWSPO, in partnership with industry, deliver the Lead-in-Fighter Training System, Advanced Training and Test Environment and Special Operations Air Warfare Capabilities in support of Air Combat Group, Air Warfare Centre and Maritime Warfare Centre.

At AWSPO, we manage our products under the project and asset management disciplines. As an APS6 Deputy Product Manager, you will have an essential role in delivering these products utilising your project and asset management skills to improve Defence’s capability. In this role, you will have the opportunity to further develop your project and asset management knowledge. Professionalisation is a key focus within Capability Acquisition and Sustainment Group (CASG) and accredited training will be provided as part of the role.

The role involves achieving product management outcomes and working with a diverse team of Air Force, Australian Public Service and contractor personnel. Deputy Product Managers support the

Product Manager to manage teams and monitor performance to achieve SPO outcomes. The role provides advice and support to the Executive and contributes to delivering organisational outcomes.

About our Team

Air Warfare Systems Program Office (AWSPO) is an integrated work environment located at RAAF Base Williamtown in the beautiful Port Stephens region of NSW. You will have access to beaches and the local lakes and rivers. Take a short drive to the Barrington Top Mountains for hiking and the Hunter Valley for vineyards and entertainment venues. Explore the beautiful city of Newcastle with its countless wonderful cafés and restaurants.

As our people are our greatest asset, you can be assured you will be supported to create value and proudly play a meaningful role, finding your sense of purpose. We offer a flexible, engaging and supportive setting that focuses on development and support of its employees. Grow your career in a dynamic and collaborative environment.

Within Aerospace Systems Division, AWSPO leads and manages a portfolio of projects and products in support of Air Force and Navy capability. This includes the management of acquisition projects in various phases of the capability life cycle including the Lead-In Fighter Capability Upgrade program.

AWSPO, in partnership with industry, also manage three sustainment products: the 127 Hawk Lead-In Fighter, which supports air combat operations through aircraft and off-aircraft systems, Advanced Training and Test Environment (ATTE), and the Special Operations Air Warfare Program.

Though the role is on-site at RAAF Base Williamtown, employees can access flexible working arrangements to support work life balance and an attractive remuneration package with a generous superannuation contribution of up to 15.4%.

Our Ideal Candidate

We are looking for people with initiative, strong organisational skills and the ability to respond appropriately to pressures and changing priorities. The successful candidate will possess project, asset management and planning skills, as well as organisational and interpersonal skills with a strong focus on performance, governance and attention to detail. Experience in leading teams is also desirable.

We are looking for leaders who can demonstrate their ability to manage priorities for themselves and their team to deliver organisational capability.

Key attributes and experience we are looking for are:

- Demonstrated performance in people management and leadership in a multi-disciplined team or the ability to quickly acquire these skills;
- Demonstrated ability to be an effective team member;
- Demonstrated effective communication skills, including strong emotional intelligence, resilience and adaptability;
- Demonstrated ability to support strategic direction through planning and governance functions, set work area priorities, manage workflows, develop strategies and evaluate business outcomes;
- The ability to respond flexibly to changing situations, including using sound judgement under pressure, to ensure the success of key deliverables;
- The ability to understand the ‘big picture’ to identify any emerging opportunities or threats in relation to your program of work;
- Ability to identify risks and opportunities and take account of these in planning, decision-making and priority setting;
- The ability to read and apply policy in a general sense; and
- Product/ Project management experience utilising project and asset management disciplines.

The ability to learn is key as the right candidate will be supported with comprehensive learning and development opportunities and will enjoy close mentoring support by more experienced project and product management members of the team.

Note: This position will be required to access US export controlled material and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR) regulations.

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	Grant Everett, 02 4078 1886
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BB56CCDB-9382-8098-CBFF-E4

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Defence

Vacancy VN-0761624

Department of Defence

Closing Date:Thursday 28 August 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	Cyber Security Integration Analyst
Job Type	Full-Time, Ongoing
Location	Harman ACT, Macleod VIC
Salary	$95,187 - $108,734
Future Merit Locations	Harman, 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/06656/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=E7444223-A5C9-182F-19B4-E41B94C9077C*

Duties

The Role

As an APS 6 Cyber Security Integration Analyst within the Defence Security Operations Centre (DSOC), you are responsible for working with systems owners and cyber security engineers to ensure effective integration of new systems into DSOC's monitoring and incident response processes. You will work with system owners to ensure the correct logs are being received and document systems to enable defender's system understanding.

In addition duties include:

- Reviewing system documentation to understand Defence systems and identify required logging to enable effective Security Operations Centre operations;
- Developing and maintaining policies or frameworks to define best practice in terms of system logging and incident response;
- Setting work priorities, managing workflows, tasking/training staff and undertaking stakeholder engagement and management with internal and external stakeholders;
- Responsible for the communication and reporting of cyber security integration with internal and external stakeholder engagement;
- Contribute to unit outcomes including detailed technical and professional advice in relation to complex cyber scenarios; and
- Be a contributing part of an integrated team, achieving work priorities, managing own workflows, building capacity through contributing to team deliverables and peer-reviewing the quality of work undertaken by others as required.

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

DSOC is the strategic centre for Cyber Security Operations within Defence. DSOC provides mission focused services across the Defence enterprise through a range of Cyber Security Operations functions. The team have access to contemporary tools, training, and support to enable high quality achievement, responsive, and dynamic outcomes in support of Defence and its mission.

DSOC is a collaborative and agile team, committed to providing opportunity for professional development whilst also contributing to key strategic outcomes. DSOC consists of a diverse

workforce of complementary skillsets, inclusive of APS, ADF, and contractors. We routinely engages with a wide range of stakeholders across the Department, Whole-of-Government, and Defence Industry, to identify new opportunities for improvement and collaboration.

Our Ideal Candidate

Team orientated collaborator with a strong passion for Information Technology and Cyber Security with the ability to understand and interpret ICT and technical indicators from a variety of sources.

Our ideal candidate will:

- Possess experience in the assessing of systems, to implement and enable effective security monitoring;
- Have experience in building and administration of enterprise environments;
- Have the ability to interpret and convey technical information to a broad range of stakeholders;
- Possess demonstrated experience, or qualifications in SIEM and SOAR technologies and processes;
- Demonstrate ability to perform technical assessments and clearly articulate findings in both written reports and verbal presentations;
- Excellent communication skills demonstrating the ability to tailor and adapt communication to suit a variety of stakeholder requirements;
- Demonstrate ability to manage competing priorities to a high standard of accuracy within allocated timeframes;
- Possess a well-rounded ability to think critically, and be inquisitive, while diligently and pragmatically driving at results;
- Demonstrates self-awareness and a commitment to share learning opportunities and support others;
- Demonstrated ability to build and sustain relationships with various stakeholders.

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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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	Joel Palmer, 02 5109 4570
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E7444223-A5C9-182F-19B4-E41

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Defence

Vacancy VN-0761636

Department of Defence

Closing Date:Thursday 28 August 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	Detection Engineering Analyst
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	$95,187 - $108,734
Future Merit Locations	Harman
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/06657/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=492C4D2B-8A66-4E9C-B034-E41B9601188A*

Duties

The Role

As an APS 6 Detection Engineer within the Defence Security Operations Centre (DSOC), you are responsible for development and maintenance for detections used in the monitoring of Defence systems.

Duties include:

- Developing detection logic using a DevSecOps methodology to detect cyber threats against Defence;
- Supporting the development of frameworks and policy;
- Building playbooks for detection analysis and response action guidelines from alerts;
- Working with analysts to tune and improve detection logic tuning;
- Developing and maintaining of Standard Operating Procedures and Work Instructions in a professional, accurate manner to support consistent investigations;
- Implementing continuous improvement processes throughout the detection logic lifecycle;
- Using technical expertise to provide mentoring and support to other staff, fostering a knowledge-sharing environment;
- Understanding and applying relevant policy and legislation governing ICT security in Defence;
- Setting work priorities, managing workflows, tasking/training staff and undertaking stakeholder engagement and management with internal and external stakeholders;
- Contribute to unit outcomes including detailed technical and professional advice in relation to complex cyber scenarios;
- Be a contributing part of an integrated team, achieving work priorities, managing own workflows, building capacity through contributing to team deliverables and peer-reviewing the quality of work undertaken by others as required.

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

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DSOC is a collaborative and agile team, committed to providing opportunity for professional development whilst also contributing to key strategic outcomes. DSOC consists of a diverse workforce of complementary skillsets, inclusive of APS, ADF, and contractors. We routinely engages with a wide range of stakeholders across the Department, Whole-of-Government, and Defence Industry, to identify new opportunities for improvement and collaboration.

Our Ideal Candidate

Team orientated collaborator with a strong passion for Information Technology and Cyber Security with the ability to understand and interpret ICT and technical indicators from a variety of sources.

Our ideal candidate will:

- Possess an understanding of defensive cyber security operations, and/or cyber security incident response as the front line in defensive capability within a Security Operations Centre;
- Have experience in developing logic to detect suspicious activity;
- Possess experience with scripting and programming languages;
- Have demonstrated experience, or qualifications in SIEM and SOAR technologies and processes;
- Demonstrate ability to manage competing priorities to a high standard of accuracy within allocated timeframes;
- Possess a well-rounded ability to think critically, and be inquisitive, while diligently and pragmatically driving at results;
- Demonstrates self-awareness and a commitment to share learning opportunities and support others;
- Demonstrated ability to build and sustain relationships with various stakeholders.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Joel Palmer, 02 5109 4570
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=492C4D2B-8A66-4E9C-B034-E4

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Defence

Vacancy VN-0761648

Department of Defence

Closing Date:Thursday 28 August 2025

Security and Estate Group
Defence Security

Job Title	Security Managers
Job Type	Full-Time, Ongoing
Location	Perth WA, Edinburgh SA, Canberra ACT, Brisbane QLD, Darwin NT, Melbourne VIC, Perth WA
Salary	$120,303 - $135,701
Future Merit Locations	Perth, Edinburgh, Canberra, Brisbane, Darwin, Melbourne
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	SEG/06174/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=1EE6C826-E53B-3B75-FA63-E41B971BB5AA*

Duties

The Role

The Australian Government Security Vetting Agency (AGSVA) and the Directorate of Security Assurance (DoSA) are seeking highly experienced leaders to deliver vetting services and functions. These roles provide a significant, positive impact to Australia's national security posture.

Current vacancies:

Assistant Director Vetting Operations (AGSVA) Perth - WA, Edinburgh - SA, Canberra - ACT, Brisbane - QLD, Darwin - NT: To be successful you will have experience in leading large, nationally dispersed service delivery teams. The role requires refined judgement, strong stakeholder engagement and evidence based, writing skills.

You will have excellent leadership and interpersonal skills, the ability to produce high quality outcomes in an evolving threat environment, and the ability to balance strategic and operational requirements. Responsibilities include managing assigned resources, delivery of high quality vetting assessments within defined timeframes, and implementation of business improvement opportunities. You will be required to achieve a Certificate IV in Government Security (Personnel Vetting) within 12 months of commencement. These positions require a NV2 Security Clearance.

Assistant Director Clearance Coordination Center (AGSVA) Brisbane - QLD: To be successful you will have experience in leading large, nationally dispersed service delivery teams. The role requires refined judgement and strong stakeholder engagement skills. You will exercise a considerable degree of independence and be responsible for leading a high performing team of APS and contracted staff. The Clearance Coordination Centre requires a leader who is focused on improving the experience of security clearance applicants through the delivery of self-initiated business improvement activities. Responsibilities include managing assigned resources, delivery of high-quality pre-assessment activities within defined timeframes, and implementation of business improvement opportunities. This position requires an NV2 Security Clearance.

Assistant Director Vetting Practice / Assistant Director Vetting Policy (AGSVA) Canberra - ACT, Edinburgh - SA, Brisbane - QLD, Melbourne - VIC: To be successful you will have experience in interpreting and operationalising government policy. You will also have experience in leading nationally dispersed teams. The role requires refined judgement, exceptional stakeholder engagement and strong writing skills. You will interpret the personnel security requirements of the Australian Government Protective Security Policy Framework (PSPF) and relevant legislation, regulation, policies and standards. You will translate this into AGSVA's internal policy framework and shape how AGSVA puts policy into practice.

You will lead a small team to provide policy advice across AGSVA, and will support policy outreach and engagement with policy owners, legal advisors and other stakeholders. You will have a pivotal role in ensuring AGSVA delivers high-quality and compliant vetting services that meet the expectations of the Australian Government. This position requires an NV2 Security Clearance.

Regional Security Manager (Directorate of Security Assurance (DoSA) Canberra - ACT, Perth - WA: The Regional Security Manager (RSM) is responsible for providing leadership and direction on activities for Defence Security Division (DS Division) Directorate of Security Assurance (DoSA).

The RSM will manage their team to deliver a range of services supporting business objectives, including:

- Management of physical security zone certification and accreditation processes for non-single service entities within the region.
- Oversight of the training delivery of designated security-related courses and workshops by NSW personnel to Defence stakeholders.
- Oversight and conduct of security risk assessment activities for Defence and Defence Industry stakeholders.
- Business management and workforce planning.
- Governance and reporting.

The RSM will review individual, team and business performance, focusing on delivering outcomes and continuous improvement; and effectively supporting their team through surge activities in DoSA’s remit of responsibilities. This position requires an NV2 Security Clearance.

About our Team

Defence Security Division (DSD) provides adaptable security services to Defence and Defence industry, and provides timely, considered guidance to all Defence employees. DSD comprises four branches that support Defence’s mission and the integrated, focused force as outlined in the National Defence Strategy.

Australian Government Security Vetting Agency (AGSVA): The cornerstone of national security, AGSVA conducts the overwhelming majority of Australia’s security clearance assessments. This role is crucial to the Australian Government. AGSVA provides security vetting services to over 1100 Government agencies and industry partners. Join us in safeguarding Australia's interests by ensuring a trusted workforce, mitigating insider threats by delivering world-leading vetting services.

Defence Industry Security Branch (DISB): At the heart of the Defence Industry Security Program (DISP), DISB manages memberships, conducts audits, and helps Australian businesses deliver secure Defence capability and service, by providing security advice, support services, and helping DISP members better understand and manage security risks across their businesses. DISB collaborates with leading agencies to enhance industry security, shaping a secure future for our national defence capabilities.

Security Policy and Services (SPS) Branch: Secures Defence through the delivery of security strategy and policy, international security agreements and treaties, security governance, and foreign work authorisations. Your work with SPS will elevate national security standards, contribute to whole-of- government initiatives to uplift national security and foster a culture of security awareness.

The Directorate of Security Assurance (DoSA): Is a key element of SPS and directly supports Defence capabilities and operations through the provision of protective security policy, as well as advice and assurance. The Directorate validates security practices and measures to protect Defence people, information and assets.

Security Threat and Assurance (STA) Branch: STA works closely with our law enforcement and intelligence partners, such as the Australian Federal Police, state police and the Australian Security Intelligence Organisation, to better understand security threats to Defence.

NOTE: Applicants suitable for the role but not offered a position for the current vacancy may be placed in a merit pool. This merit pool may be used to fill similar vacancies anywhere in Australia.

Our Ideal Candidate

You are an experienced leader and manager who is not afraid to ‘roll up their sleeves’ and possesses a range of the following qualities:

- Ability to convey critical security information effectively.
- Ability to build trust with stakeholders at all levels, both within Government and Defence Industry.
- Ability to influence and assure security policies and practices.
- Demonstrated leadership and management experience in an operational or service delivery environment.
- Highly developed communication, organisation and negotiation skills.
- Ability to deliver outcomes and work effectively in a hybrid APS and contracted workforce.
- Demonstrated ability to think critically, identify issues and drive continuous business improvement.
- Ability to interpret policy and procedures and deliver practical and pragmatic advice and guidance.
- Proven experience identifying and anticipating stakeholder needs and expectations.

- The ability to forward-plan a workload and the agility to re-prioritise at short notice.

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	Matt Drummond, 07 3032 1593
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1EE6C826-E53B-3B75-FA63-E4

Defence

Vacancy VN-0761679

Department of Defence

Closing Date:Wednesday 27 August 2025

Guided Weapons and Explosive Ordnance
GWEO Capability Development Division

Job Title	Engineer Professional - Explosive Ordnance
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Penrith NSW, Rockingham WA
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	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	GWEO/06802/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2D5CD491-D833-2396-81C8-E41BCFF23FBC

Duties

The Role

An opportunity exists for an APS6 Engineer Professional to join a dynamic and vibrant Defence project team, working in Guided Weapons and Explosive Ordnance (GWEO) Systems Division in the Department of Defence. As a GWEO APS6 Explosive Ordnance Engineer, you will be working on some of the most exciting and complex guided weapons and explosive ordnance products used by the Australian Defence Force. The key objective for our engineers is to develop in depth technical knowledge in guided weapon and explosive ordnance technologies. If you are searching for new career opportunities with an agile, empowering, positive and open organisation, one of these roles could be for you!

These positions are located in Canberra ACT, Penrith NSW and Rockingham WA.

You will spend your days:

- Effectively performing critical and complex engineering activities whilst working within an Integrated Product Team (IPT).
- Ensuring you have an extensive knowledge of and compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements.

- Providing detailed explosive ordnance engineering technical and professional advice in relation to complex work.
- Contributing to strategic planning, program and project management and policy development.
- Mentoring junior members.
- Providing advice to stakeholders.

This position will be expected to achieve an engineering delegation within six months of commencement.

Your ability to analyse and apply systems of work, Government decision-making and Defence's mission and policy requirements will be key to allowing you to deliver outcomes.

Note: This position will be required to access US export controlled materiel and therefore applicants will be requested to disclose any, current or previous, dual citizenships with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR).

About our Team

Guided Weapons and Explosive Ordnance (GWEO) Systems Division is responsible for the GWEO capability life cycle. This includes the acquisition, sustainment and disposal of all guided weapons and explosive ordnance for Defence.

The division is also responsible for:

- Maintenance of explosive ordnance
- Developing the Australian Defence Force weapons Capability Roadmap
- Overseeing the remediation of GWEO preparedness
- Enabling capability elements

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

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

In GWEO Systems Division, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

- 15.4% superannuation;
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study;
- Additional leave days between Christmas and New Year;
- Focus on work/life balance; and
- Salary sacrifice opportunities.

Our Ideal Candidate

Our ideal candidate will possess the following skills and capabilities:

- Be accountable for exercising assigned engineering authorities and any Technical Regulatory Authority delegations.
- Apply engineering knowledge and experience to identify issues and uncertainties and take these into account in planning, decision making and priority setting.
- Demonstrate explosive ordnance engineering knowledge and provide advice and recommendations on the development and application of, and advancements to establish engineering principles, techniques, methods and regulations.
- Assess technical and design packages including scoping, planning, reviewing, provision of recommendations and contribution to the implementation of actions.
- Evaluate that the delivered materiel meets requirements and legislative, policy and regulatory frameworks, provide recommendations and contribute to the implementation of actions.
- Identify, assess and monitor risks to ensure safety aspects of Defence materiel systems are considered and incorporated into explosive ordnance engineering activities.
- Develop engineering artefacts required to progress introduction and sustainment of maritime, air and land weapon systems.

If you are someone who:

- Enjoys supporting challenging and highly complex activities,
- Is creative, pragmatic and solutions focused, and
- Is not afraid to challenge the traditional ways of doing business.

Then this is the role for you!

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

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	Tracy Best, 02 5109 6007
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2D5CD491-D833-2396-81C8-E4

This notice is part of the electronic Public Service Gazette PS32 Weekly Gazette Thursday (Vacancy Notices) - 14 August 2025.pdf
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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0761684

Department of Defence

Closing Date:Wednesday 27 August 2025

Defence Digital Group
Digital Capability Management

Job Title	Capability Realisation Roles
Job Type	Full-Time, Ongoing
Location	Enoggera QLD, Reid ACT
Salary	$95,187 - $108,734
Future Merit Locations	Reid, Enoggera
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	DDG/06577/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BA7A101A-9E83-5C25-CD4D-E41BD0A7F65E

Duties

The Role

We seek strongly motivated individuals who are future focused with excellent leadership and analytical skills, who have the drive, integrity and passion to complete challenging and exciting work that directly contributes to our national security. You will lead and manage the scoping, designing and creation of world class ICT and digital capabilities across one of Defence's key ICT programs, integrating solutions to realise positive capability outcomes.

You be part of a team to define, assess and evaluate project performance against agreed plans and the implementing strategies in order to achieve project capability realisation outcomes. Positions are ideal for a project manager who has proven successful experience specialising in overseeing and managing transformational projects (in particular cloud initiatives) and is looking to take the next step in their career. We recognise the professional skills, experience of veterans, and are keen to use your talent and commitment to Defence.

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

- Provide specialist advice to define capability requirements, conduct planning, monitoring and controlling of products across the Defence Capability Life Cycle.
- Lead and prepare the development of timely and high quality agendum, issues papers, and minutes for capability committees to senior Defence leaders to assist in their decision-making.
- Lead and manage end-to-end project lifecycles, ensuring delivery on time and within budget.
- Develop detailed project plans, track progress, and proactively identify and mitigate risks.
- Foster a culture of continuous improvement, innovation, and excellence in project management practices.
- Communicate effectively with stakeholders, providing regular updates on project status, risks, and milestones.
- Lead, mentor and guide project teams, fostering a collaborative and results-driven environment. Positions are varied and we seek proven successful project management skills across:
- Capability planning, scheduling
- Benefits and need realisation
- Workforce planning, resource and cost modelling
- Materiel acquisition and sustainment planning across assets and disposal of materiel systems

Our Ideal Candidate

- Understanding of Australia’s strategic policy, legislative frameworks, government decision-making and Defence mission requirements.
- Knowledge of Defence capability and the One Defence Capability System.
- Ability to organise complex activities involving multiple stakeholders in a limited period.
- Manage and monitor core elements and staff associated with programs/products.
- Proven success in delivering and managing project and program interdependencies including:
- Defence capability needs and benefits management
- Capability lifecycle, control and risk management
- Scheduling, planning, requirements definition
- Stakeholder management, organisational governance
- Contractor deliverables, tender evaluation, source selection, financial management
- Demonstrated technical skills in cloud architecture, networking, and security
- Analysis, controlling and evaluating logistic support requirements
- Workforce capacity analysis, development and maintenance of capacity planning artefacts, systems and tools, developing capacity planning strategies, and action plans.

We seek proven successful project management skills across:

- ICT, specifically relating to Cloud Environments
- ICT Infrastructure
- Networking
- Knowledge or familiarity with Systems Engineering Process, including requirements Management/Test & evaluation.

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	Nick Leventis, 02 6249 0617
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BA7A101A-9E83-5C25-CD4D-E4

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Defence

Vacancy VN-0761698

Department of Defence

Closing Date:Thursday 28 August 2025

Defence Finance Group
Financial Performance & Management

Job Title	Financial Analyst - Capability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
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	APS Level 5
Position Number	DFG/06484/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E0E227CD-85B9-8235-4C22-E41BD256B629

Duties

The Role

Defence Finance Group (DFG) leads financial management across Defence, delivering financial oversight, strategies, management and assistance to achieve Defence's outcomes. Part of this function includes providing independent and contestable financial analysis, advice and assurance on capability investment proposals, as well as independent financial support, management and reporting on Defence and Government financial matters.

You will be a part of a team of professionals delivering accurate, timely and high-quality financial analysis and advice to the Senior Leadership Group of DFG and Defence. You will have diverse experience and skills in disciplines including finance, policy analysis and advice, briefing.

As an APS 5 Financial Analyst in the IIP Financial Planning and Approvals Directorate, you will play a pivotal role in Defence effectively realising the National Defence Strategy and associated reforms.

You will support the department by undertaking analysis and shaping advice for senior leaders on financial options, risks and implications of capability investment proposals. You will also have engagement with stakeholders across the department and with central agency colleagues.

You will translate financial information and strategy into business outcomes and create a shared sense of purpose. You are a skilled planner who takes a strategic outlook when aligning team activities to organisational goals and your stakeholder’s objectives.

About our Team

Our team operates in a fast-paced and dynamic environment. We support Defence and Government making critical financial decisions on the future of Defence capability investment by providing Defence senior leadership with trusted independent financial advice and assurance on the Integrated Investment Program.

The Integrated Investment Program is investing approximately $330 billion over the next decade into complex projects and its finances require close management to meet public expectations. Information provided by this team is used to support decisions of national significance and help shape major national operations and initiatives.

The team achieves this providing:

- Financial advice to the Chief Finance Officer and Senior Officials on Cabinet and Ministerial submissions - in the context of the individual submission and the department’s overall financial position.
- Critical financial support to major capability/budget activities including the biennial National Defence Strategy.
- Improved outcomes by shaping and advising on departmental financial acquisition policy and processes.
- Subject matter expertise to build broader Defence Finance Group capability knowledge.
- Broad stakeholder engagement across the department and central agencies.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Demonstrated ability to manage competing priorities and produce high quality outcomes in a fast paced and, at times, complex environment.
- Strong written and verbal communication, with an ability to influence across a broad range of stakeholders. This includes researching alternative positions and presenting options effectively and persuasively.
- Problem-solving abilities based on a questioning mind and an ability to think laterally.
- Ability to analyse and interpret complex information and provide relevant and concise advice.
- Ability to use knowledge and experience of financial management and/or policy analysis to provide advice on Defence and government financial and policy matters.
- Improvement focus, strong results orientation and seeks to add value through improving processes and systems.

- Actively manage key stakeholder relationships and identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.

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	Jackson Groves, 02 5108 7400
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E0E227CD-85B9-8235-4C22-E4

Defence

Vacancy VN-0761699

Department of Defence

Closing Date:Thursday 28 August 2025

Defence Finance Group
Financial Performance & Management

Job Title	Financial Advisor - Capability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
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	APS Level 6
Position Number	DFG/06486/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=FC69996C-016C-D797-A7B0-E41BD2B9C6EF

Duties

The Role

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You will be a part of a team of professionals delivering accurate, timely and high-quality financial analysis and advice to the Senior Leadership Group of DFG and Defence. You will have diverse experience and skills in disciplines including finance, policy analysis, advice and briefing.

As an APS 6 Financial Advisor in the IIP Financial Planning and Approvals Directorate, you will play a pivotal role in Defence effectively realising the National Defence Strategy and associated reforms.

You will support the department by undertaking analysis and shaping advice for senior leaders on financial options, risks and implications of capability investment proposals. You will also have engagement with stakeholders across the department and with central agency colleagues.

You will translate financial information and strategy into business outcomes and create a shared sense of purpose. You are a skilled planner who takes a strategic outlook when aligning team activities to organisational goals and your stakeholder’s objectives.

About our Team

Our team operates in a fast-paced and dynamic environment. We support Defence and Government making critical financial decisions on the future of Defence capability investment by providing Defence senior leadership with trusted independent financial advice and assurance on the Integrated Investment Program.

The Integrated Investment Program is investing approximately $330 billion over the next decade into complex projects and its finances require close management to meet public expectations. Information provided by this team is used to support decisions of national significance and help shape major national operations and initiatives.

The team achieves this providing:

- Financial advice to the Chief Finance Officer and Senior Officials on Cabinet and Ministerial submissions - in the context of the individual submission and the department’s overall financial position.
- Critical financial support to major capability/budget activities including the biennial National Defence Strategy.
- Improved outcomes by shaping and advising on departmental financial acquisition policy and processes.
- Subject matter expertise to build broader Defence Finance Group capability knowledge.
- Broad stakeholder engagement across the department and central agencies.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Demonstrated ability to manage competing priorities and produce high quality outcomes in a fast paced and, at times, complex environment.
- Strong written and verbal communication, with an ability to influence across a broad range of stakeholders. This includes researching alternative positions and presenting options effectively and persuasively.
- Problem-solving abilities based on a questioning mind and an ability to think laterally.

- Ability to analyse and interpret complex information, and provide relevant and concise advice.
- Ability to use knowledge and experience of financial management and/or policy analysis to provide advice on Defence and government financial and policy matters.
- Improvement focus, strong results orientation and seeks to add value through improving processes and systems.
- Actively manage key stakeholder relationships and identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.

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	Jackson Groves, 02 5108 7400
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FC69996C-016C-D797-A7B0-E4

Defence

Vacancy VN-0761700

Department of Defence

Closing Date:Thursday 28 August 2025

Defence Finance Group
Financial Performance & Management

Job Title	Assistant Director - Finance Capability
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	DFG/06487/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E18193BD-484A-739B-E219-E41BD2D9F0AA

Duties

The Role

Defence Finance Group (DFG) leads financial management across Defence, delivering financial oversight, strategies, management and assistance to achieve Defence's outcomes. Part of this function includes providing independent and contestable financial analysis, advice and assurance on capability investment proposals, as well as independent financial support, management and reporting on Defence and Government financial matters

You will be a part of a team of professionals delivering accurate, timely and high-quality financial analysis and advice to the Senior Leadership Group of DFG and Defence. You will have diverse experience and skills in disciplines including finance, policy analysis, advice and/or briefing.

As an Executive Level 1 Assistant Director in the IIP Financial Planning and Approvals Directorate you will play a pivotal role in Defence effectively realising the National Defence Strategy and associated reforms. You will be accountable to plan, lead and manage a team within a dynamic environment and be exposed to a range of Defence Capability projects including the key priority areas of conventionally armed nuclear-powered submarines, precision long-range strike munitions, hardening Australia's northern bases and asymmetric capability development.

You will support the department by undertaking analysis and shaping advice for senior leaders on financial options, risks and implications of capability investment proposals. You will also have engagement with stakeholders across the department and with central agency colleagues.

You will be an emerging leader who is committed to helping senior leaders and stakeholders deliver outcomes through your strategic advice and the provision of accurate, timely and high-quality financial information. You will have sound experience leading and developing a team and have a naturally influential communication style.

You will translate financial information and strategy into business outcomes and create a shared sense of purpose. You are a skilled planner who takes a strategic outlook when aligning team activities to organisational goals and your stakeholder's objectives.

About our Team

Our team operates in a fast-paced and dynamic environment. We support Defence and Government making critical financial decisions on the future of Defence capability investment by providing Defence senior leadership with trusted independent financial advice and assurance on the Integrated Investment Program.

The Integrated Investment Program is investing approximately $330 billion over the next decade into complex projects and its finances require close management to meet public expectations. Information provided by this team is used to support decisions of national significance and help shape major national operations and initiatives.

The team achieves this providing:

- Financial advice to the Chief Finance Officer and Senior Officials on Cabinet and Ministerial submissions - in the context of the individual submission and the department's overall financial position.
- Critical financial support to major capability/budget activities including the biennial National Defence Strategy.
- Improved outcomes by shaping and advising on departmental financial acquisition policy and processes.
- Subject matter expertise to build broader Defence Finance Group capability knowledge.
- Broad stakeholder engagement across the department and central agencies.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Demonstrated ability to manage competing priorities and produce high quality outcomes in a fast paced and, at times, complex environment.
- Strong written and verbal communication, with an ability to influence across a broad range of stakeholders. This includes researching alternative positions and presenting options effectively and persuasively.
- Problem-solving abilities based on a questioning mind and an ability to think laterally.
- Ability to analyse, interpret complex information, and provide relevant and concise advice.
- Ability to use knowledge and experience of financial management and/or policy analysis to provide advice on Defence and government financial and policy matters.
- Improvement focus, strong results orientation and seeks to add value through improving processes and systems.
- Actively manage key stakeholder relationships and identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.
- Managing and leading a team, including developing and implementing work plans, setting performance indicators, and reviewing individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement.

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	Andrew Lawrenson, 02 5109 0149
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E18193BD-484A-739B-E219-E41

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Defence

Vacancy VN-0761710

Department of Defence

Closing Date:Thursday 28 August 2025

NAVY
Navy Capability

Job Title	Capability Support Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
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	NAVY/06668/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=325611E9-2E8A-67B5-B263-E41C81AE649E

Duties

The Role

As an APS 5 Capability Analyst, you support the Navy Intelligence and Information Warfare (NI&IW) Branch to deliver a large, high-priority Navy Capability Program (NCP). Your work will include collaborating with engineers, ‘war fighters’ and subject matter experts and contribute to developing fit-for-purpose solutions. You will contribute to the shared mission of securing Australia and protecting its people.

The NCP scope spans electronic and information warfare solutions to protect the Navy Fleet from a range of threats. You will work alongside a diverse range of stakeholders to investigate, implement and manage new capabilities.

As part of the Enabling Services Directorate within the NI&IW Branch, you will have the opportunity to:

- Assist with Digital Mission Engineering, learn Digital Engineering industry standards, as well as Government Legislative, policy and regulatory frameworks;
- Evaluate, analyse and provide advice on the Branch’s current and planned capabilities to assess impacts of strategic and technological changes;
- Be a conduit between the Directorate and critical stakeholders, enhancing inter-team relationships and developing strong communication channels;
- Contribute to improving the understanding of the Electronic and Information warfare capabilities and approach through the development of tailored communication to non-technical audiences;
- Assist colleagues to undertake analysis and develop capability documentation for future capabilities suitable for submission to Government and Senior Defence Committees;
- Apply your understanding of broader Defence policy and strategic objectives when undertaking capability analysis;
- Contribute to building and sustaining collaborative relationships with internal and external stakeholders and negotiate effectively to deliver outcomes;
- Be accountable for accurate completion of work within timeframes and sharing expertise with others.

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

This role and team supports the Navy Intelligence and Information Warfare (NI&IW) Branch. The Branch is an integrated, diverse, motivated and supportive team, positioned within the broader Navy Capability Division. NI&IW Branch is focused on delivering the next generation of Intelligence and Information Warfare capabilities that Navy and the broader Defence force require.

The Enabling Services Directorate is responsible for delivering key supporting functions across the branch, including Capability Analysis. It works closely with Branch Executives and delivery partners in Capability Acquisition and Sustainment Group, Defence Digital Group and Australian Signals Directorate to plan, coordinate, assess and progress capability development activities. NI&IW Branch prides itself on its inclusive and positive work environment.

We are committed to providing a safe and supportive culture and encourage our people to bring their full selves to work. Our commitment to investing in our people through professional development, mobility and learning means there is a great career waiting for you. As an APS Defence employee you will enjoy rewarding work, collaborating with great people, and considerable opportunities to expand your career horizons.

Our Ideal Candidate

Our APS workforce plays an integral role in Navy's vision of excellence in service to the nation, and we are looking for dynamic and innovative people to join the team.

Our ideal candidate will:

- Be able to work within a small, integrated APS/ADF team, in a dynamic and fast paced environment;
- Be able to work collaboratively with internal and external stakeholders;
- Have an understanding of Model-Based Systems engineering, Digital Engineering software and Systems of Systems through Digital Twins;
- Have an understanding of Digital Mission Engineering, Digital Engineering industry standards and Government legislative, policy and regulatory frameworks;
- Have analytical and critical thinking skills, sound professional judgement and a desire to learn;
- Have excellent written and oral communication skills and the ability to present technical information in a clear and concise manner;
- Be able to deliver products to the required standard and agreed timings; and
- Be curious, willing to learn and have a desire to deliver support for important strategic decisions for Defence.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	NI&IW Recruitment, 02 5130 1840
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=325611E9-2E8A-67B5-B263-E41

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Defence

Vacancy VN-0761806

Department of Defence

Closing Date:Thursday 28 August 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - ACT, Various locations - VIC
Office Arrangement	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	GWEO/06649/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=622A658E-6CEC-01C2-C2D4-E41CC03D33D8

Duties

The Role

Guided Weapons and Explosive Ordnance Group (GWEO) is looking for an experienced APS5 Project Support Officer to join a dynamic delivery focused environment.

As an APS5 Project Support Officer working within the Guided Weapons Manufacturing Division, you will be given the unique opportunity to work within a diverse team to deliver Australian Defence Force systems that are at the leading edge of Defence Capability.

You will:

- Manage a range of project activities, coordinate project inputs in accordance with organisational practices, methods and standards appropriate to the complexity of the project;
- Support the management of schedule, risk, budget, preparation of briefings, submissions, reports and returns relating to the project progress and issues in accordance with organisational and Government requirements;
- Need experience in complex multi-vendor environments with the ability to integrate input from external industry partners;
- Coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members'; and

- Be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

About our Team

The Guided Weapons and Explosive Ordnance Group is one of the key strategic groups for Defence with a focus on manufacturing, acquiring, maintaining and repairing guided weapons and their critical components. GWEO has critical importance in Australia's National Defence Strategy and we are looking for strong and capable staff to ensure we can contribute to and maintain an integrated, focused and capable Defence force.

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

Our Ideal Candidate

As an APS5 Project Support Officer, you will be accountable, under broad direction, to perform and achieve complex tasks meeting GWEO Group objectives.

You will exercise both initiative and sound professional judgment in applying the appropriate professional practices and procedures as required.

Our ideal candidate will:

- Be responsible in contributing to the development and maintenance of project planning and project management methodologies to comply with legislative, policy and regulatory frameworks;
- Contribute to project management related administration, including smaller research tasks, draft and prepare briefs for committee considerations;
- Engage with relevant stakeholders and understand their expectations and concerns, while building and maintaining strong interpersonal relationships; and
- Resolve problems using expertise, taking the initiative to identify alternative courses of action.

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	GWEO Workforce Team, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=622A658E-6CEC-01C2-C2D4-E4

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Defence

Vacancy VN-0761811

Department of Defence

Closing Date:Thursday 28 August 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Deputy Project Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - VIC
Office Arrangement	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	GWEO/06650/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=446F3457-9D63-4164-8FAE-E41CC0BB34DD

Duties

The Role

Guided Weapons and Explosive Ordnance Group (GWEO) is looking for an experienced APS6 Project Manager to join a dynamic delivery focused environment.

An APS6 Deputy Project Manager will work within a team the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work.

Your daily work will include:

- Being a team coach or lead a team and be accountable to set work priorities and manage workflows;
- Exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures;
- Enhancing team capabilities through coaching, feedback and developing the quality of work undertaken by others within a work unit;
- Have considerable level of experience in stakeholder engagement and liaise with stakeholders in relation to complex or difficult issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes;

- Being accountable to contribute towards ongoing self-improvement and professional development.

About our Team

The Guided Weapons and Explosive Ordnance Group is one of the key strategic groups for Defence with a focus on manufacturing, acquiring, maintaining and repairing guided weapons and their critical components. GWEO has critical importance in Australia's National Defence Strategy and we are looking for strong and capable staff to ensure we can contribute to and maintain an integrated, focused and capable Defence force.

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

Our Ideal Candidate

Our ideal candidate will be:

- Experienced in managing a range of project activities and coordinate project inputs and outputs in accordance with project management practices, methods and standards appropriate to the complexity of the project.
- Experience in managing schedule, risk, budget and resources, preparation of briefings, submissions, reports and returns relating to the project progress and issues in accordance with organisational requirements.
- Have experience in established working, professional and strong administrative skills to manage project management activities.
- Identify risks and opportunities and take account of these in planning, decision-making and priority setting. Prepare correspondence, briefs and reports as directed including submissions and documents for higher delegate and committee consideration.
- Strong analytical, research skills and an ability to interpret and apply legislation in defining business 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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To Apply

Position Contact	GWEO Workforce Team, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=446F3457-9D63-4164-8FAE-E41

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Defence

Vacancy VN-0761815

Department of Defence

Closing Date:Thursday 28 August 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Integrated Project Manager JP09101 - SHFC - 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	CASG0687525
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A612C60E-B21C-A539-F5C1-E41CFBB45A05

Duties

The Role

The EL1 Integrated Project Manager (IPM) Joint Project 9101 Phase 01 (JNT09101PH1) leads the delivery of the Enhanced Defence High Frequency Communications System (EDHFCS) within the Strategic High Frequency Communications (SHFC) Program. This role oversees acquisition, integration, and delivery activities to ensure capability outcomes meet the requirements of the Capability Manager (CM), on time, within budget, and to specification. The IPM is accountable to the EL2 Program Director (PD) SHFC, and, will manage a diverse team of Australian Public Service (APS), Australian Defence Force (ADF), and contracted staff, fostering high performance and ensuring compliance with Defence policies, frameworks, and governance processes.

About our Team

The JNT09101PH1 Project Team operates within the Integrated C3 Systems Program Office (IC3SPO), part of Joint Systems Division’s (JSD) Joint C4 Systems Branch (JC4SB). The team’s mission is to deliver enhanced HF communications capability to the ADF, ensuring strategic reach, resilience, and interoperability. Working closely with Defence customers, industry partners, and Capability Acquisition & Sustainment Group (CASG) stakeholders, the team manages procurement, integration, and sustainment activities under the Materiel Acquisition Agreement (MAA). Leveraging strong governance, project management discipline, and technical expertise, the JNT09101PH1 Project Team ensures delivery of capability outcomes that strengthen national security and meet the strategic priorities of Defence.

Our Ideal Candidate

We are seeking a highly capable leader with a track-record of delivering complex, high-value Defence projects in regulated environments. You will bring exceptional project management expertise, financial acumen, and the ability to motivate and guide multidisciplinary teams to achieve project outcomes. Your communication skills will enable you to engage confidently with senior stakeholders, government representatives, and industry leaders. Experience in Defence acquisition frameworks, risk management, and contractual compliance will be essential. The ideal candidate will be proactive, solutions-focused, and committed to fostering collaboration, innovation, and continuous improvement to ensure the success of JNT09101PH1 and the broader SHFC Program.

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	Adam Dyson, 02 6132 7768
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A612C60E-B21C-A539-F5C1-E4

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

Defence

Vacancy VN-0761817

Department of Defence

Closing Date:Thursday 28 August 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - VIC
Office Arrangement	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	GWEO/06651/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2459971C-141B-1958-8DDB-E41CC13215F7

Duties

The Role

Guided Weapons and Explosive Ordnance Group (GWEO) is looking for a skilled APS6 Project Manager with extensive knowledge and experience in Project Management to join a dynamic and agile delivery focused environment.

An experienced APS6 Project Manager is accountable under broad direction to perform and achieve complex project management work within an integrated workforce. You have an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

You are required to:

- Exercise a considerable degree of independence and perform a leadership role. Will have in-depth knowledge of the Project Management function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function;
- Engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that affect strategic, political or operational outcomes for Defence;
- Be capable of building team capability through coaching, feedback and developing the quality of work and is accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes; and
- Have considerable level of experience in stakeholder engagement and liaise with stakeholders in relation to complex or difficult issues.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (an additional 10% pay). This enables Defence to provide a benefit above the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Guided Weapons and Explosive Ordnance Group is one of the key strategic groups for Defence with a focus on manufacturing, acquiring, maintaining and repairing guided weapons and their critical components. GWEO has critical importance in Australia’s National Defence Strategy and we are looking for strong and capable staff to ensure we can contribute to and maintain an integrated, focused and capable Defence force.

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

Our Ideal Candidate

As an Experienced APS6 Project Manager you will be required to demonstrate a wide range of skills, however the specific competencies below are critical to success within APS Project Management roles:

- Leadership and Initiative – lead by example, take responsibility, calculated risks, and demonstrate initiative, lead and build a high-performing team.

- Stakeholder Engagement – be a clear communicator, ability to quickly build relationships, network, and interact well across all levels of the APS, Australian Army and our industry partners.
- Analyse and Execute – seek clarity, make judgements, think systemically, problem solve, produce solutions and execute on those solutions.
- Planning and Organisation – set objectives, plan, establish contingencies, manage time, resources, risk and people, and monitor progress.
- Adapt and Respond - accept new ideas, adapt to interpersonal styles, show sensitivity to different cultures or backgrounds and the ability to adapt to changing requirements and respond appropriately.

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	GWEO Workforce Team, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2459971C-141B-1958-8DDB-E41

Defence

Vacancy VN-0761830

Department of Defence

Closing Date:Thursday 28 August 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - VIC
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	GWEO/06652/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=47250753-6843-9D1B-78D3-E41CF820BE31

Duties

The Role

Guided Weapons and Explosive Ordnance Group (GWEO) is looking for experienced EL1 Project Managers with extensive knowledge and experience in Project Management to join a dynamic delivery focused environment.

As an EL1 Project Manager working within the Manufacturing Division, you will be given the unique opportunity to work within a diverse team to deliver Australian Defence Force systems that are at the leading edge of Defence Capability.

You are required to:

- Exercise a considerable degree of independence; perform a leadership role and make sound decision and judgement to provide expert policy advice;

- Have an in-depth knowledge of the Project Management function and are responsible for the development, implementation, compliance and review of policies and procedure relevant to their work within that function;
- Lead a team, support and mentor team members; aligning complementary skills and allocating resources in a manner that delivers results;
- 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 the preparation of timely and high quality reports and documentation relating to project management within Defence;
- Coordinate project activities applying project management practices and methodologies, supporting strategic planning and governance functions; and
- Actively manage key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (an additional 10% pay). This enables Defence to provide a benefit above the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

Guided Weapons and Explosive Ordnance (GWEO) Maritime Branch is responsible for managing the acquisition, in service sustainment and disposal of Maritime Domain guided and non-guided explosive ordnance. It is also responsible for the maintenance of explosive ordnance, including guided weapons across all Australian Defence Force (ADF) platforms and the management of maintenance facilities.

The Branch responsibilities are to:

- Define, acquire and sustain products, integrate capability inputs and provide support to operations for guided weapons and munitions for the ADF Maritime platform Capability Managers;
- Inform Capability Managers of investment decisions from a technical and cost perspective;
- Manage products and projects to deliver capability throughout all stages of the capability life cycle;
- Provide supplier interface to establish and manage necessary delivery agreements;
- Plan, schedule and coordinate delivery of guided weapons and munitions for the ADF maritime platform Capability Managers;
- Manage maintenance facilities and perform guided weapons maintenance across all ADF platforms.

The Maritime Explosive Ordnance Systems Program Office are responsible for:

- Underwater weapons;

- Maritime strike and munitions;
- Air and missile defence - for Navy and for instances where Navy is the lead Capability Manager.

Our Ideal Candidate

As our ideal candidate, you will play an important role in motivating and shaping the team to achieve excellence across a variety of areas in high profile, very complex projects. This will be attributed by your high standards, pursuing tasks to completion, and attention to detail.

You will also have:

- To be a self-starter and motivated with ability to generate positive behaviours in your team. This role is engaged on an accelerated capability of national strategic importance and demonstrated ability to adapt to constantly changing circumstances is essential;
- A 'can-do' attitude and an ability to inspire and maintain a positive attitude towards complex problems, while using sound judgment and understanding the impacts and risks to strategic outcomes;
- Outstanding time management and organisational skills, while remaining resilient and adaptable to changing plans and priorities. You will be able to work effectively independently and provide leadership of teams;
- Excellent written and oral communication skills, and be comfortable engaging, negotiating and collaborating with a variety of stakeholders while building and maintaining strong interpersonal relationships;
- Strong analytical and research skills and an ability to interpret and apply legislation in defining business requirements;
- Experience in project management and an understanding of project management processes and methodologies is essential; and
- Ability / willingness for short term travel interstate and internationally, to represent the CoA, in matters pertaining to project outcomes.

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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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	GWEO Workforce Team, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=47250753-6843-9D1B-78D3-E41

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Defence

Vacancy VN-0761835

Department of Defence

Closing Date:Thursday 28 August 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC
Salary	$95,187 - $108,734
Future Merit Locations	Various locations - ACT, Various locations - VIC
Office Arrangement	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	GWEO/06653/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=04EDCD7D-5B6D-B132-625F-E41CF8BCAB41

Duties

The Role

Guided Weapons and Explosive Ordnance Group (GWEO) is looking for exceptional APS6 Contract Managers to join a dynamic delivery focused environment.

As an APS6 Contract Manager working in the GWEO in the Department of Defence, you will be working with some of the most exciting and complex guided weapons and explosive ordnance products used by the Australian Defence Force.

Every day will be different as you embrace opportunities to:

- Support procurement planning, tendering and contract formation and contract management activities, ensuring compliance with legislation, procurement policies, processes and procedures;
- Engage and negotiate with clients and stakeholders and respond to complex enquiries, and procurement and contract management issues, taking the initiative to identify alternative courses of action where necessary;
- Provide detailed contract management technical, professional and policy advice in relation to complex acquisition and sustainment activities;

- Contribute to strategic planning, program and project management and policy development; and
- Prepare or provide input to relevant briefs and reports.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (an additional 10% pay). This enables Defence to provide a benefit above the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the GWEO Workforce Team.

About our Team

The Guided Weapons and Explosive Ordnance Group is one of the key strategic groups for Defence with a focus on manufacturing, acquiring, maintaining and repairing guided weapons and their critical components. GWEO has critical importance in Australia's National Defence Strategy and we are looking for strong and capable staff to ensure we can contribute to and maintain an integrated, focused and capable Defence force.

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

Our Ideal Candidate

You will work closely with a diverse range of stakeholders to achieve capability outcomes, through both the implementation of effective contracting arrangements and the ongoing management of these arrangements. You may have experience working in similar roles and/or fields such as tendering, developing proposals, managing contracts, administering financial accounts or project management.

GWEO is seeking experienced Contract Managers to join our growing team whom:

- Can demonstrate contract management and procurement skills, with motivation to be innovative, and to challenge traditional ways of conducting business;
- Have an ability to work collaboratively within an integrated team to achieve results in an inclusive manner;
- Have exemplary written and oral communication skills;
- Are passionate about ongoing self-improvement, and professional development; and
- Have an ability to support complex procurement, contract management as well as related policies and procedures, whilst maintaining integrity, and fostering a positive team culture.

If you are someone who enjoys supporting challenging and complex procurement and contracting activities, and is creative, pragmatic and solutions focused, and then this is the role for you!

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	GWEO Workforce Team, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=04EDCD7D-5B6D-B132-625F-E4

Defence

Vacancy VN-0761839

Department of Defence

Closing Date:Thursday 28 August 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Procurement and Contracting Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - VIC
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	GWEO/06654/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2DE2D298-0B96-CB44-2E1C-E41CF96D9521

Duties

The Role

Guided Weapons and Explosive Ordnance Group (GWEO) is looking for exceptional EL1 Procurement and Contracting Managers to join a dynamic delivery focused environment.

As an EL1 Procurement and Contracting Manager working within the Guided Weapons and Explosive Ordnance Group), will be leading the delivery of some of the most exciting and complex guided weapons and explosive ordnance products used by the Australian Defence Force. You will be part of a high performing team directly accountable for the delivery of priority capabilities for the GWEO Group.

Under the broad direction of an executive leader you will be responsible for undertaking procurement and contract management activities in a complex Defence environment to ensure that contract requirements are met and Commonwealth legislative and policy requirements complied with.

You will be required to:

- Lead procurement planning, tendering and contract formation and contract management activities, ensuring compliance with legislation, procurement policies, processes and procedures;
- Engage and negotiate with clients and stakeholders and respond to complex enquiries, and procurement and contract management issues, taking the initiative to identify alternative courses of action where necessary;
- Develop and provide detailed contract management technical, professional and policy advice in relation to complex acquisition and sustainment activities;
- Lead strategic planning, program and project management and policy development; and
- Perform daily contract management activities including, but not limited to:
- Monitoring contract performance and providing written and verbal assessments against strategic performance measures to ensure the contracted obligations are met.
- Reviewing deliverables against contracted requirements and, where required, providing feedback to the Contractor.
- Coordinate and participate in formal contract governance forums including the Facilities, Property and Contract Working Group, Contract Management Board and Contract Steering Committee.
- Management and negotiation of Contract Change Proposals, including the preparation and progression of associated Delegate approval documents.
- Coordinate the review and assessment of additional work proposals submitted via Business Cases or Survey and Quote tasking.
- Preparing contract correspondence on behalf of the Commonwealth Representative.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (an additional 10% pay). This enables Defence to provide a benefit above the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the GWEO Workforce team.

About our Team

The Guided Weapons and Explosive Ordnance Group is one of the key strategic groups for Defence with a focus on manufacturing, acquiring, maintaining and repairing guided weapons and their critical components. GWEO has critical importance in Australia’s National Defence Strategy and we are looking for strong and capable staff to ensure we can contribute to and maintain an integrated, focused and capable Defence force.

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

Our Ideal Candidate

You will work closely with a diverse range of stakeholders to achieve capability outcomes, through both the implementation of effective contracting arrangements and the ongoing management of

these arrangements. You may have qualifications in and/or experience working in similar roles and/or fields such as tendering, developing proposals, managing contracts, administering financial accounts or project management.

Our ideal candidate will have:

- Demonstrated experience in managing complex contract arrangement and administration including developing contract documentation, conducting contract negotiations and developing and reporting on contract performance indicators;
- Strong commercial acumen with demonstrated working knowledge of Commonwealth procurement legislation and policies;
- Have demonstrated ability to interpret strategic direction and govern, manage, report and deliver results on a program of Commercial activity requiring outcomes across a worldwide supplier base;
- Strong interpersonal and relationship management skills to engage with a wide range of stakeholders, including contractors, in a proactive and collaborative manner;
- Demonstrated ability to show sound judgement and strong attention to detail when reviewing contract deliverables and new work proposals;
- Excellent written and verbal communication skills, confident when negotiating and engaging with stakeholders, and the ability to effectively manage competing priorities;
- A demonstrated ability to show initiative, take ownership and solve complex problems; and
- Ability to lead a high performing team to deliver results on schedule, while developing the skills of your staff to uplift commercial acumen across the program of work.

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	GWEO Workforce Team, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2DE2D298-0B96-CB44-2E1C-E4

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Defence

Vacancy VN-0761849

Department of Defence

Closing Date:Thursday 28 August 2025

Naval Shipbuilding and Sustainment Group
Naval Shipbuilding Sustainment Enterprise Headquarters

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Osborne SA
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	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	NSSG/06892/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=71B3B366-B91C-D853-B44C-E41CFBA10058

Duties

The Role

Do you want to be a key contributor to Australia’s Defence maritime capability?

We have an exciting opportunity for an APS 6 Project Support Officer to join our team within the Continuous Naval Shipbuilding & Sustainment (CNSS) branch. As an APS6 Project Support Officer, you will be responsible for working under broad direction to support complex project activities, provide technical and policy advice, and contribute to strategic planning and project management. You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. Strong stakeholder engagement and communication skills are essential, with a focus on building relationships, anticipating needs, and delivering outcomes aligned with Defence objectives.

The key responsibilities of the role are:

- Contribute to the development, implementation, and continuous improvement of project planning, performance processes, governance frameworks, and assurance activities in line with legislative, policy, and regulatory requirements.
- Provide operational and administrative support across a range of project activities, including coordination, documentation, reporting, and preparation of briefs and submissions for senior stakeholders and government consideration.
- Monitor and analyse project performance, identify risks and opportunities, and develop strategies or adjustments to ensure outcomes are achieved.
- Work collaboratively, operate as an effective team member and provide constructive feedback.
- Apply established project management methodologies and professional practices to deliver complex projects and support decision-making through problem solving and the assessment of alternative actions.
- Collaborate effectively within teams and with stakeholders by fostering relationships, understanding expectations, providing constructive.

About our Team

The maritime industrial base needed for the Government’s Shipbuilding and Sustainment program, now and into the future, needs to be fit-for-purpose and appropriately resourced. The Continuous Naval Shipbuilding and Sustainment (CNSS) Branch supports DEPSEC NSS’s in their role as the Capability Manager for maritime industrial uplift via CNSS and supports the generation of the right conditions to uplift the current maritime industrial base so it can deliver on the CNSS program.

We do this by coordinating the development of the CNSS Key Enablers, implementing the Industrial Cornerstone outlined in the Naval Shipbuilding and Sustainment Plan.

The CNSS Key Enablers include:

- Industry

- Workforce
- Infrastructure
- Security
- Innovation

Our Ideal Candidate

You are a strong team player with a desire to contribute to a positive, inclusive and high performing team

culture. You demonstrate excellent attention to detail, and have a genuine can-do attitude.

Critical to the success of this role, our ideal candidate will:

- Be an agile operator with an ability to pivot at short notice, and enjoy operating in a fast-paced
- environment.
- Possess highly developed strong interpersonal communication, negotiation and stakeholder
- engagement skills with the ability to influence others to achieve tasks and business objectives.
- Possess strong ability to manage yourself to deliver required outputs, and support a team of
- integrated professionals to achieve results.
- Demonstrate a strong ability to review and analyse documents for accuracy and completeness.
- Possess the ability to manage and support project processes to ensure compliance with legislative
- and regulatory frameworks, and Government probity related principles.
- Demonstrate highly developed written communication skills and have experience in drafting high-level
- key documents (project reports, plans, processes, briefing materials, ministerial correspondence).

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	Kirstan Smelcher, 02 9537 2536
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=71B3B366-B91C-D853-B44C-E4

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Education

Vacancy VN-0761730

Department of Education

Closing Date:Wednesday 27 August 2025

Australian Tertiary Education Commission
Pricing and Performance Pricing

Job Title	Director, Pricing
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Perth WA, Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	$147,352 - $176,877
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	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 2
Position Number	25/0420
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://education.nga.net.au/?AudienceTypeCode=EXT-EDU

The interim Australian Tertiary Education Commission (ATEC) is seeking a strategic and experienced Director to lead its pricing function. This role is central to the development and implementation of pricing models and policies that underpin funding arrangements and cost structures across the tertiary education sector. The successful candidate will bring a strong understanding of public sector pricing frameworks, economic analysis, and policy development, with the ability to lead a high-performing team in a dynamic and evolving environment.

As a Director of Pricing at the interim ATEC, you will be a key member of leadership team and provide strategic advice to the Australian Government and support the Commissioners on emerging tertiary education pricing issues. To be a strong contender, you will bring experience in pricing models and approaches, and experience in providing sound economic advice to support the strategic priorities of ATEC.

Duties

In this role, your responsibilities will include:

- leading the design and development of the pricing approach that support sustainable and equitable funding for tertiary education providers.
- providing advice on pricing, costing, and value-for-money principles to senior executives and government stakeholders.
- delivering economic advice on tertiary education pricing issues.

- collaborating with internal teams, education institutions, and other government agencies to ensure consistency and transparency in pricing approaches.
- managing a team of analysts and policy officers, fostering a culture of excellence, innovation, and collaboration.
- preparing high-quality briefings, reports, and presentations for executive and ministerial audiences.
- monitoring sector trends, risks, and emerging issues to ensure pricing frameworks remain fit-for-purpose and responsive.

Eligibility

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

Security Clearance - our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Kee Hiaujoo, 0411 776 705
Agency Recruitment Site	https://education.nga.net.au/?AudienceTypeCode=EXT-EDU

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Education

Vacancy VN-0761802

Department of Education

Closing Date:Sunday 31 August 2025

Interim Australian Tertiary Education Commission
Student Profiles

Job Title	Assistant Secretary, Student Profiles
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
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 work arrangements may be supported under an Individual Section 24(1) Determination
Classification	Senior Executive Service Band 1
Position Number	25/0424
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://www.education.gov.au/about-department/work-us

Are you looking for an opportunity to make a difference? Are you as passionate about what education can deliver as we are? Can you see the opportunities to drive great outcomes through access to quality education and learning?

We are seeking established, inspiring, and highly motivated individuals from the public, private, education and/or community sectors to join the Department of Education (the department), at the Senior Executive Service (SES) Band 1 level.

As an Assistant Secretary in the department, you will be a key member of the senior leadership team and support the Executive in the provision of advice to Australian Government and provide leadership, management and strategic direction for the department. You will manage the

development and implementation of major government and department initiatives, participate in departmental or whole government forums and actively contribute to the corporate leadership of the department and to the building of high performing teams. To be a strong contender, you will bring experience in the development and implementation of public policy, high-level program design and implementation, and experience in providing advice to Ministers.

More broadly, SES employees in the department are expected to advise and support the Government of the day on the full range of portfolio issues and do this through the development of policies considered and the delivery of effective programs. SES employees must also ensure that the department is meeting its legislative and governance obligations, is working collaboratively to deliver outcomes, and responds flexibly to current and emerging issues. SES employees have a broader role in providing leadership across the APS in the delivery of whole-of-government policies and services, managing in a changing and devolved environment.

The interim Australian Tertiary Education Commission will drive important reforms to Australia's higher education sector to grow equity participation and meet Australia's skills needs. It will work in new, collaborative ways with the sector, and State and Territory governments, to ensure the sector is responsive to local and regional needs while driving national objectives. Within ATEC Student Profiles Branch, you will help implement the Government's reforms to higher education funding, the new Managed Growth Funding System and Needs-based Funding, to ensure more students can access, participate and succeed in higher education. This will include working with the Commissioners of the ATEC to allocate student places to universities and other higher education providers.

Duties

In this role, you will be responsible for the following:

- providing strategic policy advice on quality education service delivery.
- implementing the Government's reform to higher education funding.
- building a culture of integrity.
- engaging with stakeholders and states and territories.
- lead the priorities of a branch to support government priorities and deliverables set out in Branch/Division/Group business plan and the departmental Corporate Plan.
- managing a Branch of three to five teams and shaping that Branch's culture and capability.
- supporting the Executive in the provision of high-quality advice to the Australian Government and ATEC commissioners.
- supporting the Executive in the delivery of strong leadership, management and strategic direction setting for the department.
- representing the Branch, Division and the department at inter-departmental and cross departmental initiatives, reviews and inquiries.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required 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.

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To Apply

Position Contact	Dan Donegan, (02) 6240 8557
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0761653

Tertiary Education Quality and Standards Agency

Closing Date:Sunday 31 August 2025

Regulatory Operations

Job Title	Senior Regulatory Assessment Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - QLD QLD, Various locations - ACT ACT, Various locations - WA WA, Various locations - TAS TAS, Various locations - NT NT, Various locations - SA SA, Various locations - VIC VIC
Salary	$98,062 - $107,835
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;Hybrid
Office Arrangement Details	The roles can be performed remotely. Hybrid and flexible work options are available.
Classification	APS Level 6
Position Number	Multiple
Agency Website	www.teqsa.gov.au

Job Description

https://teqsa.bigredsky.com/page.php?

TEQSA's Regulatory Operations Division is responsible for delivering TESQA's core business of conducting regulatory assessments under the Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act) and the Education Services for Overseas Students (ESOS) Framework, as well as managing sector-wide enquiries. Roles in each team involve working collaboratively on case management, liaising with higher education providers, and presenting assessment findings to the TEQSA Commission for regulatory decisions.

As an APS6 Senior Regulatory Assessment Manager in Regulatory Operations you will be responsible for undertaking tasks to support the comprehensive assessment of:

- Risk to compliance with relevant standards and legislation.
- Possible non-compliance with the relevant standards and legislation.
- Applications involving higher education providers.

Duties

Assessments

- Undertaking complex risk-based assessments of higher education provider applications, reviewing, and analysing evidence submitted by providers and derived from other sources, interpreting legislation, and applying sound judgment to prepare well-argued reports/recommendations for consideration by decision makers.
- Undertaking complex risk-based assessments and investigations of possible non-compliance with the TEQSA Act, ESOS Act, or subordinate regulatory legislation, and applying sound judgment to prepare well-argued recommendations for consideration by decision makers.
- Applying working knowledge of precedents, relevant legislation, standards, policy, procedures, and guidelines to interpret and analyse assessments involving moderate to high complexity and sensitivity.
- Undertaking complex analysis of information and data related to higher education providers' operations, students, and staff to assess risk.

Stakeholder management and teamwork

- As required, leading regulatory functions and working with leaders to prioritise work assigned to those functions.
- As required, leading delivery of the annual risk assessment cycles and risk monitoring programs.
- Managing communications with providers and other stakeholders and responding in a timely manner.
- Assisting and coaching junior staff in managing communications and assessments, including by sharing relevant expertise.
- Building and maintaining relationships with a range of internal and external stakeholders and responding to their needs to achieve work priorities and agency goals.
- As required, leading meetings with external stakeholders.
- Providing advice and analysis to management regarding allocated matters or functions.
- Working effectively and harmoniously in a team, managing competing and complex priorities, solving problems, and providing advice and support to others as required.

Eligibility

The successful applicants must:

- be an Australian citizen.
- complete a National Police Check satisfactorily.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA.

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

Notes

- This recruitment process is being used to fill multiple ongoing and non-ongoing (up to 18 months) APS6 vacancies within the Regulatory Operations Division.
- Successful candidates may be placed in any one of the teams within the Regulatory Operations Division and may be required to work in another team after 6-12 months as operational needs require.

- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within Regulatory Operations. It is active for 18 months from the date of this advertisement.

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

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1. Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Virandi Wettewa, (03) 8306 2565
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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

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

Vacancy VN-0761756

Tertiary Education Quality and Standards Agency

Closing Date:Tuesday 26 August 2025

Regulatory Operations
Sector Risk and Compliance Financial Advisory and Risk Team

Job Title	Assistant Director, Financial Advisory
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - NT NT, Various locations - WA WA
Salary	$120,581 - $133,272
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;Hybrid
Office Arrangement Details	The roles can be performed remotely. Hybrid and flexible work options are available.
Classification	Executive Level 1
Position Number	Multiple
Agency Website	www.teqsa.gov.au

Job Description

https://teqsa.bigredsky.com/page.php?

The Assistant Director, Financial Advisory will lead a team of Senior Financial Analysts, responsible for analysing the financial position and performance of registered higher education providers and new entrants to the market. The team is also responsible for analysing detailed financial statements and other reports, responding proactively and constructively to ad-hoc requests, and providing clear advice to colleagues and to TEQSA's Commission on complex financial information. They also prepare and contribute to a range of agency products including assessment reports, submissions and briefs for TEQSA's Commission, and support the work of the compliance and investigations team through provision of specialised advice on material changes and management of conditions.

Duties

The core duties of the role include:

- Leading the Financial Advisory Team to deliver high quality technical analysis of financial information, including modelling and projections, to assess higher education providers and potential providers' funding sources/revenue, financial viability and sustainability, and identify risks.
- Providing advice on mitigation strategies to help reduce financial risk.
- Building team capabilities by providing leadership to team members, including providing strategic direction in relation to priorities, monitoring workflows and resources, developing, coaching, and mentoring staff, resolving conflict, and managing performance.

- Acquiring, maintaining and applying comprehensive work knowledge to deliver outcomes, including knowledge of relevant legislation, policy, procedures and guidelines.
- Developing modelling and assessment templates and toolkits and provide training in financial literacy to colleagues across the agency.
- In the context of a complex and changing environment, making decisions and providing strategic advice, using professional judgement and evaluating risks.
- Building strong relationships and collaborating with key internal and external stakeholders to identify opportunities, achieve outcomes and facilitate cooperation through change, resolving conflict and managing sensitivities.
- Representing and explaining the views of the agency at cross-agency meetings and other forums.

Eligibility

The successful applicant must:

- be an Australian citizen.
- complete a National Police Check satisfactorily.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA.

Notes

- This recruitment process is being used to fill an ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within TEQSA. It is active for 18 months from the date of this advertisement.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Graem Kelly, 03 8306 2528
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Finance

Vacancy VN-0761637

Digital Transformation Agency (DTA)

Closing Date:Sunday 24 August 2025

Digital Investment Advice & Sourcing
Digital Sourcing Marketplaces and Panels

Job Title	Panel Management Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$95,804 - $112,517
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	148_07/25
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We're big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don't just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

These positions sit within the Marketplaces and Panels Team and are part of the Digital Sourcing Branch. We are looking for individuals at the APS6 levels to join the Marketplaces and Panels Team. As a Panel Management Officer, you will be responsible for supporting the strategic and operational management of the Cloud, Software, Hardware, Telecommunication Marketplaces and Data Centre Panels.

These roles focus on stakeholder engagement, contract and procurement advice, and contributing to digital transformation initiatives through effective panel oversight and performance reporting.

Key duties

If you are looking to develop your career in a dynamic and supportive environment look no further! As a member of our team, you will:

- Develop and maintain strong strategic relationships with internal and external stakeholders, including sellers and agencies.
- Provide advice to support agencies on their ICT transformation journey.
- Opportunities to work on projects that drive change and deliver innovative solutions to government agencies.
- Contribute to the successful management of whole-of-government panels and arrangements.
- Be part of a diverse workplace that values work-life balance, offers flexible working arrangements, and has a positive and supportive culture.

We are looking for someone who can:

- Understand government ICT and digital transformation policies, rules, legislations and frameworks, especially for the DTA Marketplaces and Panels.
- Support Agency contract management on high impact, complex arrangements and contract issues to deliver better outcomes for commonwealth.
- Provide expert advice to key stakeholders on all aspects of procurement, to encourage innovative practices and support delivery of business and policy directions.

- Support the team and cross-functional working groups to achieve a high-level of performance, integration and consistency across the broader DTA.
- Assist with reporting activities in relation to supplier performance, customer satisfaction and market intelligence, including assessing market trends.

Eligibility

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

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

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner’s Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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 Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Nina Kusa, 02 6120 8423
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Finance

Vacancy VN-0761649

Digital Transformation Agency (DTA)

Closing Date:Sunday 24 August 2025

Digital Investment Advice & Sourcing
Digital Sourcing Marketplaces and Panels

Job Title	Panel Management Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$86,882 - $94,673
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 5
Position Number	150_08/25
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We’re big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don’t just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

This position sits within the Marketplaces and Panels Team and is part of the Digital Sourcing Branch. We are looking for individuals at the APS5 level to join the Marketplaces and Panels Team. As a Panel Management Officer, you will be responsible for supporting the strategic and operational management of the Cloud, Software, Hardware, Telecommunication Marketplaces and Data Centre Panels.

The role focuses on stakeholder engagement, contract and procurement advice, and contributing to digital transformation initiatives through effective panel oversight and performance reporting.

Key duties

If you are looking to develop your career in a dynamic and supportive environment look no further! As a member of our team, you will:

- Develop and maintain strong strategic relationships with internal and external stakeholders, including sellers and agencies.
- Provide advice to support agencies on their ICT transformation journey.
- Opportunities to work on projects that drive change and deliver innovative solutions to government agencies.
- Contribute to the successful management of whole-of-government panels and arrangements.
- Be part of a diverse workplace that values work-life balance, offers flexible working arrangements, and has a positive and supportive culture.

We are looking for someone who can:

- Understand government ICT and digital transformation policies, rules, legislations and frameworks, especially for the DTA Marketplaces and Panels.
- Support Agency contract management on high impact, complex arrangements and contract issues to deliver better outcomes for commonwealth.
- Provide expert advice to key stakeholders on all aspects of procurement, to encourage innovative practices and support delivery of business and policy directions.
- Support the team and cross-functional working groups to achieve a high-level of performance, integration and consistency across the broader DTA.
- Assist with reporting activities in relation to supplier performance, customer satisfaction and market intelligence, including assessing market trends.

Eligibility

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

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

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner’s Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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 Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We’re the Australian Government’s trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Nina Kusa, 02 6120 8423
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Finance

Vacancy VN-0761778

Digital Transformation Agency (DTA)

Closing Date:Wednesday 27 August 2025

Various
Various Marketplaces and Panels

Job Title	Executive Assistants
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$77,931 - $84,223
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
Position Number	155_08/25
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We’re big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don’t just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

Opportunities exist for motivated individuals to fill ongoing Executive Assistant vacancies at the APS4 classification level.

As an Executive Assistant, you will play an important role in ensuring the smooth operation of your work area while also providing high-level executive and administrative support to our Senior Executive. Our ideal candidate will be customer focused, enjoy interacting with various stakeholders, have exceptional communication skills, and will be highly proficient in managing multiple tasks and competing priorities.

Key duties

- Diary and correspondence management, including organising workows and tracking tasks to ensure completion based on priority and deadlines.
- Provide timely and professional support to internal and external stakeholders as a rst point of contact for the branch and managing these relationships.
- Provide high level support to the Senior Executive member/s by undertaking basic research and coordinating and preparing papers for DTA and external board meetings.
- Prepare and coordinate a range of routine or moderately complex correspondence to ensure the completeness, quality and timeliness of information for the Senior Executive.
- Oversee the coordination of divisional/branch responses to ministerial and parliamentary requests.
- Work collaboratively with other Executive Assistants, Executive Officers and the broader business areas.
- Continuous improvement of the Senior Executive’s office performance through implementing efficient and practical administration processes and systems.
- Support the broader work of the branch, as required, including arranging meetings and events, coordinating travel, providing secretariat support, and assisting with supporting the delivery of branch projects.

- Provide other high-level administrative assistance and ad hoc duties as directed.

Eligibility

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

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

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner’s Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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To Apply

Position Contact	Maria Sweeney, 02 6120 8436
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Foreign Affairs and Trade

Vacancy VN-0761655

Australian Secret Intelligence Service

Closing Date:Monday 25 August 2025

Job Title	Manager, Industry Partnerships
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$145,137 - $169,572
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

We are seeking committed and experienced professionals to join our Strategic Industry Partnerships (SIP) team. As a valued member of the SIP team, you will lead and support efforts to engage with industry to advance our digital transformation through effective stakeholder engagement, collaboration and industry relationships. You will be responsible for delivering high quality and effective business advice, vendor management and stakeholder engagement support to the organisation. Your contribution will go towards ensuring ASIS delivers a successful transformation program enabled by quality and sustainable relationships across ASIS, Australian and international government partners, and Australian industry.

Working closely with internal and external stakeholders, you will provide a breadth of timely advice across technology, business and management functions including stakeholder engagement; vendor, asset and contract management; project management; and general business and administrative advice and support. You will exercise a considerable degree of independence and engage in complex problem solving that influences strategic, political or operational outcomes for the agency.

Duties

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

· Provide strategic business and management advice in line with corporate objectives and make sound and innovative recommendations to the Senior Executive;

· Work collaboratively with technology and business areas to develop and manage strategies to engage appropriate industry partners;

· Anticipate client and stakeholder needs and communicate those requirements to diverse government and industry stakeholders;

· Develop and maintain effective relationships with stakeholders, including working with business representatives and technology experts to enable efficient engagement with industry;

· Represent business area and organisational interests in relevant committees and working groups;

· Provide expert advice and assistance to stakeholders on approaches to industry, procurement, vendor management and relevant policy;

· Prepare regular and ad-hoc reporting for stakeholders;

· Work collaboratively across a range of locations;

· Manage diverse stakeholders within ASIS, external and international agencies and industry; and

· Assist management teams with procurement activities and contract management.

Eligibility

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0761656

Australian Secret Intelligence Service

Closing Date:Monday 25 August 2025

Job Title	Manager, Mobile and Gateway Solutions
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$145,137 - $169,572
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

We are seeking committed and experienced professionals to join our Strategic Industry Partnerships (SIP) team. As a valued member of the SIP team, you will lead and support efforts to engage with industry to advance our digital transformation through effective stakeholder engagement, collaboration and industry relationships. You will be responsible for delivering high quality and effective business advice, vendor management and stakeholder engagement support to the organisation. Your contribution will go towards ensuring ASIS delivers a successful transformation program enabled by quality and sustainable relationships across ASIS, Australian and international government partners, and Australian industry.

Working closely with internal and external stakeholders, you will provide a breadth of timely advice across technology, business and management functions including stakeholder engagement; vendor, asset and contract management; project management; and general business and administrative advice and support. You will exercise a considerable degree of independence and engage in complex problem solving that influences strategic, political or operational outcomes for the agency.

Duties

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

· Provide strategic business and management advice in line with corporate objectives and make sound and innovative recommendations to the Senior Executive;

· Work collaboratively with technology and business areas to develop and manage strategies to engage appropriate industry partners;

· Anticipate client and stakeholder needs and communicate those requirements to diverse government and industry stakeholders;

· Develop and maintain effective relationships with stakeholders, including working with business representatives and technology experts to enable efficient engagement with industry;

· Represent business area and organisational interests in relevant committees and working groups;

· Provide expert advice and assistance to stakeholders on approaches to industry, procurement, vendor management and relevant policy;

· Prepare regular and ad-hoc reporting for stakeholders;

· Work collaboratively across a range of locations;

· Manage diverse stakeholders within ASIS, external and international agencies and industry; and

· Assist management teams with procurement activities and contract management.

Eligibility

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain a security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

This notice is part of the electronic Public Service Gazette PS32 Weekly Gazette Thursday (Vacancy Notices) - 14 August 2025.pdf
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Foreign Affairs and Trade

Vacancy VN-0761658

Australian Secret Intelligence Service

Closing Date:Monday 25 August 2025

Job Title	Manager, Cryptographic Services
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$145,137 - $169,572
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On-Site
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

The role of the Manager Cryptographic Services is to lead the team responsible for the delivery and maintenance of all aspects of the Service's cryptographic account, knowledge of the status of account holdings in accordance with relevant national policy, procedures and guidelines.

Your ability to be flexible, adaptable and quality focused will be an advantage in ensuring continuation of business operations of the organisation and its people. In addition to being the ComSec Account Manager (CAM) you will be responsible for

· shaping the design and delivery of the Service's next generation cryptographic capabilities (and the retirement of legacy solutions).

· testing, evaluation and implementation of new cryptographic solutions that are tailored/bespoke to the Service's unique requirements.

Duties

Other Key Responsibilities and Tasks

- Management of the ASIS Cryptographic Accounts. including keying changeovers for all secure communications devices
- Management of the AKMI operations and maintenance
- Provide effective customer service and accurate advice relating to operational matters and communications issues to clients and stakeholders
- Establish and maintain effective client/customer relationships
- Oversight of the delivery and provision of cryptographic briefings and debriefings and specialised delivery of training on COMSEC processes
- Managing and developing in-service documentation for Communications and Cryptographic operating procedures
- Ensure security is considered in performing all tasks through compliance with security instructions relevant to duties

Eligibility

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain a security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0761659

Australian Secret Intelligence Service

Closing Date:Monday 25 August 2025

Job Title	Technologist/Engineer - Mobile and Gateway Solutions
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$116,245 - $133,968
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

ASIS is seeking technologists with the requisite background, skills and experience to support the remediation/development and delivery of a range of specialist Secure Gateway and Mobile solutions servicing both operational and corporate technology areas in a fast-paced and complex global environment.

This role will see you providing essential services to ASIS as you work within highly experienced teams. You will be provided with training, support and mentorship required to develop and grow your skills to further your career.

Duties

Key Responsibilities and Tasks

Outlined below are the key areas of responsibility for the role:

· Sustain, enhance and manage critical Mobile, Deployable and Gateway infrastructure

· Support the development and delivery for mission critical capabilities within a team environment.

· Diagnose and resolve problems quickly and be able to communicate outcomes with technical and non-technical users.

· Review, update and generate relevant technical and accreditation documentation

· Work with specialist vendors to transition new capability developments to production.

· Be willing to learn new technologies and work collaboratively in a team environment.

· Support senior engineers with design, build and test of network components.

· Assess, automate and simplify workloads where possible.

· You will be provided with training, support and mentorship to develop and grow your skills to further your career.

· A Level 6 candidate would be expected to have four or more years' experience and operate with limited supervision from a senior officer.

Eligibility

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain a security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0761318

Department of Foreign Affairs and Trade

Closing Date:Sunday 24 August 2025

Job Title	APS6 Enabling Services (Multiple Vacancies)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,903 - $111,207
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 (On site)
Classification	APS Level 6
Position Number	0832/2025
Agency Website	

Job Description

https://dfat.gov.au/careers/Pages/careers.aspx

Applications close 11:30pm AEST Sunday 24 August 2025

The department is seeking talented and driven people to support the policy development and delivery of enabling services for the department.

Multiple roles are available with a range of focus areas including:

- Audit and Compliance
- Cabinet, Ministerial and Parliamentary
- Client Services (including consular and passports)
- Crisis Management and Contingency Planning
- Data Analysis
- Finance
- Fraud, Corruption and Enterprise Integrity
- Governance and Enterprise Risk
- Human Resources
- Information and Communication Technology (ICT)
- Legal
- Media and Strategic Communications
- Procurement and Contract Management
- Property and Facilities Management
- Protocol and Executive Services
- Security
- Strategic Planning

We strongly encourage candidates who can demonstrate their knowledge and skills in the above areas to apply. As there are a range of vacancies across the department, your application should highlight your specific capability and experience in one or more of the above areas.

The initial vacancies to be filled from this process are based in Canberra. This process may be used to

fill roles in other locations in Australia and overseas.

Duties

We’re looking for high-performing people with skills and experience relevant to the department’s enabling services operations. You will be highly organised and able to work with limited direction.

Our ideal candidates will:

- demonstrate an ability to manage relationships with stakeholders to achieve goals and anticipate and respond to stakeholder needs and expectations.
- have an in-depth understanding of applicable legislation and policy frameworks relevant to the
- role, and an ability to provide advice and make decisions based on sound subject matter knowledge.

- be willing and able to guide and support less experienced staff and build team capacity through coaching, providing performance feedback and encouraging career development.
- have a demonstrated ability to work under limited guidance, identify problems or issues and resolve them.
- demonstrate the ability to make decisions that involve complex operational, policy or project issues using good judgement and expertise.
- be a confident communicator with well-developed written and verbal communication skills, and the ability to target communications to diverse audiences.
- ability to quickly familiarise and become adept at using business applications, tools and new technology.

All employees of the department are expected to abide by theAPS Values and Code of Conductand theDFAT Values Statement.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level security clearance unless the position to be filled has been designated as a higher classification. Loss of a security clearance at any time may lead to termination of employment.

In some instances, employees may be able to commence in the department on a Temporary Access arrangement prior to their security clearance being finalised.

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 Foreign Affairs and Trade

To Apply

Position Contact	DFAT careers, NA
Agency Recruitment Site	https://dfat.gov.au/careers/Pages/careers.aspx

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Foreign Affairs and Trade

Vacancy VN-0761324

Department of Foreign Affairs and Trade

Closing Date:Sunday 24 August 2025

Job Title	APS6 Enabling Services, Affirmative Measures Indigenous (Multiple Vacancies)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,903 - $111,207
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 (On site)
Classification	APS Level 6
Position Number	0835/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/cp/

Applications close 11:30pm AEST Sunday 24 August 2025

The department is seeking talented and driven people to support the policy development and delivery of enabling services for the department.

Multiple roles are available with a range of focus areas including:

- Audit and Compliance
- Cabinet, Ministerial and Parliamentary
- Client Services (including consular and passports)
- Crisis Management and Contingency Planning
- Data Analysis
- Finance
- Fraud, Corruption and Enterprise Integrity
- Governance and Enterprise Risk
- Human Resources
- Information and Communication Technology (ICT)
- Legal
- Media and Strategic Communications
- Procurement and Contract Management
- Property and Facilities Management
- Protocol and Executive Services
- Security
- Strategic Planning

We strongly encourage candidates who can demonstrate their knowledge and skills in the above areas to apply. As there are a range of vacancies across the department, your application should highlight your specific capability and experience in one or more of the above areas.

The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Diversity at DFAT

The department recognises the importance of valuing diversity and is committed to improving and sustaining employment outcomes for Aboriginal and/or Torres Strait Islander peoples. As a department that represents Australia to the world, we strive to have a workforce reflective of the diversity of the Australian population.

We value the talents and skills of people of diverse cultural backgrounds and support culturally inclusive recruitment practices. We encourage all Aboriginal and/or Torres Strait Islander peoples to apply for vacancies with the department.

For more information on the department's diversity and inclusion program, strategies and plans, our Indigenous Employees Network and Inclusion Champions, please visit the DFAT Careers page.

Confirmation of Aboriginal and/or Torres Strait Islander heritage

In applying under this affirmative measure, you will be required to provide evidence to confirm you are an Aboriginal and/or Torres Strait Islander Australian. This evidence may be provided as part of your application or at a later stage of the recruitment process. Acceptable evidence includes:

• a letter signed and executed by the Chairperson of an incorporated Aboriginal or Torres Strait Islander organisation confirming you are recognised as an Aboriginal and/or Torres Strait Islander person; or

• a confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal or Torres Strait Islander organisation; or

• two statutory declarations confirming you are an Aboriginal and/or Torres Strait Islander Australian.

The first declaration must be completed by you and the second declaration can be completed by an Indigenous Service Provider (e.g. a University Support Unit or an Indigenous Medical Service) or an APS employee, who is also Aboriginal and/or Torres Strait Islander.

Duties

We're looking for high-performing people with skills and experience relevant to the department's enabling services operations. You will be highly organised and able to work with limited direction.

Our ideal candidates will:

- demonstrate an ability to manage relationships with stakeholders to achieve goals and anticipate and respond to stakeholder needs and expectations.
- have an in-depth understanding of applicable legislation and policy frameworks relevant to the
- role, and an ability to provide advice and make decisions based on sound subject matter knowledge.
- be willing and able to guide and support less experienced staff and build team capacity through coaching, providing performance feedback and encouraging career development.

- have a demonstrated ability to work under limited guidance, identify problems or issues and resolve them.
- demonstrate the ability to make decisions that involve complex operational, policy or project issues using good judgement and expertise.
- be a confident communicator with well-developed written and verbal communication skills, and the ability to target communications to diverse audiences.
- ability to quickly familiarise and become adept at using business applications, tools and new technology.

All employees of the department are expected to abide by theAPS Values and Code of Conductand theDFAT Values Statement.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level security clearance unless the position to be filled has been designated as a higher classification. Loss of a security clearance at any time may lead to termination of employment.

In some instances, employees may be able to commence in the department on a Temporary Access arrangement prior to their security clearance being finalised.

Notes

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

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 Foreign Affairs and Trade

To Apply

Position Contact	DFAT careers, NA
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0761401

Department of Foreign Affairs and Trade

Closing Date:Sunday 24 August 2025

Job Title	APS6 Enabling Services, Affirmative Measures Disability (Multiple Vacancies)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,903 - $111,207
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 (On site)
Classification	APS Level 6
Position Number	0836/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&audiencetypecode=EXT&CurATC=EXT&CurBID=

Applications close 11:30pm AEST Sunday 24 August 2025

The department is seeking talented and driven people to support the policy development and delivery of enabling services for the department.

Multiple roles are available with a range of focus areas including:

- Audit and Compliance
- Cabinet, Ministerial and Parliamentary
- Client Services (including consular and passports)
- Crisis Management and Contingency Planning
- Data Analysis
- Finance
- Fraud, Corruption and Enterprise Integrity
- Governance and Enterprise Risk
- Human Resources
- Information and Communication Technology (ICT)
- Legal
- Media and Strategic Communications
- Procurement and Contract Management
- Property and Facilities Management
- Protocol and Executive Services
- Security
- Strategic Planning

We strongly encourage candidates who can demonstrate their knowledge and skills in the above areas to apply. As there are a range of vacancies across the department, your application should highlight your specific capability and experience in one or more of the above areas.

The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Diversity at DFAT

The department values diversity and is committed to ensuring an inclusive and accessible workplace. As a department that represents Australia to the world, we want to ensure that we fully reflect Australia’s rich diversity across all areas of our workforce.

The department’s approach to disability inclusion respects, supports and celebrates diversity by promoting the conditions that allow meaningful participation by a wide range of people, including people with disabilities.

We value the talents, skills and perspectives that people with disabilities bring to our organisation and are committed to removing barriers to employment. We encourage people with disability to apply for vacancies within the department.

For more information on the department’s diversity and inclusion program, strategies and plans, our Diversity Network and Inclusion Champions, please visit the DFAT Careers page.

Confirmation of disability

In applying under this affirmative measure, you will be required to provide evidence to confirm you live with a disability. This evidence will be requested by DFAT’s external recruitment provider if you progress to the interview stage of this recruitment process. Acceptable evidence includes:

- certificate or letter signed and executed by a registered medical practitioner
- letter from a Disability Employment Service
- a statutory declaration confirming you live with a disability.

Duties

We’re looking for high-performing people with skills and experience relevant to the department’s enabling services operations. You will be highly organised and able to work with limited direction.

Our ideal candidates will:

- demonstrate an ability to manage relationships with stakeholders to achieve goals and anticipate and respond to stakeholder needs and expectations.
- have an in-depth understanding of applicable legislation and policy frameworks relevant to the
- role, and an ability to provide advice and make decisions based on sound subject matter knowledge.
- be willing and able to guide and support less experienced staff and build team capacity through coaching, providing performance feedback and encouraging career development.
- have a demonstrated ability to work under limited guidance, identify problems or issues and resolve them.
- demonstrate the ability to make decisions that involve complex operational, policy or project issues using good judgement and expertise.

- be a confident communicator with well-developed written and verbal communication skills, and the ability to target communications to diverse audiences.
- ability to quickly familiarise and become adept at using business applications, tools and new technology

All employees of the department are expected to abide by theAPS Values and Code of Conductand theDFAT Values Statement.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level security clearance unless the position to be filled has been designated as a higher classification. Loss of a security clearance at any time may lead to termination of employment.

In some instances, employees may be able to commence in the department on a Temporary Access arrangement prior to their security clearance being finalised.

Notes

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

To Apply

Position Contact	DFAT recruitment, NA
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&audienc

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Foreign Affairs and Trade

Vacancy VN-0761610

Department of Foreign Affairs and Trade

Closing Date:Sunday 24 August 2025

Australian Passport Office

Job Title	APS Level 3 Passport Officer (Adelaide/Perth)
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Perth WA
Salary	$72,597 - $79,127
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	On site
Classification	APS Level 3
Position Number	0630/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/?jati=5817A59C-3F58-39DF-D7F6-E41B5C48BF12

Applications for this position close at 11.30pm AEST on Sunday 24 August 2025

Do you have a passion for working in service delivery environments? Do you have exceptional customer service skills? Do you have an understanding of managing high-risk, high-value assets appropriately? Do you have sound administration and clerical skills? If you have answered yes to these questions, WE WANT YOU! The Australian Passport Office (APO) is seeking Passport Officers, to work across a variety of Service Delivery roles in our division.

APO provides access to secure international travel documentation through timely and responsive passport services in Australia and overseas. The APO manages each stage of the passport

production process including the passport application lodgement, assessment, and printing stages, as well as the service recovery, workload management, and commercial management functions.

Before applying please note: all roles will involve customer interaction, including exposure to people who may be emotional, distressed, or have challenging personal circumstances. Officers will be trained across a variety of duties and expected to be flexible and adaptable to meet operational requirements. All roles will include some tasks that may be repetitive, or involve more physical aspects such as lifting, walking, or standing for prolonged periods of time.

Our Ideal Candidates

Our ideal candidates will have:

• Strong customer service skills whilst displaying empathy and emotional intelligence.

• Ability to problem solve using sound judgement and risk.

• Agility and flexibility to evolve rapidly - to change plans or course of direction to match the reality or demands of a situation.

• Ability to apply both a sense of urgency and the highest level of discretion and confidentiality.

• A positive can-do attitude, displaying personal resilience, calmness and focus on achieving objectives, even in difficult circumstances.

• Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframes.

• Effectively use business applications, tools, and technology to streamline internal processes and service delivery to the Australian Public.

• Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.

• A mature attitude and the key attributes of being responsible, trustworthy, and reliable.

Duties

Your key duties will include:

• Provide a courteous, prompt, efficient and professional service when working on the front counter (e.g passport application interviews, passport enquiries, passport collections, and document legalisation services), concierge, administrative support and telephone enquiries.

• Communicate effectively (orally and in writing) with members of the public, colleagues, and management.

• Undertake Quality Assurance checks of travel documents prior to, and post, print of travel documents.

• Handle high-value, high-risk inventory in a secure manner, and manage the secure spoilage and destruction of incorrect or faulty travel documents in line with strict policies and procedures.

• Assist in regular stocktakes of blank passport holdings.

• Undertake processing tasks and operate travel document printer and laminate machines to produce Australian travel documents, including basic routine maintenance of passport printers.

• High speed and accurate data entry, document preparation, scanning, personalisation, image enhancement, document/photo exceptions re-work.

• Working independently, organise own workload, allocate own resources, and complete tasks in a timely manner to meet established key performance indicators.

• General day-to-day administrative functions including, but not limited to, effective records management, management of inbox, payment of invoices, liaison with various customers and stakeholders in relation to travel document refunds and Returns to Sender.

• Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

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 Foreign Affairs and Trade

To Apply

Position Contact	Alison Jones, N/A
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=5817A59C-3F58-39DF-D7F6-E41B5C

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Foreign Affairs and Trade

Vacancy VN-0761612

Department of Foreign Affairs and Trade

Closing Date:Sunday 24 August 2025

Australian Passport Office

Job Title	APS Level 3 Passport Officer (Brisbane/Darwin)
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Darwin NT
Salary	$72,597 - $79,127
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	On Site
Classification	APS Level 3
Position Number	0780/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/?jati=11A3C871-BD84-77A7-33C4-E41B5C4A3307

Applications close at 11.30pm AEST on Sunday 24 August 2025

Do you have a passion for working in service delivery environments? Do you have exceptional customer service skills? Do you have an understanding of managing high-risk, high-value assets appropriately? Do you have sound administration and clerical skills? If you have answered yes to these questions, WE WANT YOU! The Australian Passport Office (APO) is seeking Passport Officers, to work across a variety of Service Delivery roles in our division.

APO provides access to secure international travel documentation through timely and responsive passport services in Australia and overseas. The APO manages each stage of the passport production process including the passport application lodgement, assessment, and printing stages, as well as the service recovery, workload management, and commercial management functions.

Before applying please note: all roles will involve customer interaction, including exposure to people who may be emotional, distressed, or have challenging personal circumstances. Officers will be trained across a variety of duties and expected to be flexible and adaptable to meet operational requirements. All roles will include some tasks that may be repetitive, or involve more physical aspects such as lifting, walking, or standing for prolonged periods of time.

Our Ideal Candidates

Our ideal candidates will have:

• Strong customer service skills whilst displaying empathy and emotional intelligence.

• Ability to problem solve using sound judgement and risk.

• Agility and flexibility to evolve rapidly - to change plans or course of direction to match the reality or demands of a situation.

• Ability to apply both a sense of urgency and the highest level of discretion and confidentiality.

• A positive can-do attitude, displaying personal resilience, calmness and focus on achieving objectives, even in difficult circumstances.

• Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframes.

• Effectively use business applications, tools, and technology to streamline internal processes and service delivery to the Australian Public.

• Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.

• A mature attitude and the key attributes of being responsible, trustworthy, and reliable.

Duties

Your key duties will include:

• Provide a courteous, prompt, efficient and professional service when working on the front counter (e.g passport application interviews, passport enquiries, passport collections and document legalisation services), concierge, administrative support and telephone enquiries.

• Communicate effectively (orally and in writing) with members of the public, colleagues, and management.

• Undertake Quality Assurance checks of travel documents prior to, and post, print of travel documents.

• Handle high-value, high-risk inventory in a secure manner, and manage the secure spoilage and destruction of incorrect or faulty travel documents in line with strict policies and procedures.

• Assist in regular stocktakes of blank passport holdings.

• Undertake processing tasks and operate travel document printer and laminate machines to produce Australian travel documents, including basic routine maintenance of passport printers.

• High speed and accurate data entry, document preparation, scanning, personalisation, image enhancement, document/photo exceptions re-work.

• Working independently, organise own workload, allocate own resources, and complete tasks in a timely manner to meet established key performance indicators.

• General day-to-day administrative functions including, but not limited to, effective records management, management of inbox, payment of invoices, liaison with various customers and stakeholders in relation to travel document refunds and Returns to Sender.

• Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

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 Foreign Affairs and Trade

To Apply

Position Contact	Chris Simonetti, N/A
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=11A3C871-BD84-77A7-33C4-E41B5(

This notice is part of the electronic Public Service Gazette PS32 Weekly Gazette Thursday (Vacancy Notices) - 14 August 2025.pdf
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Foreign Affairs and Trade

Vacancy VN-0761616

Department of Foreign Affairs and Trade

Closing Date:Sunday 24 August 2025

Australian Passport Office

Job Title	APS Level 3 Passport Officer (Canberra/Sydney)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$72,597 - $79,127
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	On Site
Classification	APS Level 3
Position Number	0791/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/?jati=631A0E93-38ED-499F-CF6E-E406DB99E84B

Applications close at 11.30pm AEST on Sunday 24 August 2025

Do you have a passion for working in service delivery environments? Do you have exceptional customer service skills? Do you have an understanding of managing high-risk, high-value assets appropriately? Do you have sound administration and clerical skills? If you have answered yes to these questions, WE WANT YOU! The Australian Passport Office (APO) is seeking Passport Officers, to work across a variety of Service Delivery roles in our division.

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Before applying please note: all roles will involve customer interaction, including exposure to people who may be emotional, distressed, or have challenging personal circumstances. Officers

will be trained across a variety of duties and expected to be flexible and adaptable to meet operational requirements. All roles will include some tasks that may be repetitive, or involve more physical aspects such as lifting, walking, or standing for prolonged periods of time.

Our Ideal Candidates

Our ideal candidates will have:

• Strong customer service skills whilst displaying empathy and emotional intelligence.

• Ability to problem solve using sound judgement and risk.

• Agility and flexibility to evolve rapidly - to change plans or course of direction to match the reality or demands of a situation.

• Ability to apply both a sense of urgency and the highest level of discretion and confidentiality.

• A positive can-do attitude, displaying personal resilience, calmness and focus on achieving objectives, even in difficult circumstances.

• Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframes.

• Effectively use business applications, tools, and technology to streamline internal processes and service delivery to the Australian Public.

• Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.

• A mature attitude and the key attributes of being responsible, trustworthy, and reliable.

Duties

Your key duties will include:

• Provide a courteous, prompt, efficient and professional service when working on the front counter (e.g passport application interviews, passport enquiries, passport collections and document legalisation services), concierge, administrative support, and telephone enquiries.

• Communicate effectively (orally and in writing) with members of the public, colleagues, and management.

• Undertake Quality Assurance checks of travel documents prior to, and post, print of travel documents.

• Handle high-value, high-risk inventory in a secure manner, and manage the secure spoilage and destruction of incorrect or faulty travel documents in line with strict policies and procedures.

• Assist in regular stocktakes of blank passport holdings.

• Undertake processing tasks and operate travel document printer and laminate machines to produce Australian travel documents, including basic routine maintenance of passport printers.

• High speed and accurate data entry, document preparation, scanning, personalisation, image enhancement, document/photo exceptions re-work.

• Working independently, organise own workload, allocate own resources, and complete tasks in a timely manner to meet established key performance indicators.

• General day-to-day administrative functions including, but not limited to, effective records management, management of inbox, payment of invoices, liaison with various customers and stakeholders in relation to travel document refunds and Returns to Sender.

• Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements

Eligibility

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Notes

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About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Siobhan Creighton, N/A
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=631A0E93-38ED-499F-CF6E-E406DI

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Foreign Affairs and Trade

Vacancy VN-0761623

Department of Foreign Affairs and Trade

Closing Date:Sunday 24 August 2025

Australian Passport Office

Job Title	APS Level 3 Passport Officer (Hobart/Melbourne)
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Melbourne VIC, Craigieburn VIC, Epping VIC
Salary	$72,597 - $79,127
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	On Site
Classification	APS Level 3
Position Number	0783/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/?jati=339B2F23-21B3-610F-5AA3-E41B5C587C50

Applications close at 11.30pm AEST on Sunday 24 August 2025

Do you have a passion for working in service delivery environments? Do you have exceptional customer service skills? Do you have an understanding of managing high-risk, high-value assets appropriately? Do you have sound administration and clerical skills? If you have answered yes to these questions, WE WANT YOU! The Australian Passport Office (APO) is seeking Passport Officers, to work across a variety of Service Delivery roles in our division.

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Before applying please note: all roles will involve customer interaction, including exposure to people who may be emotional, distressed, or have challenging personal circumstances. Officers will be trained across a variety of duties and expected to be flexible and adaptable to meet operational requirements. All roles will include some tasks that may be repetitive, or involve more physical aspects such as lifting, walking, or standing for prolonged periods of time.

Our Ideal Candidates

Our ideal candidates will have:

•Strong customer service skills whilst displaying empathy and emotional intelligence.

•Ability to problem solve using sound judgement and risk.

•Agility and flexibility to evolve rapidly to change plans or course of direction to match the reality or demands of a situation.

•Ability to apply both a sense of urgency and the highest level of discretion and confidentiality.

•A positive can-do attitude, displaying personal resilience, calmness and focus on achieving objectives, even in difficult circumstances.

•Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframes.

•Effectively use business applications, tools, and technology to streamline internal processes and service delivery to the Australian Public.

•Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.

•A mature attitude and the key attributes of being responsible, trustworthy, and reliable.

Duties

Your key duties will include:

•Provide a courteous, prompt, efficient and professional service when working on the front counter (e.g passport application interviews, passport enquiries, passport collections and document legalisation services), concierge, administrative support, and telephone enquiries.

•Communicate effectively (orally and in writing) with members of the public, colleagues, and management.

•Undertake Quality Assurance checks of travel documents prior to, and post, print of travel documents.

•Handle high-value, high-risk inventory in a secure manner, and manage the secure spoilage and destruction of incorrect or faulty travel documents in line with strict policies and procedures.

•Assist in regular stocktakes of blank passport holdings.

•Undertake processing tasks and operate travel document printer and laminate machines to produce Australian travel documents, including basic routine maintenance of passport printers.

•High speed and accurate data entry, document preparation, scanning, personalisation, image enhancement, document/photo exceptions re-work.

•Working independently, organise own workload, allocate own resources, and complete tasks in a timely manner to meet established key performance indicators.

•General day-to-day administrative functions including, but not limited to, effective records management, management of inbox, payment of invoices, liaison with various customers and stakeholders in relation to travel document refunds and Returns to Sender.

•Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements.

Bulk Print Officer (Craigieburn/Epping - Victoria only)

Key duties may include:

•Undertake processing tasks and operate travel document printer, pass mailer, and laminate machines to produce Australian travel documents on a large scale.

•Routine maintenance of passport machinery, trouble shooting and appropriate escalation of issues impacting passport workflows.

•Issue Australian travel documents to print operators via technical systems.

•Handle high-value, high-risk inventory in a secure manner, and manage the secure spoilage and destruction of incorrect or faulty travel documents in line with strict policies and procedures.

•Assist in regular stocktakes of blank passport holdings.

•Supervise print operators to ensure production flow is maintained and acts as the first escalation point for print operators for system and machine related issues.

•Provide training and support to new and existing print operators on specialised personalisation machines and processes.

•Working independently, organise own workload, allocate own resources, and complete tasks in a timely manner to meet established key performance indicators.

•Understanding of, and adherence to, Work Health and Safety legislation and regulations.

•Assist with Quality Assurance checks of travel documents prior to, and post, print of travel documents.

•Work as part of a team to deliver outcomes, displaying flexibility to meet operation.

Eligibility

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Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

Notes

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About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Belinda Guinan, N/A
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=339B2F23-21B3-610F-5AA3-E41B5C

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Foreign Affairs and Trade

Vacancy VN-0761631

Department of Foreign Affairs and Trade

Closing Date:Sunday 24 August 2025

Australian Passport Office

Job Title	APS Level 6 Team Leader, Competent Authority Unit
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$98,903 - $111,207
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	On Site. Flexible work can be negotiated on a case by case basis and may be agreed to in view of operational and security requirements.
Classification	APS Level 6
Position Number	0631/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/?jati=EFF1B856-84DD-9E97-BC99-E41B5B8E4CD8

Applications close at 11.30pm AEST on Sunday 24 August 2025

The Australian Passport Office (APO) is seeking a skilled, highly motivated APS6 Team Leader to join the Competent Authority Unit (CAU) within the Specialised Case Management Section.

The APO issues passports to Australian citizens, both in Australia and overseas, under the Australian Passports Act 2005, related laws, and the Convention on International Civil Aviation. We also issue other types of travel documents, for example, Convention Travel Documents, to eligible non-citizens living in Australia. Within Australia, APO staff are also authorised to provide services such as the issuing of Certificates of no Impediment to Marriage and legalisations of documents (Apostilles and Authentications).

CAU is part of the division's integrity and support branch, managing complex cases associated with domestic and international law enforcement, national security, and Commonwealth debt matters. The unit's work covers department wide support, case management, stakeholder engagement, reporting, and project coordination.

The vacancy to be filled from this process is based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Our Ideal Candidate

We're looking for high-performing people with skills and experience relevant to the department's enabling services operations.

Our ideal candidates will:

• Have the highest standards of integrity, confidentiality, professionalism, and adherence to APO and departmental values.

• Have a collaborative leadership approach and the confidence to engage with stakeholders from within the department and external agency partners to influence work area priorities.

• Are results driven and can respond flexibly to change.

• Have a security conscious mindset and understand the importance of adhering to the 'need to know' principle.

• Are critical thinkers and can make informed decisions, solve problems, and identify opportunities.

• Are detail-orientated and produce quality work with a commitment to productivity and developing own abilities.

• Can make sound judgements being mindful of managing risk.

• Have demonstrated experience managing teams in a service delivery environment, including the ability to lead, mentor, and manage staff performance.

• Are strong communicators with demonstrated liaison skills, an ability to establish and maintain networks, manage relationships with stakeholders and produce high quality written material.

Duties

Your duties and responsibilities will be aligned to the relevant APS Work Level Standards.

CAU team leaders manage a small team which is responsible for day-to-day workflow and priorities related to the administration of competent authority requests. The caseload is interesting and rewarding, with officers multiskilled across both the domestic and international aspects of the unit.

We are looking for someone who demonstrates high levels of discretion and who has an eye for detail. An understanding of passport legislation, processes and systems, or the ability to quickly acquire this knowledge, is highly desirable. Energy, a can-do attitude, and a willingness to achieve positive outcomes will see you succeed in this role. Working within the CAU gives officers exposure to whole of government priorities, a deeper understanding of the relationship between the APO and broader DFAT, and the opportunity to develop wide and influential networks across the department.

Your key duties will include:

•Conduct internal and external stakeholder engagement and outreach.

•Manage the day-to-day operations and performance outputs of the team, ensuring objectives and key performance indicators are met, and managing timely completion of competing priorities through appropriate resource planning.

•Support the development of team capacity by coaching junior staff and ensuring they have adequate access to resources and guidance when required.

•Contribute to the provision of advice and guidance and apply a well-developed understanding of passport legislation, policy and processes on passport eligibility matters and the extent to which they comply with relevant legislation, regulations, policies, and guidelines.

•Create a work environment that is collaborative, interactive, inspired, and positive by leading by example and applying an innovative approach to issues which impact on service delivery.

•Prepare ministerial submissions, correspondence to customers and documentation of case notes.

•Oversee short to long term case management of complex applications.

•Provide factual, unbiased, and professional assessments of circumstances.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

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 Foreign Affairs and Trade

To Apply

Position Contact	Luke Sauer, 0403 928 746
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=EFF1B856-84DD-9E97-BC99-E41B5

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Health

Vacancy VN-0761588

Aged Care Quality and Safety Commission

Closing Date:Sunday 24 August 2025

Regulatory Operations Division
Audit Audit Teams 1-4

Job Title	Senior Audit Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Brisbane QLD, Perth WA, Darwin NT
Salary	$96,709 - $109,061
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	Work from Home & Office
Classification	APS Level 6
Position Number	266_04/25
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=419B17BE-C2C9-7332-47BE-E41B5B2383BA

As a Senior Audit Officer, you will be responsible for the review and analysis of provided documentation/evidence and preparation for audit plans, under the direction of the Assistant Director – Audit.

You will support audit teams with planning, administration and quality assurance activities associated with scheduled audits of Category 6 (residential) and Category 4 and 5 (home care) aged care providers. Senior Audit Officers provide virtual support to multiple audit teams, including evidence review and attending audit team meetings. You will also prepare audit reports for review/approval by the Assistant Director.

The Senior Audit Officer is an office-based role, with limited time spent in the field and has direct line management responsibility of staff (APS 5 Auditor).

Duties

- Conduct review and analysis of provider request for information documentation and prepare concise summaries for the Assistant Director Audit to review.
- Prepare agendas, targeted questions for interviews with provider management, attend meetings and documents meeting minutes.
- Prepare and update audit plans.

- Work collaboratively with field-based team members to understand and respond to emerging requirements for information and provide guidance to team members conducting care delivery location audits.
- Support Assistant Director Audit and Auditors off-site with audit administration.
- Contribute to an effective and efficient collaborative team approach, including actively participating in audit team meetings and effectively communicating with audit team members.
- Lead and manage APS 5 Auditor staff including developing, coaching, and mentoring staff, and building commitment to shared goals.
- Prepare for and assist with virtual meetings with the provider, governing body, and senior management and input related evidence into the audit tool.
- Support the Lead Auditor with care delivery location opening meeting and closing meetings documenting evidence in the digital audit tool.
- Prepare the preliminary audit report, co-ordinating Auditors contributions to the report.
- Review the provider response to the preliminary report and prepare the final report for review by the Assistant Director Audit.
- Collect and document evidence on Commission’s IT applications (Digital Audit Tool or other systems as required).
- Maintain a high standard of confidentiality and privacy.

Eligibility

- Strong ability to review, interpret and synthesise large volumes of information.
- Critically analyse information to prepare comprehensive, evidence-based reports which clearly and concisely document reasoning and recommendations.
- Professional writing skills and the ability to write succinctly.
- Experience in identifying key themes, gaps and inconsistencies in documentation.
- Ability to accurately interpret information requirements and rapidly retrieve information.
- Ability to understand and identify risk and potential harms in an aged care service and escalate within a risk management framework.
- Accuracy and efficiency, with the ability to prioritise and manage own allocated workload.
- Ability to manage interpersonal relationships with respect and communicate with influence with internal and external stakeholders.
- Ability to understand and comply with legislative, policy and regulatory frameworks, particularly the Aged Care Quality and Safety Commission Act and the Aged Care Quality and Safety Commission. Rules and the Aged Care Quality Standards or be able to demonstrate a capacity to quickly acquire this knowledge.
- Ability to publicly represent the Commission, acting professionally (including adhering to APS Values & Code of Conduct, the Commission’s Code of Conduct for Field Officers and operating within the boundaries of organisational processes and legal and public policy directions).
- Understanding of cultural safety in professional practice and promote a safe and inclusive workplace in line with APS values and Commission procedures.
- Skills in use of technology and systems such as SharePoint, MS Office/Teams, and a digital audit tool.

Notes

In addition to the above key capabilities, to be eligible for this position you must:

- Be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps
- satisfy a National Coordinated Criminal History Check
- satisfy a pre-existing medical condition declaration

- Comply with the Commission's vaccination policy.

Registration Requirements

It is a requirement of this role to hold registration in accordance with section 90(1)(a) of the Aged Care Quality and Safety Commission Rules.

To become registered for the Commission, you need to:

- successfully complete the Commission's Quality Assessor Training Program (QATP),
- complete the Commission's orientation program,
- have no record of a serious offence conviction, and
- have had a seasonal influenza and COVID-19 vaccination.

The QATP supports the Commission's assessment methodology to assess the performance of Commonwealth funded aged care services against the Aged Care Quality Standards. It is supported by pre-course and post-course activities and on-the-job learning. Competency-based assessments are also undertaken before completing the QATP.

Travel requirements

Occasional interstate/intrastate travel may be required (applicable travel expenses are covered under the Commission's travel policy).

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	Edward Weston, (02) 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=419B17BE-C2C9-7332-4

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

Health

Vacancy VN-0761642

Aged Care Quality and Safety Commission

Closing Date:Sunday 24 August 2025

Regulatory Operations Division
Audit Audit Teams 1-4

Job Title	Auditor and Lead Auditor
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	$86,204 - $109,061
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;APS Level 6
Position Number	267_04/25
Agency Website	

Job Description

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

About the Role - Auditor:

As an Auditor you will work under the direction of the Lead Auditor and Assistant Director – Audit and be responsible for conducting scheduled audits for Category 6 (residential) and Category 4 and 5 (home care) aged care providers.

You will work as part of the audit team, collecting and analysing evidence and making recommendations about the level of conformance of providers as audited against the Aged Care Quality Standards. You will work collaboratively with the audit team to prepare an audit report.

This is a pre-dominantly field based role visiting aged care services.

About the Role - Lead Auditor

As a Lead Auditor you will work under the direction of the Assistant Director – Audit and be responsible for conducting audits of Category 6 (residential) and Category 4 and 5 (home care) aged care providers.

You will, as part of the Audit team, oversee the auditor/s on-site, analyse evidence and make recommendations about the level of conformance of providers as audited against the Aged Care Quality Standards. You will work collaboratively with the audit team to prepare an audit report.

The Lead Auditor role has a direct line management responsibility of staff (APS5 Auditor).

Duties

Auditor position duties include, but are not limited to:

- Conduct audits on-site to assess the performance of the aged care provider’s systems and processes.
- Working in the field to collect and document evidence in alignment with the audit methodology and the audit plan. This includes conducting observations, document review and interviews with management, workers, older people and their representatives.
- Engage professionally with care delivery location workers, older people and their representatives.
- Contribute to an effective and efficient collaborative team approach, including actively participating in team meetings and effectively communicating with audit team members.
- Identify and escalate risk and issues to the Lead Auditor.
- Support the Lead Auditor to prepare for feedback meetings (on-site).
- Participate in closing meeting with the care delivery location management (on-site).
- Undertake objective, systematic analysis and draw accurate conclusions based on evidence.
- Actively participate in decision-making about evidence collection and conformance ratings and incorporate outcomes of decision-making into audit delivery and report writing.
- Collect and document evidence in Commission IT systems (such as a digital audit tool).
- Contribute to the drafting of the preliminary audit report.
- Maintain a high standard of confidentiality and privacy.

Lead Auditor position duties include, but are not limited to:

- Lead the on-site component of audits to assess the performance of aged care provider's systems and processes.
- Working in the field to collect and document evidence in alignment with the audit methodology. This includes conducting observations, document review and interviews with management, workers, older people, and their representatives.
- Lead on-site audit delivery, including delegating tasks effectively, balancing workloads among auditors and providing appropriate guidance to team.
- Contribute to an effective and efficient collaborative team approach, including preparing for and leading audit team meetings and effectively communicating with audit team members.
- Identify, triage, and escalate risks and issues to the Assistant Director.
- Complete audit preparation and assist the Senior Audit Officer with audit planning.
- Conduct meetings with care delivery location staff (virtual/on-site).
- Communicate with care delivery management during the on-site audit delivery.
- Communicate audit team findings (conformance ratings) to care delivery location management.
- Undertake objective, systematic analysis and draw accurate conclusions based on evidence.
- Actively participate in decision-making about evidence collection and conformance ratings and incorporate outcomes of decision-making into audit delivery and report writing.
- Collect and document evidence in Commission IT systems (such as the digital audit tool)
- Contribute to the development of the preliminary audit report.
- Lead and manage staff (APS5 Auditor, direct report) including development, coaching, mentoring and building commitment to shared goals.
- Monitor audit progress and ensure the quality of audit delivery and audit reporting.
- Maintain a high standard of confidentiality and privacy.

Eligibility

Auditor - Position Eligibility Requirements (Selection Criteria):

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

- Ability to critically analyse information to prepare comprehensive, evidence-based reports which clearly and concisely document reasoning and recommendations.
- Skills in managing interpersonal relationships with respect and communicate with influence with internal and external stakeholders.
- Ability to understand and identify risk and potential harms in an aged care service and to escalate within a risk management framework.
- Ability to work as a team member to accomplish organisational goals.
- Ability to prioritise and manage allocated workload.
- Ability to complete allocated tasks in alignment with work plans.
- Understanding of and ability to comply with legislative, policy and regulatory frameworks, particularly the Aged Care Quality and Safety Commission Act, the Aged Care Quality and Safety Commission Rules and the Aged Care Quality Standards or be able to demonstrate the capacity to quickly acquire this knowledge.
- Ability to publicly represent the Commission, acting professionally (including adhering to APS Values & Code of Conduct and the Commission's Code of Conduct for Field Staff) and operating within the boundaries of organisational processes and legal and public policy directions.
- Understanding of cultural safety in professional practice and promote a safe and inclusive workplace in line with APS values and Commission procedures.

- High volume administration by utilising technology applications and systems confidently to deliver efficient and effective service. Applications include SharePoint, MS Office/Teams, ACCMIS and the digital audit tool.

Desirable qualifications or experience

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

Lead Auditor - Position Eligibility Requirements (Selection Criteria):

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

- Ability to manage interpersonal relationships with respect and communicate with influence with internal and external stakeholders.
- Ability to conduct audits in the aged care sector.
- Skills to critically analyse information to prepare comprehensive, evidence-based reports which clearly and concisely document reasoning and recommendations.
- Ability to lead a small team to accomplish organisation goals.
- Skills to identify risk and potential harms in an aged care service and escalate within a risk management framework.
- Ability to prioritise and manage own allocated workload.
- Understanding of and ability to complete with legislative, policy and regulatory frameworks, particularly the Aged Care Quality and Safety Commission Act, the Aged Care Quality and Safety Commission Rules and the Aged Care Quality Standards or be able to demonstrate a capacity to quickly acquire this knowledge.
- Ability to publicly represent the Commission, acting professionally (including adhering to APS Values & Code of Conduct and the Commission's Code of Conduct for Field Officers) and operation within the boundaries of organisational processes and legal and public policy directions.
- An understanding of cultural safety in professional practice and promoting a safe and inclusive workplace in line with APS values and Commission procedures.
- Skills in the use of technology and systems such as SharePoint, MS Office/Teams and a digital audit tool.

Desirable qualifications or experience

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

Notes

Pre-employment requirements

- be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps
- satisfy a National Coordinated Criminal History Check
- satisfy a pre-existing medical condition declaration

Essential Requirements

A current unrestricted licence is essential to support the travel expectations of the role.

Registration Requirements

It is a requirement of these roles to hold registration in accordance with section 90(1)(a) of the Aged Care Quality and Safety Commission Rules.

To become registered for the Commission, you need to:

- successfully complete the Commission's Quality Assessor Training Program (QATP),
- complete the Commission's orientation program,
- have no record of a serious offence conviction, and
- have a seasonal influenza and COVID-19 vaccination.

The QATP supports the Commission's assessment methodology to assess the performance of Commonwealth funded aged care services against the Aged Care Quality Standards. It is supported by pre-course and post-course activities and on-the-job learning. Competency-based assessments are also undertaken before completing the QATP.

Travel Requirements

The role is predominantly field based with some office attendance required. We have office locations in all major capital cities.

Local, interstate and intrastate travel for field-based work. Travel requiring overnight stay is expected 2 weeks out of every 4 weeks. Overnight stays will range from 1-4 nights. Staff will be consulted where additional overnight travel is required. Applicable travel expenses are covered under the Commission's travel policy.

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	Edward Weston, Email
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0761682

Aged Care Quality and Safety Commission

Closing Date:Monday 25 August 2025

Corporate
Digital Business Systems

Job Title	Pega Business Architect
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Canberra ACT, Perth WA, Adelaide SA, Hobart TAS
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;Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	20046325
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=E0033DB3-5884-1AFB-C4F3-E41BCFFEDA3F

About the Team

The purpose of Business Systems is to enable, enhance and support all Commission functions with the delivery of best practice services, to support our organisational goal to become a world class aged care regulator.

We define, develop, enhance, and support business systems to enable effective and efficient regulation of aged care services across all Commission functions.

Our Vision is to improve efficiency, reduce risk and transform the user experience.

About the Role

The Pega Business Architect is responsible for driving the analysis, design and delivery of Pega Applications. This position is the bridge between business stakeholders and technical delivery teams ensuring that requirements are translated into scalable solutions.

Duties

- Lead the design and documentation of business processes and functional requirements
- Collaborate with business stakeholders to understand processes, pain-points and discover opportunities for improvement
- Translate business needs into actionable requirements
- Work closely with Pega System Architects to ensure solutions meet business expectations
- Define and validate user stories, acceptance criteria and process flows
- Ensure adherence to Pega best practices
- Facilitate workshops, sprint planning and reviews with stakeholder as well as delivery teams
- Support testing activities

Eligibility

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

- Knowledge of Agile environments
- Knowledge of case management and decision management
- Problem-solving and analytical thinking
- The ability to translate requirements into technical solutions
- Demonstrated ability to communicate openly and effectively and to build strong professional relationships with staff, stakeholders and clients at all levels and across boundaries together with excellent interpersonal, negotiation and influencing skills.
- Clear written and oral communication skills. The ability to influence effectively and concisely to audiences with a range of backgrounds.
- Current, or eligibility for, Baseline Security Clearance through AGSVA – Must be an Australian Citizen

Notes

- Salary offered will be between $96,503.00 - $108,869.00 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 eligibility requirements (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 **25th August at 11:59 PM** (AEST)**.**

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.

Specific questions about the roles can be directed to James Stephens by emailing james.stephens@agedcarequality.gov.au with Position title in the subject line.

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	James Stephens, 02 8623 6207
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=E0033DB3-5884-1AFB-C

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Health

Vacancy VN-0761693

Aged Care Quality and Safety Commission

Closing Date:Monday 01 September 2025

Corporate
Digital Business Systems

Job Title	APS5 Pega System Architect
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Adelaide SA, Perth WA, Melbourne VIC, 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;Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	20033453
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=A94CB3CA-BA15-C44E-BFCB-E41BD22902F0

About the Team

The purpose of Business Systems is to enable, enhance and support all Commission functions with the delivery of best practice services, to support our organisational goal to become a world class aged care regulator.

We define, develop, enhance, and support business systems to enable effective and efficient regulation of aged care services across all Commission functions.

Our Vision is to improve efficiency, reduce risk and transform the user experience.

About the Role

The Pega System Architect is responsible for assisting with the building and maintaining Pega applications, including level 3 troubleshooting of applications, focusing on technical implementation and ensuring solutions meet business requirements.

Duties

Position Duties

- Assist with the building and maintaining of Pega applications according to specifications
- Level 3 technical support of Pega built applications and implement fixes
- Modify workflows, data models, and user interfaces
- Design and execute test cases to validate functionality
- Participate in code reviews and knowledge sharing
- Document technical designs and implementation approaches
- Work closely with Business Architects to understand requirements
- Work closely with key stakeholders to address technical issues

Eligibility

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

- Knowledge of Agile environments
- Knowledge of case management and decision management
- Problem-solving and analytical thinking
- The ability to translate requirements into technical solutions
- Testing and debugging skills
- Demonstrated ability to communicate openly and effectively and to build strong professional relationships with staff, stakeholders and clients at all levels and across boundaries together with excellent interpersonal, negotiation and influencing skills.
- Clear written and oral communication skills. The ability to influence effectively and concisely to audiences with a range of backgrounds.
- Current, or eligibility for, Baseline Security Clearance through AGSVA – Must be an Australian Citizen

Desirables

- Pega Certified System Architect (CSA)
- Bachelor’s degree in Programming, Computer Science, or a related discipline, or equivalent experience.
- Background in software development or technical implementation
- Experience with multiple Pega projects or implementations
- Understanding of software development lifecycle
- Experience working in the government/public sector.
- Understanding of the Commission’s role as an end-to-end regulator.

Notes

Position Notes:

- Salary offered will be between **$86,204 - $93,226** 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 eligibility requirements (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 **1 Sep 2025 at 11:59 pm**.

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.

Specific questions about the roles can be directed to James Stephens by emailing james.stephens@agedcarequality.gov.au with Position title in the subject line.

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.

About the Aged Care Quality and Safety Commission

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To Apply

Position Contact	James Stephens, 02 8623 6207
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=A94CB3CA-BA15-C44E-

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Health

Vacancy VN-0761599

Australian Digital Health Agency

Closing Date:Sunday 24 August 2025

Corporate Services Division
People and Capability Branch

Job Title	Assistant Director, Talent Acquisition
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$120,486 - $137,417
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	Flexble
Classification	Executive Level 1
Position Number	0491_08/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

When you join the Corporate Services Division, you become part of a team that is committed to delivering high-quality enabling services. The Talent Acquisition team within the People and Capability Branch plays a critical role in sourcing the right candidate for the right role, while contributing towards building a dynamic and industry leading Agency culture. Our focus is on business needs as well as candidate and hiring manager experience and engagement, and through genuine partnerships we create high impact and relevant solutions.

We are seeking an established APS HR professional who is a visionary and strategic thinker and can play a pivotal role in establishing, sourcing and supporting the Agency People Strategy goals of establishing a range of Centre of Excellence models for specialist professions related to our Digital Health agenda.

Our first sub profession will focus on Program and Project Management (PPM) while building a long-term plan to implement a PPM Centre of Excellence (CoE). This role will partner with other People and Capability team members to ensure we drive capability uplift and embed best practices across the Agency. Your role will further support the strategic growth of the Talent Partner model in the Agency.

Duties

You’re an experienced APS HR professional with transferable skills in strategic talent sourcing, workforce planning, transformation, and stakeholder engagement. You’re excited to broaden your experience in a high-performing team, contributing to the Agency’s first Centre of Excellence.

You’re a natural collaborator who builds strong relationships, translating priorities into action and identifying opportunities for best practice aligned with APS initiatives. You think strategically, are solutions-focused, can bring ideas to life through data-driven insights, and produce high-quality written work that drives real outcomes.

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.

- Salary packaging (also known as salary sacrifice) is available.
- **Annual Christmas closedown**– with no leave deduction!
- Our **Wellbeing Sessions** & **Employee Assistance Program** will give you the best opportunity to balance work and life.
- **Work From Home** & **Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

For all queries relating to the responsibilities of the position, please contact Shannan Quain at shannan.quain@digitalhealth.gov.au.

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

Salary: This role offers between $120,486 to $137,417 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Shannan Quain, (02) 30238554
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0761651

Australian Digital Health Agency

Closing Date:Sunday 17 August 2025

Technology Services
Information Technology Services Corporate IT Strategy Program

Job Title	Project Officer - IT Projects
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	$98,045 - $110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	20049942
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia’s health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health. Our responsibilities span national digital health services and systems, including MyHealth Record, Electronic Prescriptions, and the MyHealth App.

Duties

About the Role

Contribute to the uplift of internal IT applications and platforms, work with your team on the development and success of centre of excellence for IT and make a real time impact on how we work as an agency - results you can see!

•The role is accountable for creating and managing integrated project schedules that align dependencies and deliverables, track progress and minimise project risk.

•You will develop and manage documented plans, detailed and up-to-date project schedules, and clear formal and informal reporting.

•You thrive with frequent stakeholder engagement, negotiation, working on and resolving complex issues that may arise within a project.

What You’ll Bring

•Completed certifications **i**n Project Management Professional (PMP) or PRINCE2, Certificate IV in Project Management Practice or a Diploma of Project Management for foundational skills.

•Two to five years experience supporting a project team or office as a project coordinator or project officer

•Experience using project planning tools and project management software as part of your everyday.

Eligibility

Eligibility

• Ability to obtain and maintain national police check.

• Australian Citizenship is a condition of eligibility.

• Ability to obtain and maintain a baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

• Ask us about our 2026 salary increases, and performance-based reviews

• Salary packaging (also known as salary sacrifice) is available.

• Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life

• Collaborative workspaces with new technology available within central locations

• Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option. Accumulate flextime !

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Omar Razi at omar.razi@digitalhealth.gov.au.

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

Closing Date: 17 August 2025, 11:00pm

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 Digital Health Agency

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

To Apply

Position Contact	Talent Acquisition Team, adharecruitment@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0761768

Australian Digital Health Agency

Closing Date:Wednesday 27 August 2025

Corporate Services Division
Governance Branch

Job Title	Security Administration Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$81,714 - $86,341
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
Position Number	0496_08/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

We’re looking for an APS4 Security Administration Officer who will be accountable, under limited direction, for the administration and provision of support in the day-to-day running of the Agency’s Protective security functions, including assisting with managing of personnel security, access control and providing an office security concierge function. This work may require the individual to work with sensitive issues independently, or with assistance from the broader team where needed. Learning support will be provided where required.

Working in accordance with security policies and procedures, the Security Administration Officer will enable organisational effectiveness and efficiency through the provision of support in managing the Agency's personnel security posture, including through internal and external stakeholder engagement.

Duties

The Security Administration Officer also act as a Designated Security Officer for the Agency for their area. To be successful, you will have:

- Knowledge of and experience with the Australian Government Security Framework (i.e. Protective Security Policy Framework) is highly desirable.
- Strong organisation skills and attention to detail.
- Effective communication skills.
- Strong Microsoft Word and Excel skills.

- Relevant Qualifications and/or the ability to obtain qualifications in the field of Protective Security (i.e. Certificate IV in Government Security) or Government Administration.

Eligibility

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- **Annual Christmas closedown**– with no leave deduction!
- Our **Wellbeing Sessions** & **Employee Assistance Program** will give you the best opportunity to balance work and life.
- **Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

For all queries relating to the responsibilities of the position, please contact David Farmer at david.farmer@digitalhealth.gov.au.

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

Salary: This role offers between $81,714 to $86,341 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	David Farmer, (02) 6223 0707
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0761770

Australian Digital Health Agency

Closing Date:Tuesday 26 August 2025

Corporate Services Division
People and Capability Branch

Job Title	Rehabilitation Case Manager & HR Business Partner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$98,045 - $110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0493_08/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

We’re looking for a highly experienced Rehabilitation Case Manager who brings not only injury management expertise but also experience and capability in HR business partnership.

Your rehabilitation case management expertise will be essential - supporting employees through early intervention, recovery and reintegration, coordinating with internal and external stakeholders, and ensuring best-practice approaches to wellbeing and workplace support. You’ll be confident navigating workers’ compensation and non-compensation matters, psychological and physical injury cases, and developing tailored plans that support sustainable workforce participation.

Duties

In this role, you’ll work closely with Agency managers and staff, providing strategic and practical HR advice across a wide range of people-related matters. A key focus will be on collaborating with employees, managers, medical professionals and rehabilitation providers to set goals and ensure safe, sustainable rehabilitation outcomes Your advice will be tailored, policy-aligned, and grounded in relevant legislation, ensuring outcomes that are both compliant and compassionate.

Working alongside fellow HR Business Partners and Talent Partners, you’ll contribute across the full employment lifecycle - from onboarding to workforce planning - delivering responsive and effective HR solutions.

You'll also play a key role in broader team initiatives, including continuous improvement projects and collaboration with talent partners to drive workforce outcomes.

Our ideal candidate has experience in injury management under the Safety, Rehabilitation and Compensation Act 1988 and thrives in a dynamic, fast-paced environment, communicates with clarity and influence across diverse audiences, and brings sound judgment, strong problem-solving skills, and a collaborative mindset.

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- **Annual Christmas closedown**– with no leave deduction!
- Our **Wellbeing Sessions** & **Employee Assistance Program** will give you the best opportunity to balance work and life.
- **Work From Home** & **Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, please submit your resume and a cover letter of no more than 2 pages detailing your relevant skills and experience for the role.

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

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

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Nicole Eltringham, (07) 3516 4541
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0761773

Australian Digital Health Agency

Closing Date:Wednesday 27 August 2025

Corporate Services Division
People and Capability Branch

Job Title	Assistant Director, HR Business Partner & Workplace Relations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$120,486 - $137,417
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	Executive Level 1
Position Number	0492_08/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

We are seeking an experienced HR Business Partner with a strong background in workplace relations to join our team.

In this role, you'll provide high-level support to the Agency's leadership teams, shaping future-focused workforce strategies that align with workplace relations frameworks. Your expertise will be central to navigating complex HR matters, driving performance management, wellbeing, engagement, and retention initiatives.

Duties

You'll bring demonstrated experience in delivering strategic HR advice and leading complex, people-related processes. This includes hands-on case management across a broad spectrum of employee relations matters—disciplinary processes, grievance resolution, performance concerns, and administrative investigations. You'll know when to escalate and how to partner effectively with subject matter experts to ensure outcomes are fair, compliant, operationally sound, and aligned with organisational objectives Your ability to interpret and analyse workforce data will be key to identifying trends and delivering actionable insights that inform strategic decision-making across the business. You'll also play a vital role in broader branch initiatives, including continuous improvement projects and close collaboration with our talent partners to enhance workforce outcomes.

Our ideal candidate is confident, experienced, and thrives in a fast-paced, dynamic environment. You'll be skilled in communicating with influence across diverse audiences, including senior

leaders, and demonstrate sound judgment, analytical thinking, and a proactive approach to problem-solving. The ability to work both independently and collaboratively is essential.

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- **Annual Christmas closedown**– with no leave deduction!
- Our **Wellbeing Sessions** & **Employee Assistance Program** will give you the best opportunity to balance work and life.
- **Work From Home** & **Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, please submit your resume and a cover letter of no more than 2 pages detailing your relevant skills and experience for the role.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Wayne Adamson at wayne.adamson@digitalhealth.gov.au.

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

Salary: This role offers between $120,486 to $137,417 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Wayne Adamson, (07) 3023 8580
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0761774

Australian Digital Health Agency

Closing Date:Wednesday 27 August 2025

Digital Solutions
Connected Care Connections

Job Title	Senior Analyst, Conformance and Assurance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$98,045 - $110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0483_07/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Australian Digital Health Agency is seeking a highly skilled Senior Analyst to join the Conformance and Assurance team within the Agency's high profile Connected Care branch. This full-time, ongoing APS6 position offers an exciting opportunity to contribute to strategic and operational outcomes through specialised technical work.

As a Senior Analyst, you will contribute across multiple concurrent projects and business-as-usual programs within three core service lines:

- **Service Design** - You will conduct risk and requirements analysis, develop and document business processes, and create and maintain conformance artefacts such as Assessment Schemes, Conformance Profiles, and Test Specifications.
- **Service Delivery** - You will provide support to vendors, verify test evidence, conduct observed conformance assessments, and report on test outcomes.
- **Monitoring, Reporting & Continuous Improvement** - You will perform data analysis, review incidents, generate reports, and lead initiatives to improve processes.

This role is reporting to an Assistant Director and operates with a high level of autonomy and collaboration across teams to deliver complex service functions. You will also be responsible for establishing and managing key stakeholder relationships, representing the Conformance and Assurance section in both internal and external engagements. Depending on your assignment, you may lead team members or mentor junior staff, supporting capability development across the work area.

Duties

Skills and Experience

- Previous experience in one or more of the following disciplines: Test Analysis, Business Analysis, Systems Analysis or Data Analysis.
- Demonstrated experience in digital health project delivery, with sound knowledge of digital health standards and specifications, including HL7 CDA, V2, and FHIR.
- Proven ability to develop and maintain conformance artefacts, such as Assessment Schemes, Conformance Profiles, and Test Specifications.
- Strong understanding of compliance and governance frameworks relevant to digital health environments.
- Excellent stakeholder engagement and communication skills, with the ability to collaborate effectively across internal teams and external vendors.
- Analytical and problem-solving skills, including experience in data analysis, incident review, and driving process improvements.

Eligibility

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

Notes

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

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 Digital Health Agency

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

To Apply

Position Contact	Corey Walsh, Corey.Walsh@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0761680

Australian Institute of Health and Welfare

Closing Date:Monday 25 August 2025

Business and Technology Group Finance and Commercial Services

Job Title	APS6 Financial Systems Administrator - Technology One
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$97,702 - $108,007
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 AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	#097_08/25
Agency Website	

Job Description

https://aihwcareers.nga.net.au/cp/

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, and wellbeing scales out of 104 APS agencies.

We offer a range of benefits including:

- Access to flexible working arrangements to support your work/life balance.

- Attractive remuneration packages including generous superannuation and leave provisions.
- Challenging and fulfilling work where you can use your skills and expertise.

opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The Financial & Commercial Services Unit (FCSU) is seeking a highly capable and experienced APS6 Financial Systems Administrator. The role will manage and support the Technology One financial management system. You will ensure the system's integrity, support end-users, and contribute to financial reporting and governance. This role requires a strong understanding of public sector financial systems and the ability to work independently and collaboratively across teams.

Key responsibilities are:

System Administration & Support

- Provide support for Technology One users across the AIHW
- Manage system configurations, workflows, and interfaces
- Coordinate and deliver user training and documentation
- Develop and maintain Technology One documentation including procedures and guides
- Support system upgrades and implementations

Financial Operations & Reporting

- Lead month-end and year-end rollover processes
- Support the preparation of financial statements and reports
- Maintain master data for accurate financial reporting and payments
- Support Accounts Payable and Accounts Receivable functions

Governance & Compliance

- Monitor internal controls and system integrity
- Assist in system audits

Project & Change Management

- Support system enhancement initiatives and upgrades
- Coordinate change management activities related to Technology One
- Collaborate with stakeholders to improve system functionality

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

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 Institute of Health and Welfare

To Apply

Position Contact	Tanya Evans, 02 6244 1079
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0761820

Australian Institute of Health and Welfare

Closing Date:Wednesday 03 September 2025

Various Various

Job Title	Members for First Nations Expert Committee on Health System Metrics
Job Type	Casual, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Perth WA, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS
Salary	-
Future Merit Locations	Canberra, Sydney, Melbourne, Perth, Adelaide, Brisbane, Darwin, Hobart
Office Arrangement	Flexible
Office Arrangement Details	The group will meet 4-6 times per year, with a mix of face-to-face meetings and online meetings, additional meetings may be required.
Classification	Statutory Appointment
Position Number	098_08/25
Agency Website	

Job Description

https://aihwcareers.nga.net.au/cp/

The Australian Institute of Health and Welfare (AIHW) will be working in partnership with First Nations stakeholders to review current First Nations health and hospital data to inform the development of metrics for monitoring health system performance in relation to First Nations health outcomes.

This work will be critical to pave the way for the inaugural Aboriginal and Torres Strait Islander Schedule (Schedule) to the National Health Reform Agreement (NHRA), currently being co-designed through the Aboriginal and Torres Strait Islander Health Collaboration. The Schedule will be a landmark reform to enact the National Agreement on Closing the Gap in mainstream health and hospital systems.

A First Nations Health System Metrics Expert Committee is being established to partner with the AIHW to develop measures for assessing the effectiveness of health system reforms for First Nations people under the next NHRA. This includes measures co-designed to embed cultural safety, eliminate racism and ensure equity and accountability in health care settings.

The AIHW provides reliable, regular and relevant information and statistics on Australia’s health and welfare.

We are committed to providing high quality, national data and analysis across the health, housing and community services sectors. This covers a wide range of areas, from health and welfare expenditure, hospitals, disease and injury, disability and mental health, to ageing, First Nations and other priority populations.

Duties

The AIHW is seeking nominations from interested Aboriginal and/or Torres Strait Islander leaders, with expertise in data and measurement of health outcomes and experiences of First Nations people and health system performance. AIHW will develop draft Terms of Reference for discussion at the first meeting. These will be informed by

the following activities to be undertaken in partnership with the AIHW:

- Undertaking a review of a draft Health System Performance Assessment Framework and existing data and metrics to support reporting on the framework, in particular metrics related to access, health outcomes, cultural safety and racism, and equity across the health system for First Nations people, with a focus on hospital data
- Identify existing metrics that are appropriate to use for tracking health system performance
- Identify data gaps for priority topics, including cultural safety and racism, and provide advice on data development activities
- Develop a data dashboard prototype, informed by existing data, and to be progressively populated with metrics and supporting data as these are developed and agreed.

The work of the group will be undertaken in consultation with the National Aboriginal and Torres Strait Islander Health Collaboration.

The group will be co-chaired by the AIHW and a First Nations member, to be agreed at the first meeting. The group will meet 4-6 times per year, with a mix of face-to-face meetings and online meetings. Additional briefings and out-of-session meetings may be required as directed by the co-chairs.

Members will be remunerated for their time, and travel/accommodation will be paid for by the AIHW for in-person meetings.

Eligibility
Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Please provide:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Fadwa Al-Yaman, 02 6244 1146
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0761858

Australian Institute of Health and Welfare

Closing Date:Wednesday 27 August 2025

First Nations Health and Wlfare Group Community Data and Metrics Unit

Job Title	EL1 - Statistical Team Leader (Data Visualisation)
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$119,501 - $133,305
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 AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	#099_08/25
Agency Website	

Job Description

https://aihwcareers.nga.net.au/cp/

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, and wellbeing scales out of 104 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles. For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The First Nations Health and Welfare Group provides leadership, both internally and externally to the AIHW, as well as analysis and reporting of information and statistics about the health and welfare of Aboriginal and Torres Strait Islander people.

This includes reporting on agreed measures under the Aboriginal and Torres Strait Islander Health Performance Framework and the national key performance indicators for Indigenous-specific primary health care services, as well as monitoring and development work relating to indicators for eye health, hearing health and cardiac care.

The work of the group supports implementation of the Priority Reforms of the National Agreement on Closing the Gap, such as developing Community Data Portals in partnership with First Nations communities and organisations, and the Regional Insights for Indigenous Communities (RIFIC) website. This work brings together a range of regional statistics about the health and wellbeing of Aboriginal and Torres Strait Islander people and their communities, and aims to provide access to data at a local level, to help communities set their priorities and participate in joint planning with government and service providers.

The group also undertakes work relating to improving the availability and quality of a range of Indigenous health and welfare data and statistics, Social and Emotional Wellbeing measures, burden of disease estimates, coordinating immunisation-related reporting and spatial analyses and mapping of health and welfare outcomes for First Nations people.

The First Nations Health and Welfare Group is seeking a high performing and enthusiastic data visualisation specialist, to join its team for 12 months to progress preparatory work ahead of the new National Health Reform Agreement. Working in partnership with a First Nations Expert Committee, we will review and develop metrics relating to access, health outcomes, cultural safety and racism, and equity across the health system for First Nations people.

The successful candidate will lead the development of a data dashboard prototype to track progress against agreed metrics, documenting the process as part of a larger report to the Aboriginal and Torres Strait Islander Health Collaboration and Health Ministers.

The project will be undertaken collaboratively by staff in two units – the Cultural Safety and Racism Metrics Unit and the Community Data and Metrics Unit.

Under general direction you will:

- lead the development of a data dashboard prototype

- extract data from a range of large datasets, perform data analysis and interpret and communicate the results
- develop timely data outputs, including visualisations and mechanisms that support the increased accessibility of health data for monitoring outcomes at various geographic levels
- provide input into a range of written material, such as reports, committee papers or information displays in various formats
- liaise with a wide range of internal and external stakeholders as required
- manage components of the unit’s work program, including project planning and research, and staff management.

Relevant qualifications in public health, statistics, data analytics or other relevant areas, and experience working with data relating to Aboriginal and Torres Strait Islander people, will be highly regarded.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS.

This role involves working on matters of importance to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander people are encouraged to apply.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above, and must be no more than 750 words.
2. Your current CV and the names of two referees.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

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 Australian Institute of Health and Welfare

To Apply

Position Contact	Lindsay Christian, 02 6249 5073
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0761646

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Monday 25 August 2025

Office for Business Support Human Resources

Job Title	Workplace Relations Lead
Job Type	Full-Time, Non-Ongoing
Location	Yallambie VIC
Salary	$145,785 - $165,513
Future Merit Locations	Yallambie
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	13504
Agency Website	https://www.arpansa.gov.au/

Job Description *https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI1ODk0OTE2ODUyOTh-MS9lZ*

Our organisation

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

Section overview

Human Resources is responsible for driving the development and delivery of a range of strategic and operational human resource management functions. Working in partnership with ARPANSA’s branches and offices, Human Resources provides services and advice on the Agency’s employment framework, workplace relations, workforce and succession planning initiatives, workforce metrics and analysis, talent management, organisational design and classification management, as well as the payroll and recruitment activities.

What we offer

Working at ARPANSA represents a dynamic and exciting opportunity to grow your career and access capability-building professional opportunities. At ARPANSA, our workforce priorities are building sustainable capability to enable achievement of ARPANSA's mission, leading as an employer of choice in all the fields we provide opportunities, and strategically aligning our work to deliver meaningful outcomes for the Australian Community. A role at ARPANSA involves:

- Values and behaviours that underpin a culture characterised by commitment, respect, delivery, inclusion and collegiality.
- Opportunities to engage with national and international stakeholders, in a context that values leading practice science.
- The opportunity to pursue your interests while contributing to the Australian community.
- A commitment to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals and harness a collaborative environment. We actively encourage applications from people with diverse backgrounds.
- Great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, flexible work practices, modern amenities, and free parking at both our Yallambie and Miranda sites.

Duties

Primary purpose of the role

The Workplace Relations Lead is responsible for the strategic direction and the day-to-day operation of the agency's employment framework. This key leadership role is expected to engage, impact and provide advice to ARPANSA's Executive on all aspects of the employment framework, including workplace relations arrangements, HR matters, complex people management and case work, pay and conditions.

The role will provide high quality advice and expertise to the Director Human Resources, Branch and Office Heads and the CEO of ARPANSA in fulfilling their statutory responsibilities under the Australian Radiation Protection and Nuclear Safety (ARPANS) Act 1998. A key focus of the role is to ensure all policies, systems and services are in accordance with statutory requirements and aligned to the strategic priorities of the agency and Government.

Key accountabilities

- Plan, manage and lead the strategic and operational services of the agency's employment frameworks.
- Provide high level strategic and operational advice to ARPANSA's Executive on a range of human resource management and employee relations issues, risks, initiatives, trends and practices.
- Uplift all existing HR policies and procedures to ensure they are aligned with the current industrial instruments relevant to the Agency including but not limited to the Enterprise Agreement
- Drive the development and implementation of best practice policies, processes and systems to support agency and Government initiatives and priorities, particularly in the areas of human resource management, workplace relations and complex people management and case work.

- Contribute to the continuous improvement of the Agency through consultation and participation with decision makers as required; including attendance and participation at the agency's staff consultative forum and associated workplace relations forums and networks;
- Build leadership and employee capability through working in partnership with business to educate and support on the application of the ARPANSA's employment frameworks;
- Build and sustain effective relationships both internally and with external stakeholders, including unions, professional associations, service providers and Government agencies to support the achievement of corporate and section goals;
- Develop and negotiate the Agency's Enterprise Agreement in accordance with Government's workplace relations arrangements and bargaining policies as they apply in the APS; and
- Lead organisational culture change initiatives.

Our ideal candidate - job specific capabilities

To be considered for this position you will have a proven knowledge and extensive experience in successfully managing contemporary human resource management approaches, strategic planning, and employee relations activities within the public or private sector. You will also have a sound understanding of the Commonwealth's legislative and policy frameworks in these areas.

You will possess highly developed leadership and management skills, including the ability to lead change and develop workforce solutions that improve the agency's capability and performance. You will have a proven record of developing positive relationships and the ability to influence diverse stakeholder groups and staff.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a Baseline security clearance as a condition of engagement.

Eligibility

Selection criteria

The selection criteria for this role are:

1. Proven leadership ability together with high level experience in successfully managing a range of human resource management (HRM) and employee relations activities within a corporate or public sector environment.
2. Demonstrated knowledge and understanding of Commonwealth HRM legislative and policy frameworks.
3. High level interpersonal and communication skills which demonstrate a capacity to work collaboratively and build and sustain positive relationships with staff and a range of key stakeholders and clients.
4. Demonstrated ability to make well balanced and informed decisions in relation to contemporary workplace relation arrangements and respond positively and flexibly to new and changing HRM environments in a timely manner; and
5. Highly developed negotiation and conflict resolution skills.

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- evidence of citizenship status required.
- evidence of qualifications required of the role.
- evidence of a completed national police-check with no risks identified by ARPANSA.
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

Notes

How to apply

Applications can be lodged through ARPANSA Careers.

Your application will consist of resume, contact details for two referees and a ‘1000-word pitch’ that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activity for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide reasonable adjustments or flexibilities in the recruitment process as requested. For more information visit: https://www.apsc.gov.au/recruitability.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months of advertising.

Enterprise Agreement

To find out more about the employment conditions at ARPANSA, please refer to our Enterprise Agreement. Thank you for your interest

– ARPANSA

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 Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Nicole Coultes, 0455 182 540
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaW

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Health

Vacancy VN-0760958

Department of Health, Disability and Ageing

Closing Date:Tuesday 26 August 2025

Independent Health Aged Care Pricing Authority
Office of the CEO Communications

Job Title	Communications and Media Officers - Independent Health Aged Care Pricing Authority
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$87,843 - $110,937
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated
Classification	APS Level 5;APS Level 6
Position Number	25-IHACPADIV-29500
Agency Website	

Job Description

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

APS5 Digital Media Officer

Join a dynamic team where you'll shape engaging digital content and manage multimedia campaigns that promote impactful health and aged care initiatives. This role offers hands-on experience across websites, social media, and digital strategy in a collaborative, forward-thinking environment.

APS6 Communications Officer

Be the voice of IHACPA by crafting compelling internal and external communications that build trust and visibility across government and public sectors. You'll work closely with stakeholders and subject matter experts to deliver high-quality content that makes a real difference.

APS6 Events and Communications Officer

Lead the delivery of high-profile events and educational programs that connect IHACPA with its stakeholders and the broader community. This role combines strategic planning, creative promotion, and stakeholder engagement in a fast-paced, rewarding setting.

APS6 Graphic Designer

Bring your creativity to life by designing visually impactful content for digital and print platforms that support IHACPA's mission. You'll work across social media, publications, and video production in a role that values innovation, accessibility, and collaboration.

Duties

The **APS5 Digital Media Officer** will support the Manager, Communications to deliver multimedia campaigns, manage a broad range of digital channels and support the promotion of the agency's activities.

The **APS6 Communications Officer** will support the Manager, Communications to develop and deliver internal and external communications, build relationships with stakeholders and identify proactive communications activities.

The **APS6 Events and Communications Officer** will support the Manager, Communications to deliver a range of internal and external events and educational programs for the agency and its stakeholders.

The **APS6 Graphic Designer** will support the Manager, Communications to develop and deliver creative design services, build relationships with stakeholders and identify proactive communications activities.

Eligibility

APS5 Digital Media Officer

- Tertiary qualifications in communications or relevant discipline, or equivalent experience in a similar capacity.
- One to three years' experience in a communications role.
- Understanding of government frameworks and established communications and business relationships
- Proficiency in using the Office 365 ecosystem is desirable but not mandatory
- Knowledge of Drupal, Swift Digital, SharePoint, HTML, customer relationship management platforms and communication software.

APS6 Communications Officer

- Tertiary qualifications in communications, public relations, journalism or relevant discipline, or equivalent experience in a similar capacity
- Three to five years' experience in a communications or public relations role.
- Strong understanding of government frameworks and established communications and business relationships
- Proficiency in using the Office 365 ecosystem is desirable but not mandatory
- Knowledge of graphic design programs, Adobe InDesign, Illustrator and Photoshop, will be an advantage but not essential.

APS6 Events and Communications Officer

- Tertiary qualifications in event management, business management, communications, marketing or relevant discipline, or equivalent experience in a similar capacity
- Three to five years' experience in a conferencing and events and/or communications
- Strong understanding of government frameworks and established communications and business relationships
- Proficiency in using the Office 365 ecosystem is desirable but not mandatory
- Knowledge of EventsAIR, Adobe InDesign, Illustrator and Photoshop, will be an advantage but not essential.

APS6 Graphic Designer

- Three to five years' experience in graphic design role.
- Tertiary qualifications in graphic design, or equivalent experience in a similar capacity.
- Proficiency in graphic design tools including Adobe Creative Suite (Photoshop, Illustrator, InDesign) and Canva
- High level of ability across Microsoft 360.
- Experience with website CMS desirable
- Strong understanding of government frameworks and established communications and business relationships.

Notes

• Applications close 11:30pm AEST.

• Applicants are asked to quote reference number 25-IHACPADIV-29500 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	Beth Mossman, 0404567567
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0761194

Department of Health, Disability and Ageing

Closing Date:Sunday 07 September 2025

Independent Health and Aged Care Pricing Authority
Costing and Data Infrastructure Branch Hospital Costing Section

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$120,842 - $137,823
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated with manager
Classification	Executive Level 1
Position Number	25-IHACPADIV-29590
Agency Website	

Job Description

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

The Independent Health and Aged Care Pricing Authority's (IHACPA's) vision is for all Australians to have access to a sustainable, locally controlled health system that funds public hospital and aged care services using activity-based funding (ABF), where practicable, based on a national efficient price. The Hospital Costing Section sits within the Costing and Data Infrastructure Branch.

The Hospital Costing Section is responsible for the development and maintenance of costing standards for hospitals and aged care services and undertakes evaluation of application of the standards. The Section has responsibility for projects which inform new, and refine current, cost collections, and contribute to the development of data collection specifications and data acquisition methodologies

The Project Manager position supports the branch with strategic development, project management and procurement, ensuring the probity of all processes. The position is required to coordinate and manage multiple priorities within defined timeframes and ensuring results. stakeholder management and leadership to contribute to IHACPA’s strategic goals.

Duties

The Project Manager position supports the branch with strategic development, project management and procurement, ensuring the probity of all processes. The position is required to

coordinate and manage multiple priorities within defined timeframes and ensuring results. stakeholder management and leadership to contribute to IHACPA's strategic goals. This may include but is not limited to:

- Being accountable to the section Director for major projects undertaken by the section and supporting the Director to deliver work plan priorities.
- Managing staff and section resources.
- Managing the public and private sector National Hospital Cost Data Collection including:

o Data specifications preparation.

o Contract management.

o Data collection.

o Data security.

o Data validation.

o Results reporting.

- Managing the development and maintenance of the Australian Hospital Patient Costing Standards (AHPCS).
- Managing reporting and benchmarking of IHACPA protected data.
- Preparing complex documents including reports, technical and general correspondence, minutes, and briefings.
- Reporting to various IHACPA advisory committees, managing relationships and working with stakeholders on issues related to National Hospital Costing Data Collection (NHCDC) data.
- Representing IHACPA in liaison and engagement with external stakeholders, such as other government agencies, representatives of private sector hospitals, and members of the public.

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.

A working knowledge of a health-related field, accounting, finance, or project management and experience in data analysis, trend reporting would be highly desirable. Knowledge or previous experience working with activity based costing or hospital costing, and data collection.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-IHACPADIV-29590 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.

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

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To Apply

Position Contact	Iman Mehdi, 02 7232 5428
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0761438

Department of Health, Disability and Ageing

Closing Date:Monday 25 August 2025

Medicines Regulation Division
International Regulatory Branch Unapproved Medicines Access Section

Job Title	Administration Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$72,336 - $80,179
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated with manager
Classification	APS Level 3
Position Number	25-MRDIV-29582
Agency Website	

Job Description

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

The Unapproved Medicines Access Section of the TGA is seeking to engage multiple APS Level 3 staff on an ongoing and non-ongoing (12 months) basis. The successful candidates will work alongside a dynamic and high-performing team to provide administrative support for the Special Access Scheme (SAS) and Authorised Prescriber access pathways for unapproved therapeutic goods, including medicinal cannabis, nicotine vaping products, other medicines, medical devices and biologicals. The work would be most suited to individuals with experience in administrative support in a healthcare or medical setting.

Duties

Responsibilities include:

• Maintain a basic understanding of Special Access Scheme (SAS) and Authorised Prescriber (AP) guidance material and standard operating procedures

• Complete allocated tasks under guidance of senior staff, within required service standards and key performance indicators, and compliant with standard operating procedures

• Process SAS and AP submissions in the Microsoft Dynamics 365 Customer Relationship Management System (CRM) system with accuracy and efficiency

• Maintain/monitor the CRM database and administrative dashboards

• Make basic administrative decisions such as determining initial validity of submissions, interpreting basic medical terminology, requesting missing information and matching prescriber details to registration status

• Liaise with delegates to provide basic administrative support, co-ordinate approval of urgent applications and amendment of errors, and to refer new products and indications for addition to the database

• Collate state/territory approvals with TGA approvals within the TGA service standard

• Manage email inboxes including assigning correspondence to the correct area.

• Respond to enquiries via telephone and email regarding submission processes, external portal assistance and information on access schemes within TGA service standards and using appropriate templates

• Provide high quality customer service when liaising with external and internal stakeholders including medical practitioners, patients and pharmaceutical industry representatives.

• Investigate stakeholder issues and suggest resolutions

• Escalate complex and/or sensitive issues and correspondence to a senior staff member

• Appropriately handle sensitive information in accordance with privacy legislation

• Assist in training and supporting new staff members and contribute to updating procedures

• Organise and file documentation in TRIM consistent with the TGA Records Management Policy

• Perform other duties as requested by senior staff or Director

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.

Notes

- Applications close 11:30pm AEST/AEDT.

- Applicants are asked to quote reference number 25-MRDIV-29582 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.

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To Apply

Position Contact	Tina Graham, 02 5132 6682
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0761450

Department of Health, Disability and Ageing

Closing Date:Friday 29 August 2025

Medical Devices and Product Quality Division
Medical Devices Surveillance Branch Post Market Monitoring Section

Job Title	APS Level 3 - Administration Officer - Medical Devices Surveillance Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$72,336 - $80,179
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	APS Level 3
Position Number	25-MDPQDIV-29708
Agency Website	

Job Description

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

The APS Level 3 Administration Officer is responsible for providing administrative assistance to the Devices Post Market Monitoring Section where required.

Duties

- General administrative tasks associated with the management of adverse event reports for medical devices and the database.
- Maintaining records in accordance with both the APS & TGA’s records management policies and procedures.
- Assistance with maintaining complex excel spreadsheets.
- Answering routine email and telephone enquiries from internal and external stakeholders.
- Managing mailboxes in Microsoft Outlook.
- Data entry into the relevant databases and ability to perform searches of the databases.
- Supports in building and sustaining positive relationships with team members and stake holders.
- Maintenance of best practice record keeping procedures and practices
- Provide secretariat support for organising team and perform other tasks within the Section as required.

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, Disability and Ageing 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 disclose and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with APS employment; and disclose details of any material personal interest of the employee in connection with the employee's APS employment. This is required before and throughout the period of engagement with the APS.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-MDPQDIV-29708 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) 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 by an additional 12 months (cannot exceed 24 months in total).

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	Muhammad Baig, 03 7041 0072
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0761549

Department of Health, Disability and Ageing

Closing Date:Monday 01 September 2025

Access and Home Support Division
Policy and Operations Branch Support at Home Analytics Section

Job Title	APS Level 6 - Costing and Demand Analyst - Pricing Analyst - Access and Home Support Division
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Surry Hills NSW, Parramatta NSW, Hobart TAS, Melbourne VIC, Brisbane QLD
Salary	$98,336 - $110,937
Future Merit Locations	Canberra, Surry Hills, Parramatta, Hobart, Melbourne, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements can be discussed
Classification	APS Level 6
Position Number	25-AHSDIV-29778
Agency Website	

Job Description

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

The Support at Home Policy Operations Branch is seeking to fill two ongoing vacancies at the APS6 level - Costing and Demand Analysts/Pricing Analysts

Duties

Successful applicants will fill roles across two functions in the team. Responsibilities include:

Support at Home pricing analysis - Working on the transition to price caps and analysing how these price caps will impact the financial viability of providers in Support at Home.

- You will maintain and refine an R-based model built for this purpose and analyse large datasets to monitor compliance with pricing transparency requirements.
- You will also work closely with colleagues from the Independent Health and Aged Care Pricing Authority.
- You will also contribute to program and policy costings submitted in the MYEFO and Budget cycles.

Support at Home demand and costing analysis - Maintaining and refining an R-based model to project demand for in-home aged care, feeding outputs from this model into other modelling assets.

- Monitoring the performance of, and making refinements to, an existing algorithm that manages and prioritises demand for Support at Home.
- Development of a prioritisation algorithm for clients who may need assistive technology (such as wheelchairs) and/or home modifications (such as home renovations to widen doorways or install grab rails.
- Contribution to program and policy costings submitted in the MYEFO and Budget cycles. The successful applicants will work collaboratively with a range of internal and external stakeholders and provide high quality advice to executives. They will also contribute analytical input to support the transition of the Commonwealth Home Support Programme into Support at Home.

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, Disability and Ageing 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.

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

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-AHSDIV-29778 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) 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 by an additional 12 months (cannot exceed 24 months in total).

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	Callum Berry, 02 5132 0725
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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

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Health

Vacancy VN-0761609

Department of Health, Disability and Ageing

Closing Date:Wednesday 27 August 2025

Technology Assessment and Access Division
Pricing and PBS Policy Branch Analytics and Modelling Section

Job Title	APS Level 6 - Data Analyst, Analytics and Modelling Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Sydney NSW, Adelaide SA, Perth WA
Salary	$98,336 - $110,937
Future Merit Locations	Canberra, Melbourne, Brisbane, Sydney, Adelaide, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	25-TAADIV-29593
Agency Website	

Job Description

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

Support PBS operations through data analysis and modelling. Provide strategic advice, resolve data issues, and communicate insights to inform policy and program decisions.

Duties

- Provide policy, program and strategic advice and assistance to managers in the context of undertaking data analysis and policy modelling.
- Coach and mentor junior staff.
- Consult with the Department’s executive on policy, program, data, and legislative issues.
- Communicate on data and policy modelling issues.
- Resolve data issues.

- Contribute to team performance and productivity to achieve Divisional outcomes.
- Develop and maintain productive working relationships with internal and external stakeholders.

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, Disability and Ageing 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.

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

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-TAADIV-29593 to assist when making an enquiry.

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.

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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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	Tammy Amirian, (08) 7333 5521
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0761615

Department of Health, Disability and Ageing

Closing Date:Thursday 04 September 2025

Independent Health and Aged Care Pricing Authority Division
Office of the CEO Branch Office of the CEO Section

Job Title	Secretariat Coordinator - Independent Health and Aged Care Pricing Authority
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$98,336 - $110,937
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated with manager
Classification	APS Level 6
Position Number	25-IHACPADIV-29645
Agency Website	

Job Description *https://www.health.gov.au/about-us/work-with-us/current-vacancies*

The Independent Health Aged Care Pricing Authority (IHACPA) is seeking a confident and highly motivated individual who works well in a fast-paced business environment to contribute to IHACPA's goals.

Duties

• Manage secretariat service delivery for IHACPA's statutory bodies for which you have responsibility

• Contribute to the development and implementation of secretariat policy and procedures for the whole of IHACPA to ensure an integrated approach to secretariat services across the organisation

• Contribute to the operational arrangements including financial management for the Pricing Authority and other key IHACPA committees and working groups

• Manage multiple relationships with key stakeholders including jurisdictional representatives, industry groups and other agencies

• Manage the whole of IHACPA committee meeting calendar to ensure operational efficiencies and strategic outcomes are achieved

• Coordinate contracts and licensing agreements for classification system products.

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.

For this role, qualifications in Business Administration, Office Management, Public Administration or other relevant qualifications would be highly regarded as would experience in secretariat services and administration.

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 Health, Disability and Ageing

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To Apply

Position Contact	Fiona Strain, 02 7232 5624
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0761629

Department of Health, Disability and Ageing

Closing Date:Thursday 28 August 2025

Technology Assessment and Access Division
PBS Listing, Pricing and Policy Branch and Reimbursement Strategy Branch
PBS Analytics and Modelling Section

Job Title	Executive Level 1 - Assistant Director, Costings and Data Analytics
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Perth WA, Adelaide SA, Darwin NT, Hobart TAS
Salary	$120,842 - $137,823
Future Merit Locations	Canberra, Sydney, Brisbane, Melbourne, Perth, Adelaide, Darwin, Hobart
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	25-TAADIV-29624
Agency Website	

Job Description

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

Analytics and Modelling Section – Costings team lead and Data Analytics team lead

- Provide leadership and management to support the team and across the Department by undertaking data analysis, program modelling, data stewardship.
- Manage and collaborate on the development, implementation, administration of policy research and data analysis and costing of policy proposals.

Duties

Analytics and Modelling Section – Costings team lead and Data Analytics team lead

- Provide policy, program and strategic advice and assistance to Health Executive.
- Provide team leadership, coaching and mentoring.
- Ensure optimum team performance and productivity to achieve Divisional outcomes.
- Consult with the Department’s executive on policy, program, data, policy costing, and legislative issues.
- Collaborate with internal and external clients and stakeholders, resolve complex issues and promote strategic alliances.
- Clear written and verbal communication on data and policy modelling issues.

- Lead the development and delivery of high-quality data analysis and modelling to support PBS pricing and policy decisions.
- Oversee the interpretation of complex pharmaceutical pricing data and ensure alignment with strategic objectives.

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, Disability and Ageing 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.

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

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-TAADIV-29624 to assist when making an enquiry.

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.

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	Andrew Watterson, (02) 5132 1960
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0761632

Department of Health, Disability and Ageing

Closing Date:Thursday 04 September 2025

Independent Health Aged Care Pricing Authority Division
Office of the CEO Branch Office of the CEO Section

Job Title	Administrative Support Officer - Independent Health and Aged Care Pricing Authority
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$81,954 - $86,594
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated with manager
Classification	APS Level 4
Position Number	25-IHACPADIV-29784
Agency Website	

Job Description

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

The Independent Health Aged Care Pricing Authority (IHACPA) is seeking confident and highly motivated individuals who work well in a fast-paced business environment to contribute to IHACPA's goals.

An exciting opportunity exists in IHACPA's Office of the CEO Branch.

Duties

• Coordinate administrative tasks to support OCEO's service delivery for IHACPA's statutory bodies.

• Support the management of travel, accommodation arrangements and other meeting logistics

• Support the management of diaries for IHACPA's Senior Executive Service officers.

• Support the management of corporate services

• Support the management of correspondence, documents, collation of material, data entry and maintenance of records

• Maintaining committee and working group contact lists as well as membership details, as required

• Provide general communication work including management of stakeholder distribution lists.

• Assist in the management of multiple relationships with key stakeholders including jurisdictional representatives, industry groups and other agencies

• Contribute to the management of the IHACPA committee meeting calendar to ensure operational efficiencies are achieved

• Monitor the progress of projects that may arise in the OCEO and assist in the construction of project plans

• Contribute to the development and implementation of OCEO's policy and procedures

• Ability to work autonomously and work collaboratively with team members

• Provide support for vacancies in the OCEO section as required.

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.

Experience in Office Administration or Administrative Support or other relevant qualifications would be highly regarded.

Notes

• Applications close 11:30pm AEST.

• Applicants are asked to quote reference number 25-IHACPADIV-29784 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

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To Apply

Position Contact	Fiona Strain, 02 7232 5624
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0761639

Department of Health, Disability and Ageing

Closing Date:Sunday 31 August 2025

National Mental Health Commission
National Suicide Prevention Office National Suicide Prevention Office Policy

Job Title	Senior Policy Officer - National Suicide Prevention Office
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Perth WA, Hobart TAS, Darwin NT, Adelaide SA, Canberra ACT, Sydney NSW
Salary	$98,336 - $110,937
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated with manager
Classification	APS Level 6
Position Number	25-NMHCDIV-29596
Agency Website	

Job Description

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

The Senior Policy Officer reports to the Assistant Director, Policy and works within the National Suicide Prevention Office Policy Team contributing to strategic policy work that facilitates a whole-of-governments approach to suicide prevention. The role of Senior Policy Officer requires proven project management, stakeholder consultation and contract management skills, as well as strong written and verbal communication skills. To be successful, a person in this role will be self-motivated, have a flexible work approach, be able to work effectively in distributed team arrangements across geographical locations and want to develop their experience in strategic policy advice and suicide prevention system reform.

The ideal candidate for this role is passionate about suicide prevention, has professional experience in mental health or suicide prevention, evaluation, monitoring and reporting, and strong interpersonal skills.

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

Duties

Working under the general guidance of the Assistant Director of Policy, key responsibilities of the role include:

- Under limited direction, provide high quality analysis of best practice evidence, research literature, national policy, and data related to suicide prevention to inform work including policy advice, monitoring and reporting.
- Contribute to the establishment and operation of robust monitoring and reporting systems for the NSPO focused on the effectiveness of national suicide prevention efforts and translating findings into advice for governments.
- Prepare high quality written work on complex issues with content tailored for diverse audiences – for example, briefs, discussion papers, correspondence and presentations.
- Manage project administration and implementation to ensure the successful delivery of project outcomes within agreed timeframes.
- Planning, procuring and managing the effective and efficient conduct of projects, consultancies or contracts to support the work of the NSPO, ensuring work is of a high quality and in line with funding agreements.
- Develop and maintain relationships with a broad range of stakeholders, including facilitating formal and ongoing engagement.
- Support the team to ensure the maintenance of effective records and adherence to information management processes.
- Working flexibly and effectively across a small team situated across different locations.
- Provide some secretariat support for the NSPO and governance mechanisms including coordination of meetings and stakeholder forums as required.

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.

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

Notes

• Applications close 11:30pm AEST.

• Applicants are asked to quote reference number 25-NMHCDIV-29596 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. Our main offices are located in Sydney and Canberra. 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.

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To Apply

Position Contact	Tegan Cotterill, 02 7232 5175
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0761715

Department of Health, Disability and Ageing

Closing Date:Wednesday 27 August 2025

Technology Assessment and Access Division
Pricing and PBS Policy Branch Various

Job Title	APS Level 6 - Pricing Officer and Policy Officer/Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Sydney NSW, Adelaide SA, Perth WA
Salary	$98,336 - $110,937
Future Merit Locations	Canberra, Melbourne, Brisbane, Sydney, Adelaide, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	25-TAADIV-29824
Agency Website	

Job Description

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

Pricing Changes Section – Pricing Officer

Deliver technical and administrative support for PBS pricing applications. Draft policy materials, liaise with stakeholders, and apply analytical skills to ensure accurate and timely price disclosure.

Pricing & Managed Access Section – Pricing Officer (multiple)

Manage PBS listing applications and pricing arrangements. Coordinate casework, negotiate risk-sharing agreements, and engage with stakeholders to support timely access to medicines.

PBS Market and Pricing Strategy Section – Policy Officer/Analyst

Develop and analyse PBS pricing and market reform proposals. Contribute to strategic negotiations with the medicines industry and support policy development through data-driven insights.

Duties

Key responsibilities for all roles include:

• Ability to work effectively and collaboratively within a multidisciplinary team and to contribute to a healthy, collaborative and respectful team culture.

• Ability to meet deadlines under pressure with competing priorities while maintaining delivery of work to a high standard with good attention to detail.

• Strong analytical and problem-solving skills.

• Ability to establish and maintain respectful, productive stakeholder relationships

• Knowledge of, or a demonstrated ability to develop an understanding of complex health policy and programs.

Pricing Changes Section – Pricing Officer

• Ability to work with minimal supervision in a multidisciplinary team.

• Well-developed written communication skills, ideally in a policy context.

• Strong attention to detail in both numerical and written contexts.

• Ability to perform data related tasks using Excel or similar.

• High-level interpersonal skills with the ability to establish and maintain strong working relationships with a diverse stakeholder group.

Pricing & Managed Access Section – Pricing Officer (multiple)

• Excellent planning and organisational skills.

• Highly developed written communication, interpersonal and negotiation skills.

• Demonstrated ability to use research, judgement and problem-solving skills to inform decision-making.

• Persuasive negotiation and representational skills.

PBS Market and Pricing Strategy Section – Policy Officer/Analyst

• Exercise sound judgement and provide advice on policy and data analysis.

• Excellent analytical and problem-solving skills with strong attention to detail.

• Excellent writing and communication skills.

• Demonstrated ability to successfully collaborate with both internal and external colleagues

• Organisation and time management skills.

• Ability to identify and synthesise key pieces of information from a range of diverse sources.

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, Disability and Ageing 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.

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

Notes

Applications close 11:30pm AEST.

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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	Tammy Amirian, (08) 7333 5521
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0761766

Department of Health, Disability and Ageing

Closing Date:Thursday 28 August 2025

Technology Assessment and Access Division
PBS Listing, Pricing and Policy Branch PBS Supply and Policy Section

Job Title	Executive Level 1 - Program Manager, PBS Supply and Policy Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Adelaide SA, Perth WA, Hobart TAS, Darwin NT
Salary	$120,842 - $137,823
Future Merit Locations	Canberra, Sydney, Brisbane, Melbourne, Adelaide, Perth, Hobart, Darwin
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	25-TAADIV-29831
Agency Website	

Job Description

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

Provide policy, program, compliance and strategic advice on the administration of the Minimum Stockholding Requirements to help improve the supply of PBS medicines and prevent medicine shortages.

Duties

- Lead a team responsible for managing the Minimum Stockholding Requirements compliance framework, including case management, risk assessment, compliance action and enforcement.
- Manage the assessments of applications from pharmaceutical sponsors for requests for lower stockholding quantities.
- Lead the implementation and continual improvement of program reporting IT tools, including procurement, system and process evaluation and contract management activities.
- Manage the implementation of regular legislative instruments under the National Health Act, 1953 as part of the administration of the Minimum Stockholding Requirements.
- Liaise with internal and external stakeholders in the program management of the MSR, including regular engagement with pharmaceutical sponsors in relation to compliance and legislative matters.
- Lead the implementation of recommendations made in the 24-month review of the Minimum Stockholding Requirements including potential legislative and program reform.
- Draft and prepare ministerial briefs, submissions, and correspondence on complex health legislation matters and reforms.
- Mentor and support APS staff, ensuring they can lead and contribute to the work of the team.

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, Disability and Ageing 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.

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

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-TAADIV-29831 to assist when making an enquiry.

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.

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	Andrew Watterson, (02) 5132 1960
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0761713

National Health Funding Body

Closing Date:Monday 01 September 2025

Finance

Job Title	Assistant Director, Finance
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$118,577 - $135,239
Future Merit Locations	Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	NHFB supports flexible working arrangements.
Classification	Executive Level 1
Position Number	20043237
Agency Website	https://www.publichospitalfunding.gov.au/about-us/our-people

Job Description

https://www.publichospitalfunding.gov.au/about-us/careers

Duties

About the role

The National Health Funding Body (NHFB) has an Executive Level 1 (EL1) employment opportunity available for an appropriately qualified candidate to undertake a range of functions to help deliver transparent and efficient administration of Commonwealth, State and Territory funding for public hospitals in Australia.

Under the guidance of the Chief Finance Officer, the role of the Assistant Director is to:

§ Undertake analysis of State and Territory compliance with Administrator policies ranging in complexity

§ Lead the preparation of a range of reports prepared on behalf of the Administrator

§ Undertake detailed analysis and report on National, State and Local Hospital Network funding trends and emerging issues

§ Undertake detailed analysis and report on public hospital expenditure from a variety of information sources

§ Work across the agency to identify inconsistencies and areas for improved reporting of public hospital funding

§ Provide detailed technical, professional policy advice in relation to complex problems and assist in strategic planning and policy development

§ Provide leadership to a small team including allocating work and identifying opportunities for on-the-job training

§ Represent the NHFB in liaising with internal and external stakeholders; including with States and Territories and portfolio agencies, to improve consistency and transparency of public hospital funding

§ Provide advice on technical and administrative matters to senior managers

The National Health Funding Body is seeking people with diverse experience who are willing to explore innovative ways of working. People who work at the NHFB will display leadership at all levels and work collaboratively to achieve outcomes.

Essential Requirements/Job Specific Capabilities

§ The ability to learn quickly and work autonomously to organise your own workload to achieve accurate and complete outcomes, using strong attention to detail skills

§ Experience in finance, economics or analytics (highly desirable)

§ You must be an Australian citizen to allow you to obtain a baseline security clearance.

Selection Criteria

In the context of the primary job purpose for the role, you are to demonstrate that you have extensive relevant experience enabling you to:

1. Experience in leading and managing teams to deliver organisational outcomes.

2. Display strong numerical, critical analysis and problem-solving skills and contribute to the assessment of organisational impacts, risks and benefits.

3. Develop productive working relationships and work collaboratively internally and externally to successfully deliver against deadlines.

4. Utilise highly developed written and verbal communication skills to liaise and negotiate effectively at senior levels within the agency and external agencies.

How to Apply

Please supply a one-page pitch, outlining your skills and experience relevant to the role on offer and selection criteria.

To apply, send your pitch, your current CV (no more than three pages), and a completed Candidate Application Form to nhfbhr@nhfb.gov.au by 1 September 2025.

For further information, please contact the Chief Finance Officer, Ben Nicholls,

on (02) 5132 4891.

Eligibility
Notes

About the National Health Funding Body

The Administrator of the National Health Funding Pool (the Administrator) and the National Health Funding Body (NHFB) were established through the Council of Australian Government's National Health Reform Agreement (NHR Agreement) of August 2011.

The primary functions of the NHFB are to assist the Administrator in:

§ Calculating and advising the Commonwealth Treasurer of the Commonwealth's contribution to public hospital funding in each State and Territory (over $30 billion in 2024-25)

§ Reconciling estimated and actual public hospital services, and adjusting Commonwealth payments (over 43 million activities each year)

§ Undertaking funding integrity analysis to identify public hospital services that potentially received funding through other Commonwealth programs (over 595 million records)

§ Monitoring payments of Commonwealth, State and Territory public hospital funding into the National Health Funding Pool (over $73 billion in 2024-25)

§ Making payments from the Pool to each Local Hospital Network (LHN)

§ Reporting publicly on funding, payments and services

§ Developing and providing three-year data plans to the Commonwealth, States

and Territories.

Why NHFB?

The National Health Funding Body is a workplace committed to providing an environment that values diversity and supports staff to reach their full potential.

The NHFB values health and wellbeing of employees and offers a range of benefits to support staff including:

§ Flexible work arrangements

§ Fostering a positive workplace culture and encouraging work-life balance

§ Providing a supportive and inclusive work environment.

In the 2025 Australian Public Service Employee Census, from 107 APS agencies surveyed, the NHFB ranked fourth for 'Wellbeing', fifth for "SES Leadership' and sixth for "Innovation'.

Additional Information

It is an expectation that all NHFB employees will perform their jobs professionally, respectfully and in accordance with the principles and practices of workplace diversity, workplace participation and in support of a safe working environment.

Additionally, NHFB employees are expected to be flexible in their approach to the workplace to assist wherever needed across the organisation.

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

The Administrator of the National Health Funding Pool (the Administrator) and the National Health Funding Body (NHFB) were established through the Council of Australian Governments National Health Reform Agreement (NHR Agreement) of August 2011. The primary functions of the NHFB are to assist the Administrator in: Calculating and advising the Commonwealth Treasurer of the Commonwealth's contribution to public hospital funding in each State and Territory ($26 billion in 2022 23) Reconciling estimated and actual public hospital services, and adjusting Commonwealth payments (over 38 million records each year) Undertaking funding integrity analysis to identify public hospital services that potentially received funding through other Commonwealth programs (over 595 million records) Monitoring payments of Commonwealth, State and Territory public hospital funding into the National Health Funding Pool (over $64 billion in 2022-23) Making payments from the Pool to each Local Hospital Network (LHN) Reporting publicly on funding, payments and services Developing and providing three-year data plans to the Commonwealth, States and Territories.

To Apply

Position Contact	Ben Nicholls, 02 5132 4897
Agency Recruitment Site	https://www.publichospitalfunding.gov.au/about-us/careers

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Health

Vacancy VN-0761608

Organ and Tissue Authority

Closing Date:Thursday 21 August 2025

Organ and Tissue Authority
Executive

Job Title	Executive Assistant to the CEO
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$89,140 - $94,084
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Office arrangements will be discussed with the successful candidate
Classification	APS Level 5
Position Number	20020015
Agency Website	https://donatelife.gov.au/

Job Description

https://www.donatelife.gov.au/work-us

The Organ and Tissue Authority (the OTA) is a dynamic, small Commonwealth agency that leads Australia's DonateLife program to increase organ and tissue donation so more Australian's have access to a lifesaving transplant. We work in close collaboration with the DonateLife network, states and territories, hospitals, health clinicians and the community to deliver the DonateLife program. The OTA is a statutory authority established by the *Australian Organ and Tissue Donation and Transplantation Authority Act 2008*.

We are committed to purpose and culture as demonstrated through our strong APS Census results over the past 4 years.

The APS 5 Executive Assistant reports into the Governance and Parliamentary team and works directly with the Chief Executive Officer (CEO). You will be responsible for the delivery of timely, efficient and effective high-level administration and executive support. You will manage front-of-office functions in a complex and high-volume environment, including managing diaries, workflow, appointments and correspondence, organising events, coordinating travel and collating documentation.

To be successful in this role you will require a high level of integrity, and strong communication and organisational skills to manage competing priorities for the successful delivery of divisional objectives. You will exercise sound judgement, a high degree of initiative and discretion in dealing

with confidential and sensitive business matters. You will work collaboratively with others and build productive relationships to achieve results in a busy environment.

This role is available full-time or part-time (school hours). Applicants are welcome to discuss any flexibility in working hours required with the contact officer.

Duties

The Executive Assistant will provide a range of high level administrative and executive support services to the CEO (and the Chief Operating Officer as needed) which includes but is not limited to:

- Acting as the first point of contact for the CEO and the office, including greeting visitors, receiving and responding to phone calls, emails and correspondence and ensuring a high level of customer service to all staff and external parties
- Bringing priority matters to attention of the CEO or COO for action as appropriate
- Managing the CEO's diary and calendar including coordinating meetings with internal and external stakeholders and ensuring the CEO has all required information for meetings
- Establishing strong working relationships and delivering a high standard of customer service, including liaising with internal staff and external agencies on matters relating to the work area
- Assisting with preparation of documentation, including undertaking research and analysis, and drafting correspondence on behalf of the CEO
- Coordinating agency administrative tasks (e.g. phone lists, leave register) and identifying opportunities for improved administrative processes and practices within the division
- Developing appropriate systems, procedures and controls to enhance the accuracy, timeliness and presentation of workflow within the agency
- Providing advice, organising, scheduling and coordinating all travel arrangements, accommodation and supporting documentation for the CEO
- Undertaking filing and records management functions ensuring records are accurate, complete and are managed in accordance with departmental policy
- Assessing and prioritising correspondence and delegating as appropriate within the agency to ensure timely and effective business operations
- Contribute to the work of the Governance and Parliamentary team, including support with Advisory committee logistics
- Adhere to the APS Values and Code of Conduct and demonstrate capability in line with the APS Integrated Leadership System and Work Level Standards at the APS5 level.

Eligibility

To be successful in the role you will possess the following skills and experience:

- Experience in supporting senior executives
- Excellent written and verbal communication skills with a proven ability to generate and/or edit high-quality correspondence with close attention to detail
- Ability to work to a very high professional standard
- Flexible and adaptable to changing priorities and circumstances
- Be part of a team that fosters a culture of continuous improvement, teamwork, integrity and respect
- Demonstrated high level interpersonal, collaboration and negotiation skills
- Be able to work effectively within a government organisation, including having knowledge of and compliance with legislative, financial and administrative frameworks, government decision making process (or ability to develop those quickly)

- Demonstrate behaviours consistent with the values of the organisation and the Australian Public Service
- Demonstrate a commitment to the health, safety and wellbeing of all employees.

This position requires that you adhere to the: OTA Values of commitment, collaboration, excellence, integrity and innovation; APS Values; and Code of Conduct.

Notes

Please visit the employment page of our website for more information about the OTA, our recruitment processes, the application cover sheet template and information on how to apply. Alternately, you can call the Contact Officer or send us an email.

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 Organ and Tissue Authority

The Organ and Tissue Authority (OTA), leads the implementation of the Australian Government's national program for increasing organ and tissue donation for transplantation. They work in partnership with the national DonateLife Network, state and territory governments, the donation and transplantation clinical sectors, eye and tissue banks, and the community. The OTA aims to increase the capability and capacity within the health system to maximise donation and transplant rates and to raise community awareness and stakeholder engagement with the goal of encouraging all Australians to make a decision to support organ and tissue donation.

To Apply

Position Contact	Nanette Pritchard, 02 5132 3180
Agency Recruitment Site	https://www.donatelife.gov.au/work-us

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Home Affairs

Vacancy VN-0760050

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 17 August 2025

Transformation

Job Title	Director, Multiple Opportunities, Business Transformation, Strategic Design and Analysis
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	$144,299 - $170,488
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, Canberra, Melbourne
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 2
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/

About the Opportunity

AUSTRAC, Australia’s financial intelligence agency, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach and broaden our digital transformation, we're searching for visionary Directors to be part of our transformation journey and help shape the way we deliver services, manage change and respond to an evolving financial crime landscape. We’re looking for experienced, strategic and people-focussed leaders who can deliver enterprise-level transformation.

As Director you’ll lead digital innovation, and uplift organisational capability, aligned to AUSTRAC’s strategic priorities. You’ll help shape AUSTRAC's long term vision through the delivery, enhancement, and support of critical business applications.

You’ll build strong relationships, influence outcomes, and foster a culture of innovation, continuous improvement and optimisation. If you embrace challenges diligently, passionate about leading teams in a collaborative environment, and eager to make a meaningful impact we encourage you to apply!

Who are we looking for

We are seeking individuals with a strong history and extensive experience in leading and supporting teams responsible for, enterprise service design, driving business transformation, providing data driven business analysis and insights in support of transformation and change and designing and delivering effective and innovative solutions and continuous improvement and optimisation that aligns to strategic business outcomes and supports organisational uplift.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

Directors within the Transformation Division, dependant on the role, may be expected to:

- Provide strategic leadership across a portfolio of initiatives that drive transformation and innovation.
- Lead either a Service Design, Experience and Insights function, an Enterprise-wide Business Transformation and Analysis function or oversee project delivery, governance and risk for the Division
- Oversee the design, delivery and continuous improvement of services, processes and systems to uplift organisational performance and capability. Embed best practice in design thinking, business analysis, change management, risk management, priority tracking, business rhythm activities and project delivery.
- Apply best practice methodologies to solve business problems, improve processes, and support optimal service delivery.
- Build strong partnerships and drive collaboration with internal and external stakeholders to ensure solutions meet requirements.
- Develop effective and innovative solutions, informed by data and insights, in the context of AUSTRAC’s strategic priorities.
- Shape organisational capability in business analysis, process improvement
- Lead cross-functional teams and build high-performing, inclusive and collaborative work environments.
- Manage risk, dependencies and resources, ensuring priorities are clear, focused, and outcomes are successful and tracked.
- Represent the division and/or AUSTRAC at meetings, interdepartmental committees, conferences and other forums.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing, minimum Baseline security clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family,

caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.

- **Generous Leave Entitlements** including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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 Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	AUSTRAC Transformation Recruitment, Please see Email Address
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

Home Affairs

Vacancy VN-0761605

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 24 August 2025

Regulation
Education & Industry Engagement

Job Title	Manager, Industry Education & Outreach
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Docklands VIC, Haymarket NSW
Salary	$123,799 - $140,935
Future Merit Locations	Brisbane, Docklands, Haymarket
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/

About the opportunity

As the Industry Education and Outreach Manager, you will oversee the planning, execution, and delivery of projects undertaken by this team, in close collaboration with subject matter experts across the various AUSTRAC offices.

A willingness to travel interstate occasionally to support activities to deliver education products, along with an ability to be adaptable and exercise initiative in a dynamic, high-tempo work environment with competing priorities.

The Industry Education and Outreach team’s primary role is to engage with AUSTRAC’s regulated businesses to promote their understanding of their AML/CTF obligations and their financial crime risks.

To facilitate this the team produce and create digital education content, such as e-Learning modules, videos, animations, and podcasts, across a variety of channels.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Lead and Supervise - Takes responsibility for managing work area including assigning and managing workloads, identifying resource needs and ensuring workplace goals are accomplished within deadlines.
- Deliver Client Focused Results - Seeks feedback from stakeholders to gauge performance, is accountable, and takes personal responsibility for own and team services provided to clients.
- Communicate Effectively - Communicates constantly and meaningfully with employees and leads and facilitates discussion, debate and feedback.
- Plan and Organise - Takes responsibility for managing work area including assigning and managing workloads, identifying resource needs and ensuring workplace goals are accomplished within deadlines.

Duties

Under limited direction from the Director of Industry Education and Outreach:

- Lead a multi-disciplinary team that supports reporting entities through a range of digital education products to understand their AML/CTF obligations and financial crime risks.
- Coordinate, develop and deliver education products to groups of reporting entities and industry on a variety of AML/CTF topics.
- Ensure digital products meet the needs of the audience and are able to be understood by a broad section of businesses that have obligations under the AML/CTF Act.
- Manage the end-to-end delivery of assigned projects, including planning, execution, monitoring, and closure.
- Build and maintain strong relationships with stakeholders to ensure collaboration and project success, including Facilitating communication to ensure alignment and to resolve conflicts.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

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 Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Leeann King, Please contact the listed email
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0761635

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 24 August 2025

Regulation
Education & Industry Engagement

Job Title	Manager, Industry Education & Outreach (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Haymarket NSW, Docklands VIC, Brisbane QLD
Salary	$123,799 - $140,935
Future Merit Locations	Haymarket, Docklands, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/

About the opportunity

As the Industry Education and Outreach Manager, you will oversee the planning, execution, and delivery of projects undertaken by this team, in close collaboration with subject matter experts across the various AUSTRAC offices.

A willingness to travel interstate occasionally to support activities to deliver education products, along with an ability to be adaptable and exercise initiative in a dynamic, high-tempo work environment with competing priorities.

The Industry Education and Outreach team’s primary role is to engage with AUSTRAC’s regulated businesses to promote their understanding of their AML/CTF obligations and their financial crime risks.

To facilitate this the team produce and create digital education content, such as e-Learning modules, videos, animations, and podcasts, across a variety of channels.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Lead and Supervise - Takes responsibility for managing work area including assigning and managing workloads, identifying resource needs and ensuring workplace goals are accomplished within deadlines.
- Deliver Client Focused Results - Seeks feedback from stakeholders to gauge performance, is accountable, and takes personal responsibility for own and team services provided to clients.
- Communicate Effectively - Communicates constantly and meaningfully with employees and leads and facilitates discussion, debate and feedback.
- Plan and Organise - Takes responsibility for managing work area including assigning and managing workloads, identifying resource needs and ensuring workplace goals are accomplished within deadlines.

Duties

Under limited direction from the Director of Industry Education and Outreach:

- Lead a multi-disciplinary team that supports reporting entities through a range of digital education products to understand their AML/CTF obligations and financial crime risks.
- Coordinate, develop and deliver education products to groups of reporting entities and industry on a variety of AML/CTF topics.
- Ensure digital products meet the needs of the audience and are able to be understood by a broad section of businesses that have obligations under the AML/CTF Act.
- Manage the end-to-end delivery of assigned projects, including planning, execution, monitoring, and closure.
- Build and maintain strong relationships with stakeholders to ensure collaboration and project success, including Facilitating communication to ensure alignment and to resolve conflicts.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

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.

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 Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Leeann King, Please contact the listed email
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0761638

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 24 August 2025

Regulation
Education & Industry Engagement

Job Title	Manager, Industry Education & Outreach (Affirmative Measures - Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Docklands VIC, Brisbane QLD, Haymarket NSW
Salary	$123,799 - $140,935
Future Merit Locations	Docklands, Brisbane, Haymarket
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/

About the opportunity

As the Industry Education and Outreach Manager, you will oversee the planning, execution, and delivery of projects undertaken by this team, in close collaboration with subject matter experts across the various AUSTRAC offices.

A willingness to travel interstate occasionally to support activities to deliver education products, along with an ability to be adaptable and exercise initiative in a dynamic, high-tempo work environment with competing priorities.

The Industry Education and Outreach team’s primary role is to engage with AUSTRAC’s regulated businesses to promote their understanding of their AML/CTF obligations and their financial crime risks.

To facilitate this the team produce and create digital education content, such as e-Learning modules, videos, animations, and podcasts, across a variety of channels.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Lead and Supervise - Takes responsibility for managing work area including assigning and managing workloads, identifying resource needs and ensuring workplace goals are accomplished within deadlines.
- Deliver Client Focused Results - Seeks feedback from stakeholders to gauge performance, is accountable, and takes personal responsibility for own and team services provided to clients.
- Communicate Effectively - Communicates constantly and meaningfully with employees and leads and facilitates discussion, debate and feedback.
- Plan and Organise - Takes responsibility for managing work area including assigning and managing workloads, identifying resource needs and ensuring workplace goals are accomplished within deadlines.

Duties

Under limited direction from the Director of Industry Education and Outreach:

- Lead a multi-disciplinary team that supports reporting entities through a range of digital education products to understand their AML/CTF obligations and financial crime risks.
- Coordinate, develop and deliver education products to groups of reporting entities and industry on a variety of AML/CTF topics.
- Ensure digital products meet the needs of the audience and are able to be understood by a broad section of businesses that have obligations under the AML/CTF Act.
- Manage the end-to-end delivery of assigned projects, including planning, execution, monitoring, and closure.
- Build and maintain strong relationships with stakeholders to ensure collaboration and project success, including Facilitating communication to ensure alignment and to resolve conflicts.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

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

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 Transaction Reports and Analysis Centre (AUSTRAC)

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To Apply

Position Contact	Leeann King, Please contact the listed email
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0761662

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 17 August 2025

Transformation

Job Title	Director, Multiple Opportunities, Business Transformation, Strategic Design and Analysis - Affirmative Measures Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, 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;Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 2
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/

About the Opportunity

AUSTRAC, Australia’s financial intelligence agency, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach and broaden our digital transformation, we're searching for visionary Directors to be part of our transformation journey and help shape the way we deliver services, manage change and respond to an evolving financial crime landscape. We’re looking for experienced, strategic and people-focussed leaders who can deliver enterprise-level transformation.

As Director you’ll lead digital innovation, and uplift organisational capability, aligned to AUSTRAC’s strategic priorities. You’ll help shape AUSTRAC's long term vision through the delivery, enhancement, and support of critical business applications.

You’ll build strong relationships, influence outcomes, and foster a culture of innovation, continuous improvement and optimisation. If you embrace challenges diligently, passionate about leading teams in a collaborative environment, and eager to make a meaningful impact we encourage you to apply!

Who are we looking for

We are seeking individuals with a strong history and extensive experience in leading and supporting teams responsible for, enterprise service design, driving business transformation, providing data driven business analysis and insights in support of transformation and change and designing and delivering effective and innovative solutions and continuous improvement and optimisation that aligns to strategic business outcomes and supports organisational uplift.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

Directors within the Transformation Division, dependant on the role, may be expected to:

- Provide strategic leadership across a portfolio of initiatives that drive transformation and innovation.
- Lead either a Service Design, Experience and Insights function, an Enterprise-wide Business Transformation and Analysis function or oversee project delivery, governance and risk for the Division
- Oversee the design, delivery and continuous improvement of services, processes and systems to uplift organisational performance and capability. Embed best practice in design thinking, business analysis, change management, risk management, priority tracking, business rhythm activities and project delivery.
- Apply best practice methodologies to solve business problems, improve processes, and support optimal service delivery.
- Build strong partnerships and drive collaboration with internal and external stakeholders to ensure solutions meet requirements.
- Develop effective and innovative solutions, informed by data and insights, in the context of AUSTRAC’s strategic priorities.
- Shape organisational capability in business analysis, process improvement
- Lead cross-functional teams and build high-performing, inclusive and collaborative work environments.
- Manage risk, dependencies and resources, ensuring priorities are clear, focused, and outcomes are successful and tracked.
- Represent the division and/or AUSTRAC at meetings, interdepartmental committees, conferences and other forums.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Must be able to provide evidence of disability.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing, minimum Baseline security clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.

- **Generous Leave Entitlements** including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. 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	AUSTRAC Transformation Recruitment, Please see Email Address
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

Home Affairs

Vacancy VN-0761663

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 17 August 2025

Transformation

Job Title	Director, Multiple Opportunities, Business Transformation, Strategic Design and Analysis - Affirmative Measures First Nations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, 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;Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 2
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

https://austraccareers.nga.net.au/cp/

About the Opportunity

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You’ll build strong relationships, influence outcomes, and foster a culture of innovation, continuous improvement and optimisation. If you embrace challenges diligently, passionate about leading teams in a collaborative environment, and eager to make a meaningful impact we encourage you to apply!

Who are we looking for

We are seeking individuals with a strong history and extensive experience in leading and supporting teams responsible for, enterprise service design, driving business transformation, providing data driven business analysis and insights in support of transformation and change and designing and delivering effective and innovative solutions and continuous improvement and optimisation that aligns to strategic business outcomes and supports organisational uplift.

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Duties

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- Apply best practice methodologies to solve business problems, improve processes, and support optimal service delivery.
- Build strong partnerships and drive collaboration with internal and external stakeholders to ensure solutions meet requirements.
- Develop effective and innovative solutions, informed by data and insights, in the context of AUSTRAC’s strategic priorities.
- Shape organisational capability in business analysis, process improvement
- Lead cross-functional teams and build high-performing, inclusive and collaborative work environments.
- Manage risk, dependencies and resources, ensuring priorities are clear, focused, and outcomes are successful and tracked.
- Represent the division and/or AUSTRAC at meetings, interdepartmental committees, conferences and other forums.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Must be able to provide evidence of Aboriginal or Torres Strait Islander status.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing, minimum Baseline security clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.

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To Apply

Position Contact	AUSTRAC Transformation Recruitment, Please see Email Address
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0761643

National Emergency Management Agency

Closing Date:Sunday 24 August 2025

National Resilience Capability Programs Division

Job Title	First Assistant-Coordinator General - National Resilience Capability Programs
Job Type	Full-Time, Ongoing
Location	Various locations - ACT 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 working arrangements can be negotiated in accordance with NEMA policy and the operational requirements of the role.
Classification	Senior Executive Service Band 2
Position Number	60160468
Agency Website	https://nema.gov.au/about-us

Job Description

https://www.beaumontandbeaumont.com.au/11538

The National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with states and territories to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters.
- Have officers located across Australia, working in partnership with states and territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters.
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery.
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure

outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

For further information on NEMA's purpose, vision and values, please see About us | NEMA.

About the Role:

NEMA is looking to fill the First Assistant Coordinator-General National Resilience Capability Programs, with a high calibre operator who will accept the challenges associated with operating in a high tempo small agency.

The role is fast-paced, dynamic and presents an exciting opportunity to ensure the Agency is sustainable in its operations.

The First Assistant Coordinator-General National Resilience Capability Programs works to enable NEMA through the Emergency Management and Response Group to:

- Build national operational capability to ensure Australia is equipped to prepare for, and respond to, nationally significant crises.
- Contribute to national crises and security arrangements through effective coordination, crisis policy development, crisis exercising and national capability building.
- Reduce the impact disasters have on Australians and the economy and drive national disaster risk reduction efforts.
- Support coordination of non–financial assistance to states, territories and communities directly impacted by nationally significant crises.
- Ensure that NEMA maintains and enhances its operational capability to meet its obligations under the Australian Government Crisis Management Framework.

Duties

We are seeking candidates who:

- Have proven senior leadership capability working with multi-disciplinary teams in a complex and fast-paced small organisation.
- Considers emerging trends, identifies long-term opportunities and balances organisational requirements with desired whole of government outcomes.
- Can demonstrate experience in managing complex risks in a dynamic, multi-faceted, high tempo environment.
- Possess highly developed interpersonal, communication, negotiation, briefing and planning skills.
- Display political acumen, strong communication and have demonstrated experience in managing and influencing diverse stakeholders.
- Possess outstanding organisational skills, including time management and dealing with competing priorities.

- Have strong stakeholder engagement skills and the ability to liaise with internal and external stakeholders at various levels.
- Demonstrate well-developed critical thinking skills, able to analyse complex issues and develop reasoned conclusions.
- Have the ability to obtain, and maintain, a minimum Negative Vetting 1 (NV1) level AGSVA security clearance, and AFP Employee suitability clearance, or hold a current security clearance of an appropriate level.
- Is prepared to participate in operations including out of hours.
- Promote APS and Agency values and behaviours.

Specific Duties and Responsibilities:

- Provide strategic leadership and oversight for NEMA’s national operational capability program of work.
- Lead complex national operational capability programs such as National Messaging System, Public Safety Broadband, National Aerial Fire Fighting Program and the Disaster Preparedness Framework.
- Lead programs of work, that engages across the Australian Government, state and territory governments and emergency management agencies and local communities to support preparedness and disaster response activities.
- Lead and manage a diverse team including contractors through the relevant program of work.
- Responsible for effective Agency stewardship through effective governance, reporting and resource management.
- Lead and implement agency vision and strategic intent.
- Lead Emergency Management Response (EMR) Group internal planning, support internal and external budget development, projects and support and lead change within the agency.
- Will be required to work outside of business hours and on weekends in an operational setting in coordinating a response to domestic and international crises.
- Required to lead or participate in national and Australian Government crises coordination and management forums, and internal NEMA crisis coordination arrangements.
- Act for or represent the Deputy Coordinator General EMR as required.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Eligibility

To be eligible to work with NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process and successfully undergo a National Police Check
- Obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance
- Satisfy a probation period (if applicable)

- Undergo a health assessment (if applicable).

Notes

How to Apply

Applications must be submitted using the online recruitment system:

https://www.beaumontandbeaumont.com.au/11538

For further information, please visit the link to obtain a candidate information pack (CIP) about the role. For further questions after reviewing the CIP or if you need assistance with the application process, please contact Lionel Riley on (02) 6126 4500. Enquiries will be kept in strict confidence

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. A competitive salary package will be negotiated with the successful applicant.

A merit pool will be established that may be used to fill similar ongoing positions within the next 18 months.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact nema@beaumontandbeaumont.com.au

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

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Lionel Riley, (02) 6126 4500
Agency Recruitment Site	https://www.beaumontandbeaumont.com.au/11538

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Industry, Science, Energy and Resources

Vacancy VN-0761601

Australian Nuclear Science and Technology Organisation

Closing Date:Monday 18 August 2025

Financial and Business Support
ANSTO Legal Counsel Process Development Group

Job Title	Company Secretary
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	-
Future Merit Locations	Lucas Heights
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-1567
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

www.ansto.gov.au

Company Secretary

Position Overview

- Ongoing | Full Time | Salary commensurate with experience | 15.4% super
- Sutherland Shire location | generous leave provisions | pool, cafe, childcare centre, free onsite parking
- Hybrid and flexible work arrangements available
- Support high-level governance by ensuring the smooth operation of ANSTO's Board and subsidiary boards as Company Secretary

About the Opportunity

The Company Secretary is to perform company secretarial responsibilities for the ANSTO Board of Directors and the Boards of Directors of ANSTO's subsidiaries, and their respective board committees (ANSTO Boards), and to ensure their effective and efficient operations.

This includes compliance responsibilities, such as managing board processes and ensuring the ANSTO Boards comply with statutory obligations under applicable laws, as well as undertaking any legal responsibilities of the company secretary required under the Corporations Act or PGPA Act.

This role also encompasses providing support on performance responsibilities of the ANSTO Boards and ensuring that the practices of the ANSTO Boards is consistent with good practice standards in corporate governance, high standards of integrity, and supports the fulfilment of director duties.

About You

"*We are looking for someone with exceptional experience and capability who can bring a continuous improvement and collaboration mindset to the role, and has a strong desire to contribute ideas and curiosity to the workplace*" - **Felicity Dougherty, ANSTO General Counsel**

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Working with us you will enjoy:

ANSTO offers training and development, performance-based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
  - 18 weeks Parental leave for primary caregiver
  - 11 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)

- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Duties

Your Duties and Responsibilities

To be successful for this role, you will need to have the following skills and experience. Please provide a short cover letter that explains to us how you have these, and give examples (where appropriate).

1. Degree or higher qualification in law.
2. Formal company secretarial training from the Governance Institute of Australia or equivalent
3. Extensive experience as a company secretary in a public entity or an Australian company of at least medium to large size.
4. Demonstrated application of corporate governance principles and recommended good practice and ability to provide objective, informed and plain English advice on corporate governance matters
5. Demonstrated ability to translate governance theory into appropriate policies, processes and frameworks
6. Demonstrated ability to deal diplomatically and tactfully with a wide range of diverse stakeholders
7. Demonstrated strong professional ethics and integrity
8. Demonstrated strong organisational, analytical and problem-solving ability

9. Demonstrated high level communication and planning skills with the capacity to influence key decision-makers
10. Prior experience in applying the PGPA Act is highly desirable

This role will require you to have exceptional care and diligence with the accuracy, integrity and quality of work undertaken, and be able to work within sometimes short timeframes - to meet Board requirements and cycles of meetings. You will need to work closely and collaboratively with our Chief Executive Officer, other Executive, and our Board and Board Committee members as well as other General Managers. Leadership and collaborative working skills are critical to this role.

Please click here to view the full Position Description.

Eligibility
Notes

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Felicity Dougherty +61 2 9717 9550. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59pm 18 August 2025

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

About the Australian Nuclear Science and Technology Organisation

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To Apply

Position Contact	Felicity Dougherty, +61 2 9717 9550
Agency Recruitment Site	www.ansto.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0761604

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 17 August 2025

Nuclear Science and Technology
Centre for Accelerator Science Operations

Job Title	A/CAS (Centre for Accelerator Science) Facility Officer
Job Type	Full-Time, Non-Ongoing
Location	Lucas Heights NSW
Salary	$115,707 - $129,822
Future Merit Locations	Lucas Heights
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-2503
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

www.ansto.gov.au

Acting CAS (Centre for Accelerator Science) Facility Officer

Position Overview

- Fixed term 8 months - parental leave cover| Full Time | $115k - 129k +15.4% super
- Key role within ANSTO’s Centre for Accelerator Science, supporting accelerator operations and shaping the future of our accelerator technologies
- Work alongside cutting-edge accelerator science experiments and lead technical advancements
- Exciting time to join Australia’s accelerator community, with ample training, mentoring, and networking opportunities

About the Opportunity

The Centre for Accelerator Science (CAS) Facility Officer applies scientific expertise and experience in accelerator physics to ensure the safe, compliant, and effective operation of accelerators, ion sources, beamlines, end-stations, and associated equipment. The role engages

with scientific and technical aspects of the CAS user program to oversee regulatory compliance, enhance performance of the accelerators and beamlines for CAS capabilities, and design and lead development projects that maintain CAS accelerator systems at the forefront.

The Centre for Accelerator Science is a multi-disciplinary team of scientists, technicians and engineers supporting academic and industry users across Australia and the world with a suite of accelerator instrumentation for ultra-sensitive measurement, analysis and irradiation applications. As a user facility open to all, supported by the National Collaborative Research Infrastructure Strategy, CAS informs policy, provides critical services for IAEA, and enables discovery and innovation in areas such as environment, climate and health sciences, space technologies, advanced materials for energy and quantum, and cultural heritage.

CAS operates four tandem, megavolt particle accelerators and a wide range of advanced engineering systems, scientific instrumentation, equipment, and technologies across twelve beamlines for accelerator science applications and twelve chemistry laboratories for specialised sample processing. CAS offers accelerator mass spectrometry, sample preparation, ion beam analysis, ion beam implantation, and ion beam irradiation - together in one centre - backed by decades of accumulated experience in accelerator science and operations.

About You

“I’m excited to welcome a collaborative, solution-focused expert with a passion for accelerator technology to join me and the Head of Operations in forming the CAS regulatory officer team. This is a great time to join CAS and the broader Australian accelerator community, as we continue to grow and make significant investments in our skills and technology through national research infrastructure funding.”

Dr Ceri Brenner, Director ANSTO Centre for Accelerator Science.

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Benefits of Working with Us

ANSTO employees are passionate about what they do. We enjoy being part of an organisation making a difference in the lives of Australians.

We support and reward our employees through eligibility for:

- Training, development and mentoring opportunities
- Performance based salary increases
- Work-life balance with generous leave entitlements and flexible conditions

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Duties

Your Duties and Responsibilities

Safe and compliant accelerator operations

- As the Facility Officer of a Prescribed Radiation Facility operating with an ARPANSA facility licence, manage the implementation and continuous improvement of the CAS accelerator operations management framework including all associated documentation, consistent with national and international best practice, to:

1. ensure operational safety and security of CAS accelerator facilities.
2. ensure regulatory compliance of CAS accelerator facilities and operations, according to license conditions and requirements of the regulator.

- Liaise with internal and external safety and regulatory representatives, supporting auditing activities, reporting, and assessments of CAS facility compliance documentation.
- As a technical expert in the use of accelerators, coordinate operational training for the safe and efficient operations of accelerators, providing technical advice to relevant users.
- Contribute to the review, approval and scheduling of proposed accelerator operations and experiments.

Accelerator facilities operations and development

- Contribute subject matter expertise to maintenance and accelerator development tasks in consultation with Head of Operations (CAS Licence Officer); including but not limited to testing of interlocks, maintenance of test equipment, monitoring of critical controls, and calibration of facility radiation monitors.
- Apply expert accelerator physics knowledge and skills (experimental and modelling) to:

1. troubleshoot faults and performance issues on accelerators, ion sources and beamlines.
2. perform assessments, simulations and/or use analytical models that determine potential radiological hazards from accelerator operations to inform risk assessments and safety planning documentation.
3. diagnose, interpret, and/or benchmark accelerator system performance and operational methods.

- Develop and apply practical knowledge of international best practice in accelerator facility operation to support and/or lead the development and upgrade of accelerator equipment for performance enhancement and/or radiological hazard reduction.
- Prepare technical reports, presentations, and publications to communicate results of development projects.
- Undertake additional duties as required and during periods of leave of other staff.

Please click here to view the Position Description.

Eligibility
Notes

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Adi Wakhle, CAS Head of Operations wakhlea@ansto.gov.au For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 17 August 2025 at 11:59am

All applicants must be Australian citizens.

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To Apply

Position Contact	Adi Wakhle, +61 (02) 9717-9361
Agency Recruitment Site	www.ansto.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0761671

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 17 August 2025

Nuclear Operations Safety & Security
Nuclear Stewardship Nuclear Security Science

Job Title	Nuclear Forensic Specialist / Senior Nuclear Forensic Scientist
Job Type	Full-Time, Non-Ongoing
Location	Lucas Heights NSW
Salary	$97,142 - $129,822
Future Merit Locations	Lucas Heights
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	
Position Number	PD-2510 and PD-1806
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/

Nuclear Forensic Specialist / Senior Nuclear Forensic Scientist

Nuclear Forensic Science Role

Position Overview

- Fulltime fixed-term until July 2026 | $97K - $130K +15.4% super
- Based at ANSTO’s Lucas Heights facility | Flexible work practices
- Health & Wellbeing Programs | Cafe, pool & free onsite parking
- Support ANSTO's development & delivery of specialised Nuclear Forensics capabilities.

About the Opportunity

An opportunity is available to join ANSTO's Nuclear Forensics team and be part of delivering capabilites to domestic and international nuclear security stakeholders.

About You

"I am looking for someone ready to apply their unique skills and experience to the dynamic discipline of nuclear forensics. The ideal candidate will have an agile mindset, a meticulous approach to work and be excellent at building relationships and communicating with a range of key partners. You should be excited about the opportunity to deliver tangible outcomes to stakeholders." Kaitlyn Toole - Science Program Manager, Services and Operations

About Us

ANSTO is a leading global nuclear science and technology organisation delivering world class research and expertise to benefit Australia and support a more sustainable future. Using nuclear science, we improve health, support industries, provide expert advice to government on nuclear technologies and help develop Australia’s nuclear workforce.

Working with us you will enjoy:

ANSTO offers training and development, performance-based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
    - 18 weeks Parental leave for primary caregiver
    - 11 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, NAIDOC and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Duties

Your Duties and Responsibilities

One role is available; the level of the position offered will be comensurate to skills and experience. Please indicate in your application if you are interested in both or only one of the available levels.

Senior Nuclear Forensic Scientist: Band 5

- Delivery Nuclear Forensics projects and capability requirements through the utilisation of knowledge, skills and experience in chemistry, radiochemistry, nuclear science and/or forensic science.
- Perform applied research, undertake analysis, interpretation and client reporting, and propose and implement new capabilities.
- Develop relationships and collaborations with local, national and international stakeholders to deliver capability outcomes.
- Please click here to view the Position Description.

Nuclear Forensic Specialist: Band 6

- Apply project management skills to deliver Nuclear Forensics projects and capability requirements.
- Deliver on capability improvements in collaboration with national and international scientists and stakeholders in the area of national security and nuclear forensic science.
- Apply discipline knowledge to ensure that the processes and practices used by the Nuclear Forensics capability area consistent with relevant national and international guidelines.
- Please click here to view the Position Description.

Eligibility

For further technical information relating to this position please refer to the Position Descriptions or contact Kaitlyn Toole on kaitlynt@ansto.gov.au or (02) 9717 9361. For all queries please contact Talent Acquisition on +61 (02) 9717 9361 or dom@ansto.gov.au

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 24 August 2025 at 11:59pm

All applicants must be Australian citizens.

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Notes

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To Apply

Position Contact	Kaitlyn Toole, +61 2 9717 3621
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0761763

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Sunday 24 August 2025

Job Title	Indigenous Research Manager - Indigenous Knowledges and Collections (Identified Role - Indigenous)
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	$131,113 - $153,639
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Canberra (Ngunnawal), ACT preferred; other locations may be considered with hybrid working options available
Classification	Executive Level 1
Position Number	TBC
Agency Website	http://www.csiro.au

Job Description *https://jobs.csiro.au/job/Negotiable-Indigenous-Research-Manager-Indigenous-Knowledges-and-Collections-%28Id*

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

The opportunity

- **Are you passionate about embedding Indigenous knowledge systems and sovereignty into national science systems?**
- **Lead a transformative initiative supporting Indigenous leadership, governance, and data sovereignty in biodiversity collections and digital infrastructure**
- **Join CSIRO – Australia's leading scientific research organisation**

We are seeking a highly motivated and culturally grounded professional to lead a nationally significant initiative that embeds Indigenous knowledge systems, governance, and data sovereignty principles into CSIRO's National Research Collections Australia (NRCA) and the Atlas of Living Australia (ALA).

As the Indigenous Research Manager – Indigenous Knowledges and Collections, you will oversee the delivery of a major project co-designed with an established Aboriginal and Torres Strait Islander Reference Group. You will collaborate across multidisciplinary teams to guide the ethical integration of Indigenous Cultural and Intellectual Property (ICIP) and Indigenous Data Sovereignty (IDSov) principles into collections policy, governance, and practice.

Working closely with Indigenous Science and Engagement, Legal, and biodiversity teams, your role will focus on strengthening relationships, aligning project activities with national and international policy frameworks, and identifying opportunities for mutually beneficial research partnerships with Aboriginal and Torres Strait Islander communities. You will also support the identification of cultural capability gaps across teams and work in partnership with internal experts to guide appropriate development.

This is a research leadership opportunity to shape how Indigenous knowledges are respected, protected, and embedded within Australia's science infrastructure and to contribute to a future where Indigenous perspectives are integral to biodiversity research and data systems.

Duties

Your duties will include:

- Lead the delivery of an Indigenous co-designed research project within CSIRO's National Research Collections and Digital Infrastructure project, including strategic planning, implementation, coordination, financial oversight, risk management, and delivery of outputs in line with reporting and governance requirements.
- Collaborate with the NCMI Science Director (as sponsor), Research Project Advisor – Indigenous Science, and the NRCA and ALA teams to co-design and implement project activities that centre Aboriginal and Torres Strait Islander knowledges, priorities, and governance.
- Support the effective operation of the established Aboriginal and Torres Strait Islander Reference Group, ensuring culturally respectful processes, timely provision of information, and integration of guidance into project decisions and deliverables.
- Coordinate and engage with the CSIRO project advisory group, ensuring strategic alignment across business units and facilitating input into key decisions regarding Indigenous governance, data, and collections.

Location: Canberra (Ngunnawal), ACT preferred; other locations may be considered with hybrid working options available.

Salary: AU$131K - AU$153K per annum (pro-rata for part-time) plus 15.4% superannuation

Duration: Specified Term until 30 June 2027 Full-time (preferred), however part-time and flexible working arrangements may be considered

Reference: 100614

Eligibility

To be considered you will need:

- Demonstrated experience in leading culturally grounded projects or programs that centre Indigenous knowledge systems, community priorities, or cultural governance.
- Foundational understanding of IDSov and ICIP, and the ability to lead and apply these principles in science, research, or data contexts or a strong ability to learn and adapt.
- Strong relationship-building and stakeholder engagement skills, including demonstrated trust-based work with Aboriginal and/or Torres Strait Islander communities.
- Experience in managing multi-stakeholder or cross-disciplinary projects, with responsibility for delivery, reporting, and navigating complex policy, cultural, and scientific environments.

For details about who to contact and for more information please view the **Position Description**.

Eligibility

CSIRO considers the filling of this position is intended to constitute a special/equal opportunity/affirmative measure under *section 8(1) of the Racial Discrimination Act 1975 (Cth)*. The position is therefore only open to Aboriginal and/or Torres Strait Islander people with Australian Citizenship.

The successful applicant will be required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

The successful candidate will be required to provide contact details of at least one Aboriginal and/or Torres Strait Islander Cultural Referee to confirm their ability to work and communicate respectfully with Aboriginal and/or Torres Strait Islander peoples.

Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Notes

Flexible working arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work.

Diversity and inclusion

We are working hard to recruit people representing the diversity across our society, and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

About CSIRO

At CSIRO Australia's national science agency, we solve the greatest challenges through innovative science and technology. We put the safety and wellbeing of our people above all else and earn trust everywhere because we only deal in facts. We collaborate widely and generously and deliver solutions with real impact.

CSIRO is committed to values-based leadership to inspire performance and unlock the potential of our people.

Join us and start creating tomorrow today!

How to apply

To apply online, please provide a CV and cover letter outlining your suitability and motivation for the role.

Applications close

24 August 2025, 11:00pm AEST

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.

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Dr Ilona Stobutzki, +61 499 975 381
Agency Recruitment Site	https://jobs.csiro.au/job/Negotiable-Indigenous-Research-Manager-Indige

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Industry, Science, Energy and Resources

Vacancy VN-0761764

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Sunday 31 August 2025

Job Title	Project Officer - Indigenous Science and Collections (Identified Role - Indigenous)
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	$96,811 - $109,527
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Canberra (Ngunnawal), ACT preferred; other locations may be considered with hybrid working options available
Classification	APS Level 5;APS Level 6
Position Number	TBC
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/job/Negotiable-Project-Officer-Indigenous-Science-and-Collections-%28Identified-Role-Indiger

Acknowledgement of Country

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Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View ourChild Safe Policy.

The opportunity

- **Are you passionate about Indigenous science, cultural knowledge, and building meaningful partnerships?**
- **Support the delivery of a national Indigenous science project across Australia's biodiversity and digital infrastructure platforms.**
- **Join CSIRO – Australia's leading scientific research organisation**

We are seeking an Indigenous Research Project Officer to provide high-level coordination, administrative and project support for a national Indigenous Science initiative within CSIRO's biodiversity and digital infrastructure platforms, specifically across the National Research Collections Australia (NRCA) and the Atlas of Living Australia (ALA).

This project supports CSIRO's commitment to embedding Aboriginal and Torres Strait Islander knowledges, voices, and leadership into national research infrastructure and environmental science. The Indigenous Research Project Officer will play a vital role in keeping the project on track through planning, scheduling, governance support, and cross-team collaboration.

You will coordinate the work with the Aboriginal and Torres Strait Islander reference group and CSIRO advisory group, assist in building trusted relationships with Indigenous communities and knowledge holders, and support respectful, co-designed science and engagement processes.

The role also contributes to broader systemic change, helping to ensure Indigenous perspectives are embedded into data governance, digital collections, and research policies. Working alongside Indigenous and non-Indigenous researchers and engagement teams, you will help strengthen cultural capacity across the organisation and contribute to a more inclusive and collaborative science landscape.

This is a meaningful opportunity for someone with strong coordination and communication skills who is passionate about Indigenous-led research, knowledge systems, and contributing to change in Australia's science sector.

Duties

Your duties will include:

- Providing coordination, administrative, and project management support across all stages of the Indigenous Science initiative.

- Supporting the operation of Aboriginal and Torres Strait Islander reference and advisory groups, including logistics, agenda setting, and record-keeping.
- Assisting in building and maintaining relationships with Indigenous communities, Elders, and organisations to support co-designed and Indigenous-led research.
- Contributing to the development of culturally appropriate data practices by supporting awareness of Indigenous Data Sovereignty and assisting with the review of data governance frameworks in collaboration with internal and external stakeholders.

Location: Canberra (Ngunnawal), ACT preferred; Other locations may be considered with hybrid working options available.

Salary: AU$96,811 k - AU$109,527 per annum (pro-rata for part-time) plus 15.4% superannuation

Duration: Specified Term until 30 June 2027

Reference: 100626

Eligibility

To be considered you will need:

- Demonstrated experience in project coordination or administrative support, including scheduling, meeting support, and managing competing priorities.
- Strong communication and interpersonal skills with the ability to work respectfully and collaboratively with Aboriginal and/or Torres Strait Islander peoples.
- A genuine interest in Indigenous knowledge systems, cultural engagement, and Indigenous-led science.
- Experience working in or supporting project governance structures, such as advisory groups or working groups, including organising meetings, preparing materials, and documenting actions or decisions.

For details about who to contact and for more information please view the **Position Description**.

Eligibility

CSIRO considers the filling of this position is intended to constitute a special/equal opportunity/affirmative measure under *section 8(1) of the Racial Discrimination Act 1975 (Cth)*. The position is therefore only open to Aboriginal and/or Torres Strait Islander people with Australian Citizenship.

The successful applicant will be required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

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Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

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Flexible working arrangements

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CSIRO is committed to values-based leadership to inspire performance and unlock the potential of our people.

Join us and start creating tomorrow today!

How to apply

To apply online, please provide a CV and cover letter outlining your suitability and motivation for the role.

Applications close

31 August 2025, 11:00pm AEST

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About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

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To Apply

Position Contact	Dr Ilona Stobutzki, +61 499 975 381
Agency Recruitment Site	https://jobs.csiro.au/job/Negotiable-Project-Officer-Indigenous-Science-ar

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Industry, Science, Energy and Resources

Vacancy VN-0761765

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Wednesday 20 August 2025

ENERGY RU

Job Title	Project Support Officer - Energy Efficiency Rating
Job Type	Full-Time, Ongoing
Location	Clayton VIC
Salary	$73,567 - $93,630
Future Merit Locations	Clayton
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	Melbourne (Clayton), VIC (or Work-from-Home/Remotely); Flexible/hybrid work options available
Classification	APS Level 3;APS Level 4
Position Number	TBC
Agency Website	http://www.csiro.au

Job Description *https://jobs.csiro.au/job/Melbourne%2C-VIC-Project-Support-Officer-Energy-Efficiency-Rating/1212647866/*

Acknowledgement of Country

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Role highlights

- **Great opportunity to contribute to innovative energy efficiency projects with real impact**
- **Varied, ongoing role with remote working options & flexible arrangements to support work-life balance**
- **Join our dynamic, multidisciplinary team driving energy sustainability and social impact!**

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

Visit CSIRO.au for more information.

The opportunity

Are you an experienced energy rater looking for a fresh direction, or an admin professional ready to dive into the technical world of energy efficiency? We are seeking a motivated Project Support Officer to join our team in an exciting ongoing role, and be part of a nationally significant initiative that’s shaping the future of sustainable housing in Australia.

As a Project Support Officer within CSIRO’s Social Impact and Living Labs team, you’ll play a key role in supporting the expansion of the Nationwide House Energy Rating Scheme (NatHERS), helping to improve the way we understand and model residential energy use. You will bring your well-developed communication, coordination and people skills to support researchers, energy raters, real estate professionals, and homeowners in trialling innovative approaches to data collection. From providing front-line customer support and being the public face of sharing CSIRO’s technical knowledge, to contributing to community engagement initiatives & events and supporting researchers with ethics applications, privacy statements and grants, you will have a multi-faceted role that will help drive meaningful change in how energy efficiency is understood and applied.

This role offers exciting career development opportunities, with the chance to grow your technical knowledge and contribute to other impactful projects over time. If you’re looking to step into a new domain with training and support, we would love to hear from you!

Duties

Your high-level duties will include:

- Providing front-line support via the helpdesk for the Existing Homes Trials, assisting users with two key tools: Magicplan (for data collection) and AccuRate Enterprise (for data analysis).
- Developing and maintaining clear and user-friendly helpdesk articles and support documentation.
- Participating in scheduled drop-in sessions, offering real-time assistance to users facing technical or process-related challenges.
- Responding to household enquiries, helping participants better understand their energy rating results and trial involvement.
- Assisting in the planning and delivery of events, such as environmental media showcases and researcher symposia, in collaboration with the events coordinator and broader team.
- Performing a variety of administrative tasks, including support for ethics applications, privacy statements, and grant submissions as well as maintaining online subscriptions and payment systems, and helping craft public-facing communication pieces that share key research outcomes in accessible and engaging formats.
- Selecting the appropriate methods to perform standard analyses and, as required, undertaking technical tasks associated with trials, tests, measurements, reviews and investigations including associated calculations and analysis.

Role particulars

Location and office arrangements: Melbourne (Clayton), VIC (or Work-from-Home/Remotely)

Salary: AU$73K – AU$93K per annum (pro-rata for part-time) plus up to 15.4% superannuation

Tenure & work schedule: Indefinite; Full-time (preferred) – *part-time and flexible work arrangements may be considered based on needs of the role and individual circumstances.*

Reference: 100538

Eligibility

As the successful candidate, you will bring:

- Experience in a relevant area such as housing, energy, construction, customer service, research support, or project coordination. This may include formal qualifications (e.g. trade certificate, diploma, or degree) or equivalent practical experience gained through work, volunteering, or lived experience in community contexts.
- Strong verbal and written communication skills, with a demonstrated ability to deliver high-quality, respectful support and customer service to a wide range of users, stakeholders, including non-technical audiences.
- Proven ability to resolve user enquiries and technical issues, and manage stakeholder expectations through collaborative and solution-focused approaches.
- Demonstrated experience in administrative and/or project support, including the ability to coordinate activities, maintain records, contribute to reports and work effectively across multidisciplinary teams.
- Ability to manage competing priorities and follow structured processes while effectively maintaining accurate records and adhering to compliance and service protocols.
- An interest in learning and growing a career in the science, innovation or energy efficiency domain.

CSIRO is an Equal Opportunity employer working hard to recruit world-class talent that represents the diversity across our society. As part of our commitment to Aboriginal and Torres Strait Islander employment outcomes, preference will be given to Aboriginal and Torres Strait Islander people, who meet the role criteria. CSIRO considers conscious inclusion practices are intended to constitute a special/equal opportunity/affirmative measure under *section 8(1) of the Racial Discrimination Act 1975 (Cth)*.

For full details about this role please review the **Position Description**.

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don't let the list discourage you. If you are unsure about applying, please reach out to the contact person in the Position Description.

Setting you up for success

We are committed to providing a recruitment process that is fair, equitable and accessible to everyone. We recognise that it may be helpful for us to adjust our process to make it equitable for your individual situation. Please contact the Talent Acquisition Partner via email (see details in the Position Description) and let us know how we can support you.

Eligibility

Applications for this position are open to **Australian Citizens**, **New Zealand Citizens**, and **Australian Permanent Residents**.

Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Aboriginal and/or Torres Strait Islander candidates being considered for the role under CSIRO's Conscious Inclusion Practices may be required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

Notes

Life at CSIRO and flexible work arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, benefits and career development opportunities. To find out more, visit Careers at CSIRO.

Inclusion and belonging

Solving Australia's greatest challenges takes a diversity of minds and lived experiences. We know diverse teams are more effective and deliver more innovative outcomes. As an equal employment opportunity organisation, we are committed to creating diverse and inclusive teams where people feel they belong. We recognise true diversity

encompasses all ages, abilities, cultures, faiths, levels of education, genders, sexualities, diversity of thought and much more. We focus on hiring people who share our values of People First, Further Together, Making it Real and Trusted.

CSIRO holds Gold Status for the Australian Workplace Equality Index for LGBTQIA+ inclusion, and a Science in Australia Gender Equity Bronze Award.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

How to apply

Please apply online, and provide a CV and a detailed cover letter, **responding to each of the selection criteria in detail**, that best demonstrate your motivation and ability to meet the requirements of this role. Please attach your selection criteria responses to your cover letter as one document.

Applications close

20 August 2025, 11:00pm AEST

We encourage early applications as we will be reviewing applications as they come through. CSIRO reserves the right to withdraw this ad prior to the closing date if required.

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Anthony Wright, anthony.wright@csiro.au
Agency Recruitment Site	https://jobs.csiro.au/job/Melbourne%2C-VIC-Project-Support-Officer-Ener

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Industry, Science, Energy and Resources

Vacancy VN-0761627

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 15 August 2025

Job Title	Executive Assistant
Job Type	Full-Time, Non-Ongoing
Location	Various locations - VIC VIC
Salary	$78,770 - $85,027
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	APS Level 4
Position Number	1551_08/25
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.

Our ideal candidate

Our ideal candidates will:

- have excellent time management skills
- be able to effectively manage multiple demands and prioritise work accordingly
- demonstrate high level attention to detail
- have excellent interpersonal skills
- demonstrate discretion and integrity across your work
- be comfortable and adaptable to changing priorities
- The department is looking for enthusiastic support staff that are willing to go the extra mile to ensure the smooth running of their Executive's team.

Duties

You will be responsible for providing high-level executive and administrative support to our Senior Executive Service (SES) officers and their division and/or branch more broadly, and will demonstrate excellent organisation and office management skills. Candidates will be assessed in line with the APSC's Integrated Leadership System for the APS Level 4 classification.

The role includes, but is not limited to, the following duties:

- managing and organising the diary of the Executive, or Executives, you support.
- managing the processes and systems of the Branch and/or Division.
- assisting with workload management and prioritisation.

- assisting in the preparation of committee meetings and Senate Estimates hearings.
- providing a contact and facilitation point for staff and stakeholders.

Key duties of the Executive Assistant, APS Level 4 will include:

- managing and organisation of the Executive/s and branch's inboxes, calendars, and appointments.
- managing the workflows of tasks for the Executive/s and ensuring priories and timeframes are met.
- maintaining processes and systems of the branch and/or division including preparation of committee meetings.
- organisation of travel and finance for the Executive/s.
- providing general administrative support to the Executive/s and their branch including distributing information, preparing meeting agendas, record keeping and tracking of correspondence.
- providing support to other Executives in the division when required.

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

This vacancy is being advertised as non-ongoing and are based out of Melbourne.

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 LGBTIQA+ 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	DISR Recruitment, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0761672

Department of Industry, Science and Resources (DISR)

Closing Date:Monday 25 August 2025

Chief Finance Officer
Financial & Shared Services Payroll Services

Job Title	Senior Payroll Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$86,631 - $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	Flexible
Office Arrangement Details	Office arrangements will be negotiated with successful candidates.
Classification	APS Level 5
Position Number	1513_07/25
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 department's Shared Services Hub provides payroll services under the Whole-of-Government Shared Services Programme. The Shared Services Hub is committed to delivering effective and efficient payroll services in line with Service Level Agreements negotiated with each client agency.

We currently have (5) teams within the Hub to which you may be assigned, each under the management of an Assistant Manager (Executive Level 1) and Team Leader (APS Level 6).

Working in the Hub presents a unique opportunity to be involved in innovative service delivery arrangements relating to both systems and processes -and to collaborate across the Public Sector. The Hub utilises the Aurion Human Resources Management System.

Teamwork and effective client engagement are essential components of our service delivery, including, on occasion, in respect to the onboarding of new clients.

The opportunity

This is an exciting opportunity to join a dynamic team delivering payroll to a range of client agencies with over 14,000 payslips processed fortnightly.

The team adopts a collaborative and energetic approach to service delivery and places a strong emphasis on meeting and exceeding service levels.

You will experience a wide range of key tasks within the fortnightly pay cycle, help to prioritise the workload, and contribute meaningfully to the management of your team. Teamwork both within each payroll team and across the Hub is encouraged.

The Hub is committed to APS values and embraces the diversity and professionalism of its workforce. You will help identify and participate in relevant training opportunities. Flexible Work Arrangements are available to all staff relevant to the operational needs of the Hub.

Our ideal candidate

Our ideal candidate has the following capabilities:

- Able to work in a team environment within and across the Hub.
- Capacity to effectively support the Team leader to deliver quality outcomes.
- Experience applying more complex legislation and Standard Operating Procedures (SOPs) relating to payroll and conditions practices and procedures.
- Well-developed written, communication and stakeholder management skills, including the ability to effectively negotiate and influence outcomes.
- Sound customer service skills, including using initiative and the ability to foster effective working relationships with stakeholders at all levels.
- Knowledge of and adherence to information management and privacy procedures. Sound problem solving skills and judgement with attention to detail.
- Sound organisational skills, including energy and drive, and the ability to manage priorities to achieve results.
- Resilient with a positive attitude and responsive to changing and competing priorities
- Ability to juggle multiple tasks while still delivering high quality results.
- Values inclusion and diversity and demonstrates respect for APS Values.

Ideal experience:

- Experience in undertaking pay transactions on an automated pay management system
- Strong skills in payroll systems, helpdesk systems and Microsoft Office products
- Familiarity with APS values and procedures.

Duties

As a Senior Payroll Officer you will:

- Support a team to complete business-as-usual (BAU) payroll transactions, queries and related correspondence.
- Complete more complex payroll transactions, queries, and related correspondence (including some SES and Board transaction processing).
- Understand and apply relevant APS legislation and terms and conditions including Enterprise Agreement policy and procedures.
- Provide clear, comprehensive and accurate verbal and/or written advice to stakeholders within appropriate timeframes regarding payroll matters.
- Monitor and support team workloads to meet deadlines and quality-assure the daily work of the team.
- Maintain data in the Aurion payroll system and other platforms as required, in adherence with the Department’s record management and privacy policies.
- Supervise, guide, and support team members including through one-on-one training
- Promote teamwork at all times, including across teams during busy periods.
- Participate in the development and application of SOPs that underpin consistent payroll service.

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

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, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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 LGBTIQA+ 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	Bec Kelly, 02 6102 9995
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0761681

IP Australia

Closing Date:Monday 25 August 2025

Data and Technology Business Delivery and Architecture

Job Title	Microsoft Platform Developer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - VIC VIC
Salary	$95,395 - $108,365
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available.
Classification	APS Level 6
Position Number	1443
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

As our **Microsoft Platform Developer**, you will play a key lead role in the Design, Delivery, Improvement, and Support of IP Australia's IP Rights Administration Systems and Enterprise Systems that are hosted on the Microsoft Dynamics and Power Platforms systems.

This role is expected to widen over time to expand your skills within the Artificial Intelligence (AI) space, to include Development and support of CoPilot functionality and/or CoPilot Agents.

This is a role that will span project delivery, ongoing Continuous Improvement (CI), and escalated technical support across all phases of the DTG operational model, delivering services to our key Plant Breeders Rights and Attorneys Registration Management Systems, plus internal Microsoft based AI capabilities that are currently being expanded across the organisation.

The successful applicant will work within a team of developers, contributing to this crucial technology to drive innovation and support activities. You will also need to liaise closely with business stakeholders and other DTG colleagues, such as Delivery Managers, Business Analysts, IT Architecture and IT Security.

Duties

The specific duties of the Microsoft Platform Developer include, but are not limited to:

- Develop and enhance Microsoft Dynamics and Power Platforms applications to improve quality, reliability, and performance
- Contribute to delivering process optimisation and automation within the platform
- Collaborate with cross-functional teams to understand business requirements and translate them into technical outcomes
- Work with Delivery Managers, external support vendors and continuous improvement teams to support an agile delivery model
- Provide support for Microsoft Dynamics and Power Platform applications, ensuring high availability and quick resolution of issues
- Pro-actively investigate and resolve issues raised in production applications and track through the relevant service management systems
- Monitor system performance and proactively address potential issues before they impact operations
- Develop skills (over time) to assist with the expansion of CoPilot AI functions and CoPilot Agents in support of evolving organisational needs
- Contribute to documentation for operational processes and best practices
- Assist testing and validation of upgrades to ensure system integrity and performance
- Work with stakeholders to deliver stable and secure software and environments that align to IP Australia’s reference architecture
- Be proactive and motivated to build their site knowledge of the business and technical areas at IP Australia that are relevant to their role.

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 offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months initially with the possibility of extension.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

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 IP Australia

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

To Apply

Position Contact	Gillian Morison, (02) 6283 7970
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0761695

IP Australia

Closing Date:Monday 25 August 2025

Data and Technology Business Delivery and Architecture

Job Title	Pega Platform Developer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - WA WA, Various locations - NT NT
Salary	$119,737 - $134,764
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available.
Classification	Executive Level 1
Position Number	1442
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au/job-invite/1442/

As our Pega Platform Developer, you will play a key lead role in the Design, Delivery, Improvement, and Support of IP Australia's primary IP Rights Administration Systems that are hosted on the Pega platform. This is a role that will span major new project delivery, ongoing Continuous Improvement (CI), and escalated technical support across all phases of the DTG operational model, delivering services to our key Trademarks, Designs and Patents IP Rights Administration systems.

The successful applicant will play a key leadership role across this crucial technology, driving service, innovation and direction. You will also need to liaise closely with business stakeholders, DTG leadership, and other DTG colleagues such as Delivery Managers, Business Analysts, IT Architecture and IT Security.

The specific duties of the Pega Platform Developer are provided in the detailed candidate kit attached.

Duties

Highly desirable qualifications and experience:

• Demonstrated experience delivering and supporting within the Pega Cloud platform

o Alternatively significant demonstrated skills in a similar Development environment, with a demonstrated ability to quickly adapt.

• Experience in delivery and operations within a Cloud hosted environment (e.g. AWS)

• Experience using Microsoft Office software.

Desirable skills:

• In addition to generalised Pega experience, further experience within a Pega Constellation Cloud environment, or ability to adapt to Constellation would be well regarded

• Experience using an enterprise ITSM and task tracking tools such as ServiceNow and Atlassian Jira/Confluence

• Experience or demonstrated understanding across many of the following technologies:

o Vue.js

o MuleSoft and/or other API interfaces

o Oracle/Postgress databases

o HTML

o CSS

• Understanding (or an ability to gain an understanding) of IP Rights related business processes and operations

• Highly efficient communication and negotiation skills – both written and oral

• Demonstrated ability to think critically, assess issues, provide resolutions, and deliver outcomes within agreed timeframes

• Demonstrated ability to work with a diverse group of people to achieve organisational goals, valuing individual differences and working styles/patterns

• Respond proactively to feedback and be willing to develop and apply new skills

• Value individual differences and diversity.

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 offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months initially with the possibility of extension.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

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 IP Australia

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

To Apply

Position Contact	Paul Gregory, (02) 6283 2369
Agency Recruitment Site	https://careers.ipaustralia.gov.au/job-invite/1442/

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Industry, Science, Energy and Resources

Vacancy VN-0761687

National Reconstruction Fund Corporation

Closing Date:Friday 22 August 2025

Finance

Job Title	Manager, Financial Accounting
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$93,000 - $107,000
Future Merit Locations	Sydney, Canberra, Melbourne
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 5;APS Level 6
Position Number	PN1FINMAN
Agency Website	www.nrf.gov.au

Job Description

https://www.nrf.gov.au/

Who are the NRFC and why work for us?

The Australian Government established the NRFC in 2023 to help diversify and transform Australia's industry and economy by providing finance in the form of debt, equity and guarantees. We support Australian projects that drive high-value industry transformation in the following 7 priority areas:

- Resources
- Enabling capabilities
- Defence capability
- Transport
- Renewables and low emission technologies
- Agriculture forestry and fisheries
- Medical science

Joining the NRFC offers a new and unique career opportunity, enabling you to engage in a wide range of projects, build valuable networks across finance, government and industry sectors, and make your mark faster than you would elsewhere.

We’re here to help Australia realise its full potential for innovation and industry through facilitating flows of finance into 7 priority growth areas - and all our employees play a key role in that process.

Purpose of the role

The Manager, Financial Accounting is pivotal in managing the day-to-day provision of financial management services, compliant with the NRFC legislative obligations, including the NRFC Act and PGPA Act. As part of the CFO team, the successful candidate will contribute to the NRFC’s monthly and annual financial statements, including preparing high quality and comprehensive reconciliations and workpapers.

This role reports into the Associate Director, Finance – Transactions.

Duties

Key Responsibilities

· Assist with the NRFC financial accounting and reporting functions, including the NRFC’s accounts processing, month end accuracy and year end reporting.

· Responsible for CBMS inputs including both monthly and annual reporting, as well as budget rounds.

· Assist with annual financial statements and the preparation of working papers for the notes.

· Support the preparation of financial management advice, including written advice, to senior managers and other relevant stakeholders, with a strong focus on attention to detail.

· Contribute to relevant policies, guidelines and practices, ensuring compliance with relevant legislation.

· Support procurement processes and reporting

· Preparation of FBT & GST returns

· Maintaining professional working relationships with key internal and external stakeholders, including the Australian National Audit Office and the Department of Finance

· Back up for the Accounts Payable Manager

· Undertake other duties and projects, as required.

Key Skills and experience

· Strong interpersonal and liaison skills and the ability to develop and maintain relationships.

· Professional – presents and operates in a professional manner, operating as a role model for other staff. Operates with resilience, while demonstrating depth of experience.

· Great communication skills – extremely strong communication skills (written and verbal) to manage negotiations and provide insight. The capability to analyse information, distil key messages and adapt delivery to influence the audience.

· Eye for detail – the capability to see the big picture but also to get the details right in order to build trust and confidence with stakeholders.

· Resilience and adaptability – the capability to adapt to changing priorities, deal with uncertainty, support colleagues and foster a high-performance culture.

· Strategic – harness opportunities to develop pathways for delivering the optimal outcome for NRFC

· Previous experience in government finance and familiarity with Department of Finance reporting processes.

· Possession of an accounting or equivalent tertiary qualification and actively working towards obtaining a Certified Practising Accountant (CPA) or Chartered Accountant (CA) accreditation.

· Baseline Clearance required – essential

Core Behaviours

We want our people to be curious and collaborative, customer focused and courageous, inclusive and empathetic, action-orientated and tenacious.

We value and encourage these behaviours and they form the building blocks of a dynamic workplace culture where individuals are empowered to thrive and collaborate towards common goals.

We believe everyone in our team has a vital role to play in our success. Working at the NRFC is the career experience of a lifetime; and we want to have conversations with people who want to be part of it.

Eligibility

Please note that holding Current Baseline Clearance is an essential requirement for this role.

We have offices in Canberra, Melbourne and Sydney.

Please be aware that we are a Commonwealth Entity therefore long service and leave balances are transferrable but sick leave is not transferable.

Additionally we pay super at the standard rate currently at 12%

Notes

To apply

Please send your CV to **recruitment@nrf.gov.au** confirming the below details.

1. Baseline clearance - Yes / No
2. Numbers of years experience - xxxx
3. Level of Accounting or equivalent tertiary qualification - xxxxx
4. Notice Period - xxx

About the National Reconstruction Fund Corporation

The Australian Government established the NRFC in 2023 to help diversify and transform Australia's industry and economy by providing finance in the form of debt, equity and guarantees. We support Australian projects that drive high-value industry transformation in the following 7 priority areas: Resources Enabling capabilities Defence capability Transport Renewables and low emission technologies Agriculture forestry and fisheries Medical science Joining the NRFC offers a new and unique career opportunity, enabling you to engage in a wide range of projects, build valuable networks across finance, government and industry sectors, and make your mark faster than you would elsewhere. We’re here to help Australia realise its full potential for innovation and industry through facilitating flows of finance into 7 priority growth areas - and all our employees play a key role in that process.

To Apply

Position Contact	Aoife Larkin, 0437 022 709
Agency Recruitment Site	https://www.nrf.gov.au/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761825

Civil Aviation Safety Authority Australia

Closing Date:Sunday 31 August 2025

Air Navigation, Transformation & Risk
Air Navigation, Airspace and Aerodromes

Job Title	Aviation Safety Inspector (ATEL/CNS, Air Navigation Projects and Systems)
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$158,372 - $165,572
Future Merit Locations	Brisbane, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	PN 1384 and PN 3116
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

The Role

The Aviation Safety Inspector (ATEL/CNS, Air Navigation Projects & Systems) is part of a small multi-disciplinary team in the CNS/ATM Section that is part of the Air Navigation, Airspace and Aerodromes Branch. This Branch conducts frontline activities for CASA including entry control, ongoing surveillance and where required enforcement of air traffic control training and service providers, aeronautical telecommunications, communications, navigation and surveillance services, aerodrome rescue and firefighting services, instrument approach designers and aeronautical information management. The Branch also exercise CASA's authority for the regulation of Australian-administered airspace and provides relevant advice to Government, ICAO fora, industry and internally.

The Aviation Safety Inspector works under general direction and demonstrates and exercises both initiative and judgment in the provision of highly developed technical knowledge and expertise in complex, or unusual matters where existing standards, policies and procedures may not cover the circumstances. This role requires a highly developed regulatory knowledge to undertake work of a challenging or complex nature and may include undertaking detailed or sensitive projects that have broader impacts for CASA and the broader Aviation Industry. This role interacts with CASA internal managers, technical and administrative staff and external stakeholders and contractors.

The position contributes to overall business objectives of the CNS/ATM Section through the application of expert skills and knowledge to the independent and objective assessment of the provision of air traffic management systems/services. This includes the regulatory oversight of ‘communications, navigation, surveillance and air traffic management’ (CNS/ATM) systems/services in either their project or operational state. This role requires effective stakeholder engagement and a holistic approach that encompasses people, procedures, technology, and data across all life-cycle phases from inception to decommissioning.

Regulatory project oversight consists in the application of the CNS/ATM Section Approach to Safety Cases (CASC) to monitor certificate holder’s projects from their inception with the objective of minimising risk at commissioning.

Regulatory operational oversight consists in the application of the CASA Surveillance Manual (CSM) to undertake entry control, ongoing surveillance and enforcement where required, of certificate holding organisations.

Both project and operational oversight, each with its own specificities, include the following high quality, consistent and standardised deliverables:

- Monitoring and assessing risk and compliance through several activities, which include but are not limited to audits, observations, review of documentation, etc.
- Planning, coordinating, and conducting such activities, including the preparation and follow up of cost recovery instructions.
- Aggregating, analysing, and assessing the results of such activities to provide recommendations and determinations that are evidence-, risk- and compliance-based.

- Reporting of the results of such activities, including the provision of formal feedback to the certificate holder.

The Aviation Safety Inspector is also expected to:

- Review and provide guidance to enable the development of existing and the adoption of contemporary CNS/ATM technologies into the Australian Airspace System.
- Investigate accidents, incidents, complaints, or other reports and initiate any necessary action in regard to deficiencies or breaches of the legislation.
- Provide expert services to the industry on a fee for service basis.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

This position is a safety sensitive position and may perform safety sensitive aviation activities, as defined in the Civil Aviation Safety Regulations, 1998.

Duties

Ideal Candidate

- A demonstrated understanding of the structure, function and operation of CNS and ATM systems and a system-of-systems engineering approach.
- Demonstrated ability influencing and fostering professional relationships with peers and colleagues as well as successfully engaging with a broad range of internal and external stakeholders at various levels.
- Highly developed writing skills and demonstrated ability to present complex information in a clear and concise manner and in the production of high quality, consistent and standardised reports, utilising evidence, data, and robust analysis to support assessments, determinations or risk mitigations considered necessary.
- Ability to exercise independent judgement utilising sound political and social awareness.
- A demonstrated understanding of quality assurance and risk management principles and proficiency to undertake risk analysis.
- Demonstrated ability to manage, research and resolve complex safety-related issues.

The following are desirable for the role:

- Experience in the engineering, support, and regulation of software intensive systems.
- Relevant tertiary qualifications in Safety or Aviation Management would be highly regarded.
- Successful completion of an accredited quality system auditor course and/or practical experience in system-based risk driven auditing; and a high-level understanding of risk management principles.
- Knowledgeable of the Australian and ICAO regulatory frameworks applicable to the role.
- Knowledge and/or experience in Human Factors and competency-based training as applicable to CNS/ATM.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*. The following eligibility requirements apply to this position:

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australian citizen or permanent resident and must have the ability to obtain and maintain a Negative Vetting 1 security clearance.
- The occupant of the position must have the ability to obtain and maintain a Negative Vetting Level 1 security clearance.
- Hold appropriate qualifications (minimum of a Diploma of Technology in one of the disciplines listed below) in the Aeronautical Telecommunication (ATEL) or Radio Navigation Services and Facilities Technician/Engineer core disciplines and extensive technical experience:
    - radio engineering,
    - communications engineering,
    - electrical engineering,
    - electronic engineering, or
    - equivalent to the above qualifications.
- Demonstrated knowledge and experience in the development, operation or assessment of safety management system elements (i.e. safety policies, plans, cases, risk assessments, etc.) in the provision of modern CNS/ATM services.
- As this position is safety sensitive, you may be required to undertake pre-employment alcohol and drug tests as part of CASA's Alcohol and Other Drugs Policy. If you are the preferred candidate, your offer of employment will be conditional on the drug and alcohol tests being completed and the verified results being received and accepted by CASA as meeting the requirements of the position.

This position may require interstate travel. International travel may also be required.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	David Cook, +61731447315
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761826

Civil Aviation Safety Authority Australia

Closing Date:Sunday 31 August 2025

Air Navigation, Transformation & Risk
Air Navigation, Airspace and Aerodromes

Job Title	Aviation Safety Inspector (ATEL/CNS, Air Navigation Projects and Systems) - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or D
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$158,372 - $165,572
Future Merit Locations	Brisbane, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	PN 1384 and PN 3116
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

The Role

The Aviation Safety Inspector (ATEL/CNS, Air Navigation Projects & Systems) is part of a small multi-disciplinary team in the CNS/ATM Section that is part of the Air Navigation, Airspace and Aerodromes Branch. This Branch conducts frontline activities for CASA including entry control, ongoing surveillance and where required enforcement of air traffic control training and service providers, aeronautical telecommunications, communications, navigation and surveillance services, aerodrome rescue and firefighting services, instrument approach designers and aeronautical information management. The Branch also exercise CASA's authority for the regulation of Australian-administered airspace and provides relevant advice to Government, ICAO fora, industry and internally.

The Aviation Safety Inspector works under general direction and demonstrates and exercises both initiative and judgment in the provision of highly developed technical knowledge and expertise in complex, or unusual matters where existing standards, policies and procedures may not cover the circumstances. This role requires a highly developed regulatory knowledge to undertake work of a challenging or complex nature and may include undertaking detailed or sensitive projects that have broader impacts for CASA and the broader Aviation Industry. This role interacts with CASA internal managers, technical and administrative staff and external stakeholders and contractors.

The position contributes to overall business objectives of the CNS/ATM Section through the application of expert skills and knowledge to the independent and objective assessment of the provision of air traffic management systems/services. This includes the regulatory oversight of ‘communications, navigation, surveillance and air traffic management’ (CNS/ATM) systems/services in either their project or operational state. This role requires effective stakeholder engagement and a holistic approach that encompasses people, procedures, technology, and data across all life-cycle phases from inception to decommissioning.

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Both project and operational oversight, each with its own specificities, include the following high quality, consistent and standardised deliverables:

- Monitoring and assessing risk and compliance through several activities, which include but are not limited to audits, observations, review of documentation, etc.
- Planning, coordinating, and conducting such activities, including the preparation and follow up of cost recovery instructions.
- Aggregating, analysing, and assessing the results of such activities to provide recommendations and determinations that are evidence-, risk- and compliance-based.

- Reporting of the results of such activities, including the provision of formal feedback to the certificate holder.

The Aviation Safety Inspector is also expected to:

- Review and provide guidance to enable the development of existing and the adoption of contemporary CNS/ATM technologies into the Australian Airspace System.
- Investigate accidents, incidents, complaints, or other reports and initiate any necessary action in regard to deficiencies or breaches of the legislation.
- Provide expert services to the industry on a fee for service basis.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

This position is a safety sensitive position and may perform safety sensitive aviation activities, as defined in the Civil Aviation Safety Regulations, 1998.

Duties

Ideal Candidate

- A demonstrated understanding of the structure, function and operation of CNS and ATM systems and a system-of-systems engineering approach.
- Demonstrated ability influencing and fostering professional relationships with peers and colleagues as well as successfully engaging with a broad range of internal and external stakeholders at various levels.
- Highly developed writing skills and demonstrated ability to present complex information in a clear and concise manner and in the production of high quality, consistent and standardised reports, utilising evidence, data, and robust analysis to support assessments, determinations or risk mitigations considered necessary.
- Ability to exercise independent judgement utilising sound political and social awareness.
- A demonstrated understanding of quality assurance and risk management principles and proficiency to undertake risk analysis.
- Demonstrated ability to manage, research and resolve complex safety-related issues.

The following are desirable for the role:

- Experience in the engineering, support, and regulation of software intensive systems.
- Relevant tertiary qualifications in Safety or Aviation Management would be highly regarded.
- Successful completion of an accredited quality system auditor course and/or practical experience in system-based risk driven auditing; and a high-level understanding of risk management principles.
- Knowledgeable of the Australian and ICAO regulatory frameworks applicable to the role.
- Knowledge and/or experience in Human Factors and competency-based training as applicable to CNS/ATM.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*. The following eligibility requirements apply to this position:

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australian citizen or permanent resident and must have the ability to obtain and maintain a Negative Vetting 1 security clearance.
- The occupant of the position must have the ability to obtain and maintain a Negative Vetting Level 1 security clearance.
- Hold appropriate qualifications (minimum of a Diploma of Technology in one of the disciplines listed below) in the Aeronautical Telecommunication (ATEL) or Radio Navigation Services and Facilities Technician/Engineer core disciplines and extensive technical experience:
    - radio engineering,
    - communications engineering,
    - electrical engineering,
    - electronic engineering, or
    - equivalent to the above qualifications.
- Demonstrated knowledge and experience in the development, operation or assessment of safety management system elements (i.e. safety policies, plans, cases, risk assessments, etc.) in the provision of modern CNS/ATM services.
- As this position is safety sensitive, you may be required to undertake pre-employment alcohol and drug tests as part of CASA's Alcohol and Other Drugs Policy. If you are the preferred candidate, your offer of employment will be conditional on the drug and alcohol tests being completed and the verified results being received and accepted by CASA as meeting the requirements of the position.

This position may require interstate travel. International travel may also be required.

Notes

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

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

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	David Cook, +61731447315
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761562

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Friday 22 August 2025

Territories
Indian Ocean Territories IOT Administration

Job Title	APS6 - Procurement Officer, Indian Ocean Territories
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Christmas Island WA, Perth WA
Salary	$95,501 - $114,201
Future Merit Locations	Canberra, Christmas Island, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	46972
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Indian Ocean Territories (IOT) Branch has responsibility for the territories of Christmas Island and the Cocos (Keeling) Islands, including delivering state-type services, including grant funding, education, power, water and health; preparing policy advice; maintaining the legislative and governance framework; negotiating and administering Service Delivery Arrangements (SDA) with the WA Government and contracts with the private sector; and managing a capital works program to maintain, replace and upgrade infrastructure. The Branch has staff located in Canberra, Perth, Christmas Island and the Cocos (Keeling) Islands.

The IOT Administration Team sits within the Indian Ocean Territories Branch and is based on Christmas Island and Cocos (Keeling) Islands, this team is responsible for the services we deliver across these communities including:

- Health services
- Power services
- Staff and public housing
- Emergency management
- Community assets — including land, infrastructure, sporting facilities and religious buildings
- Motor vehicle registrations, licensing and court support
- Funding agreements including with the local Shires, tourism associations and local training provider
- Contracted services including Pharmacy, School Bus, Recreation Centre and emergency broadcasting.

Duties

What will you do?

The IOT Administration team is looking to recruit a procurement officer to manage a range of procurement activities at a high level.

The successful applicant may also manage or support the development of other key projects or deliverables that contribute to branch, divisional or departmental priorities.

Your role may include:

- Contract management and contract administration
- Management of procurement processes and development of procurement documentation for small and large service delivery contracts
- Contributing to the development and implementation of procurement plans, evaluation plans, probity plans, negotiation plans and risk assessments
- Preparation of briefings, correspondence and communication products for a wide range of external and internal stakeholders
- Working with teams across four locations and time zones and travelling to the IOTs on a regular basis

Who are we looking for?

We are seeking to recruit a high performing individual that has experience in procurement and contract management to join our IOT Administration team. The successful candidate will contribute to the effective delivery of procurement activities across a broad range of critical services, including power and health services, infrastructure and community support programs.

This role will involve procurement planning and execution, contract management and stakeholder engagement. You will work closely with team to ensure services are procured efficiently, ethically and in line with legislative and departmental requirements.

To be successful in this role, you will need to demonstrate your ability to:

- Use your procurement experience to deliver high level service delivery outcomes
- Achieve results and quality outcomes by showing initiative and leadership, working in a small team delivering multiple activities at any given time, often within tight timeframes.
- Communicate effectively both written and verbal, delivering information in a variety of formats for a range of audiences.
- Collaborate across diverse teams (in different locations, across four time zones), using your exceptional interpersonal and engagement skills to engage with senior leaders and a wide variety of stakeholders, valuing different perspectives, contributions and backgrounds.
- Have a growth mindset with a willingness to continue to learn, develop, and foster an environment for team members to do the same.
- Think strategically, evaluating complex information from a variety of sources to make connections and sound decisions while exercising good judgement.

Eligibility

Eligibility requirements

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

- Citizenship: candidates must be an Australian citizen at the time of submitting your application.
- Health Assessment: The preferred candidate may be required to undergo a medical examination conducted by the department’s preferred medical provider.
- Security Clearance: The successful candidate must be able to obtain and/or maintain a security clearance at baseline level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least

the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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 Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women’s progression into senior leadership.

To Apply

Position Contact	Ian McKendrick, 02 6136 7651
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761789

High Speed Rail Authority

Closing Date:Sunday 31 August 2025

High Speed Rail Authority
Corporate Services People & Performance

Job Title	People and Performance Generalist
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$95,501 - $107,040
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	121545
Agency Website	

Job Description

recruitment@hsra.gov.au

About the Role

High Speed Rail Authority (HSRA) is seeking a People & Performance Generalist (APS6) to join our People & Performance team for a period up to 12 months (with a possibility of extension). The People & Performance team provide expert guidance and professional support to ensure the delivery of key people-related objectives. Working under limited direction, the role undertakes a broad range of human resource functions, spanning the coordination of complex tasks such as drafting correspondence and contracts, payroll verification, and providing high-level, evidence-based advice to senior management. As a People & Performance Business Partner, you will be a key member of a small, collaborative team with High Speed Rail Authority.

Duties

You will lead and/or be relied on to assist with:

- Providing tailored advice and guidance to managers and supervisors on employee-related matters, ensuring high-quality service delivery.
- Responding to HR queries, managing escalations and maintaining professionalism in all interactions.
- Support the implementation of HR policies and procedures, ensuring alignment with employment laws, industrial relations frameworks, and equal employment opportunity requirements.
- Maintain up-to-date knowledge of Federal Industrial Relations legislation and organizational best practices.
- Ensure compliance with workplace health and safety standards, addressing HR-related risks in accordance with legislative requirements.

- Ensure the accuracy and integrity of employee records and HR systems, contributing to transparent and accountable HR operations.

About You

- Our ideal candidate understands the current industrial landscape in the APS and is comfortable navigating the nuances of workplace relations that can arise. Experience in enterprise bargaining will also be highly regarded.

Position eligibility

In addition to the above key capabilities, to be eligible for this position you must:

- Be an Australian citizen
- Baseline Security Clearance preferred
- Satisfy a National Coordinated Criminal History Check

Eligibility

About Us

The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast.

The High Speed Rail Authority, an independent corporate Commonwealth entity, has been tasked with developing this national network.

Stage 1 would connect Newcastle to Sydney on a dedicated new railway line with new world-class trains capable of travelling up to 320km/h. High speed rail stations would be built in central Newcastle, on the Central Coast and in central Sydney. Other stations are also under consideration.

Journeys would be at least twice as fast as now – it would take about an hour to get from Newcastle to Sydney and about 30 minutes from the Central Coast to Newcastle or to Sydney.

As the proposed network expands, further regions and communities would be connected by high speed rail.

A journey from Canberra to Sydney would take about 90 minutes, while it would take about four hours to travel from Melbourne to Sydney or from Sydney to Brisbane.

Benefits of working with us

Competitive salary and superannuation

- $95,501 - $107,040 plus 15.4% superannuation

Generous working conditions and leave

- Flexible working arrangements available
- 4 weeks annual leave
- 20 days personal/carers leave per annum
- Flex time arrangements

Focus on employee health and wellbeing

- Free annual flu vaccinations
- Fitness passport
- EAP services

Commitment to learning and development

- Support for relevant learning training and study assistance for staff's professional development

Notes

How to Apply

Submit an online application by **11:59 pm (AEDT) Sunday, 31 August 2025**.

As part of your application, you will need to provide:

- Your resume & Cover Letter
- A statement (up to 500-words maximum) with examples describing
-
- **why you wish to join High Speed Rail Authority and**
- **what unique capability you will bring to the role**

For any questions about the role should be directed to Meera Panicker via email on **meera.panicker@hsra.gov,au** with the position title in the subject line.

Merit Pool

A merit pool of suitable candidates may be created from this selection process. Suitable candidates placed on the merit pool may be contacted in relation to identical or similar vacancies on an ongoing basis at High Speed Rail Authority, or the broader APS, within 18 months from the start date of this advertisement.

About the High Speed Rail Authority

High speed rail will connect Australian regions, cities and communities – delivering more job and lifestyle choices, greater housing options and new economic opportunities. With a new world-class railway system at its core, the Australian Government's High Speed Rail Authority is planning for a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast of Australia. The first stage connects Newcastle to Sydney – a nationally significant corridor – with a fast, reliable and regular link between the two largest cities in NSW. Journey times from Newcastle to Sydney will be about an hour, and about 30 minutes from the Central Coast to Sydney or Newcastle – more than twice as fast as current travel.

The Australian Government has allocated $78.8 million to the High Speed Rail Authority to deliver the initial Newcastle to Sydney high speed rail business case before the end of 2024. This includes determining important aspects of the new rail network including the proposed alignment, station locations, the type of train to be used and the estimated cost and timeframe for construction.

To Apply

Position Contact	Meera Panicker, 0451503205
Agency Recruitment Site	recruitment@hsra.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761611

Museum of Australian Democracy - Old Parliament House

Closing Date:Sunday 24 August 2025

Digital Digital Projects

Job Title	Digital Content Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$75,385 - $81,775
Future Merit Locations	Parkes, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA
Classification	APS Level 4
Position Number	22418
Agency Website	

Job Description

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

The Digital team works collaboratively across the Museum to create engaging digital content for the web, social media channels and exhibitions. The successful candidate will contribute to the creation and publication of digital content about our exhibitions, programs, collection and stories of Australian democracy.

This role will respond to content requests from across the Museum and will collaborate with stakeholders to support the development of accessible, inclusive, engaging and accurate content to promote Museum activities. This role will also support the documentation of team procedures and provide general administrative support to the Digital team.

Duties

Under the direction of the Digital Projects Manager, the Digital Content Coordinator will be required to:

• Collaborate with teams across the Museum to prepare engaging content for publication on the MoAD website.

• Assist in publishing and editing content on the MoAD website in line with style, user experience and accessibility requirements.

• Research and license photographs and video for use in digital content.

• Identify and assist in testing new website enhancements and features.

• Use analytics tools to gather, interpret and analyse data to report on digital content performance and suggest ways to improve digital content.

• Draft briefs for and liaise with suppliers (e.g. photographers).

• Contribute to the documentation of Digital team procedures and provide general administrative support to the Digital team.

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 a period of 12 months, with the possibility of 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.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Jayne Regan, 02 6270 8186
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761617

Museum of Australian Democracy - Old Parliament House

Closing Date:Monday 25 August 2025

Digital Curatorial and Interpretation

Job Title	Centenary Projects Curatorial Staff
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$75,385 - $105,910
Future Merit Locations	Canberra, Parkes
Office Arrangement	Flexible
Office Arrangement Details	Onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	Several
Agency Website	

Job Description

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

Old Parliament House will mark its centenary in 2027 and MoAD is developing a suite of programs for the anniversary.

We are recruiting curatorial staff at APS 4, APS 5 and APS 6 levels to support the development and delivery of content for exhibition and interpretation projects and for web, social media and digital interactives. Positions will support the delivery of centenary projects and ongoing operations during this period of increased activity.

We are recruiting for five positions:

• APS 4 – Assistant Curator (1 position)

• APS 5 – Assistant Curator (1 position)

• APS 6 – Curator (3 positions)

As an Assistant Curator or Curator you will work in the Curatorial and Interpretation Section with specialist staff. You'll know how to research and tell a great story. You will be skilled at working with people from all walks of life. You'll have an aptitude for exhibition and curatorial work, and be organised and proficient at administration.

Duties

APS 4 Assistant Curator (1 position)

The APS 4 Assistant Curator will be responsible for supporting exhibition projects. Supported by a Curator/Senior Curator, the APS 4 Assistant Curator will:

• Carry out focused research using MoAD's collection, materials from other institutions, and input from stakeholders, including the general public.

• Assess the provenance, cultural context and significance of objects that might be featured in MoAD exhibitions or added to the collection.

• Work collaboratively with internal teams and external contacts and professionally represent MoAD.

• Support curatorial work through excellent record keeping including updating database information, organising research materials, managing object lists, and keeping track of stakeholders.

• With support from senior staff, write and review exhibition content and other materials for onsite and online visitors.

APS 5 Assistant Curator (1 position)

The APS 5 Assistant Curator will be responsible for leading and supporting exhibition and interpretation projects. Working under limited direction from the Curator/Senior Curator, the APS 5 Assistant Curator will:

• Develop and deliver exhibition and interpretive content for onsite and online visitors.

• Carry out focused research using MoAD's collection, materials from other institutions, and input from stakeholders, including the general public.

• Assess the provenance, cultural context and significance of objects that might be featured in MoAD exhibitions or added to the collection.

• Work collaboratively with internal teams and external contacts and professionally represent MoAD.

• Represent MoAD at a range of public forums and in the print, radio, television and online media.

APS 6 Curator (3 positions)

There are three APS 6 Curator positions:

- one position will lead exhibition projects
- one position will lead the content development for MoAD's exhibition changeover program
- one position will work collaboratively with the Digital team to research, develop and review content for digital outputs including the web, social media and digital interactives for exhibitions.

Under limited direction from the Senior Curator, an APS 6 Curator will undertake projects that are complex in nature. An APS 6 Curator appointed to any of the above positions will be required to:

• Lead curatorial and/or interpretation projects; this may include (but is not limited to) the development and delivery of content for an exhibition or online output (e.g. web, social media) or managing a program of gallery changeovers.

• Under limited direction, develop and deliver exhibition content, online features, and other materials for visitors.

• Review and advise on colleagues' outputs to achieve high quality results.

• Lead focused research using MoAD's collection, materials from other institutions, and input from stakeholders, including the general public.

• Assess the provenance, cultural context and significance of objects that might be featured in MoAD exhibitions or added to the collection.

• Work collaboratively with internal teams and external contacts and professionally represent MoAD.

• Represent MoAD at a range of public forums and in the print, radio, television and online media.

• Manage staff members at the APS 4 and 5 levels including devising work plans, setting priorities and handling workflows (depending on team staffing).

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

These are non-ongoing Specified Task opportunities until the end of the centenary program in late 2027.

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Ashley Tenison, 02 6270 8148
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761633

Museum of Australian Democracy - Old Parliament House

Closing Date:Monday 08 September 2025

Curatorial and Interpretation Research, Collections and Curatorial

Job Title	Assistant Curator - Affirmative Measures
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Parkes ACT
Salary	$75,385 - $91,808
Future Merit Locations	Parkes, Canberra
Office Arrangement	On Site
Office Arrangement Details	On site with work from home considered
Classification	APS Level 4;APS Level 5
Position Number	Several
Agency Website	

Job Description

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

Old Parliament House will mark its centenary in 2027 and MoAD is developing a suite of programs for the anniversary. The Centenary program will support the sharing of First Nations' histories and stories, in the voices of First Nations peoples, as they relate to Australian democracy.

As an Assistant Curator you'll work in a small team of curatorial staff under the guidance of the Senior Curator, Centenary Projects. You'll know how to research and tell a great story. You will be skilled at working with people from all walks of life. You'll have an aptitude for exhibition and curatorial work, and be organised and proficient at administration.

Duties

APS 4 Assistant Curator (1 position)

With support from the Senior Curator, the APS 4 Curatorial Assistant will:

• Carry out focused research using MoAD's collection, materials from other institutions, and input from stakeholders, including the general public.

• Assess the provenance, cultural context and significance of objects that might be featured in MoAD exhibitions or added to the collection.

• Work collaboratively with internal teams and external contacts and professionally represent MoAD.

• Support curatorial work through excellent record keeping including updating database information, organising research materials, managing object lists, and keeping track of stakeholders.

• With support from senior staff, write and review exhibition content and other materials for onsite and online visitors.

APS 5 Assistant Curator (1 position)

Working under limited direction from the Senior Curator, the APS 5 Curatorial Assistant will:

• Develop and deliver exhibition and interpretive content for onsite and online visitors.

• Carry out focused research using MoAD's collection, materials from other institutions, and input from stakeholders, including the general public.

• Assess the provenance, cultural context and significance of objects that might be featured in MoAD exhibitions or added to the collection.

• Work collaboratively with internal teams and external contacts and professionally represent MoAD.

Eligibility

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

o be an Australian Citizen; and

o be Aboriginal and/or Torres Strait Islander and provide evidence of Aboriginal or Torres Strait Islander status (further detail below).

o have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement).

o 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

These are non-ongoing Specified Task opportunities until the end of the centenary program in late 2027.

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

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 Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Ashley Tenison, 02 6270 8148
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761670

National Film and Sound Archive of Australia

Closing Date:Sunday 24 August 2025

Corporate Workforce and Culture

Job Title	Wellbeing and Culture Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Acton ACT
Salary	$84,228 - $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	Flexible
Office Arrangement Details	You may apply for flexible working arrangements.
Classification	APS Level 5
Position Number	89991
Agency Website	https://www.nfsa.gov.au/

Job Description

https://nfsa.elmogov.com.au/careers/nfsa/jobs

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the Team

Our Workforce and Culture (W&C) Team is a critical part of the NFSA’s transformation. The team partners with managers across the organisation to achieve our strategic goals, with deep networks and a strong partnership approach to all of its functions.

The team delivers all elements of Human Resources to the NFSA including workforce planning, payroll, learning and development (L&D), Work Health, and Safety (WHS), wellbeing, recruitment, performance management, employee relations (ER), industrial relations (IR), and HR reporting. The team is responsible for leading and managing NFSA’s current and future workforce, including driving the strategic future growth and culture of the NFSA.

The Opportunity

The Workforce and Culture Advisor- Wellbeing and Culture, is responsible for implementing the identified wellbeing activities, and supporting the promotion of a positive workplace culture within the agency.

The role includes problem-solving skills, highly developed communication and stakeholder management skills, and in being a team player who genuinely believes in collaborating to achieve outcomes.

Please note: This recruitment process is intended to fill both current and future vacancies. While the position on offer is non-ongoing for 12-months with the possibility of an extension, a merit pool of suitable applicants may be established to fill similar ongoing and non-ongoing positions within the next 18-months.

Duties

Under general direction, this position is responsible for delivering the following functions:

- Develop and implement the NFSA Well-Being Program, across immediate, medium- and longer-term needs, including:
    - A calendar of relevant activities in educating and supporting staff in the agency.
    - Being proactive in scheduling activities and promoting these throughout the agency.
- Work closely with other team members, in particular:
    - with the WHS Advisor to support Work Health and Safety positive outcomes within the wellbeing space.
    - with the Workforce and Culture Advisor – Administration, in implementing identified training activities within the learning and development space relating to wellbeing.
- Collaborate with stakeholders across the agency to ensure alignment of wellbeing support.
- Contribute to the development of the NFSA's approach to the identification, assessment and management of psychosocial hazards to support healthy and safe workplaces and practices across the agency.
- Support the identification and implementation of activities in contributing to the positive culture within the NSFA including:
    - The allocated activities within the NFSA APS Census Action Plan.
    - Active participation in the Diversity and Inclusion Committee.
    - Promotion of the APS and NFSA Values.
- Prepare and contribute to the development of Executive papers.
- Assist in developing and maintaining HR policies and procedures.
- Maintain HR records correctly.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Proven experience to build and sustain relationships both internally and externally.
2. Demonstrated ability to support strategic objectives.
3. Strong interpersonal, written and verbal communication skills.
4. The ability to work in complex and changing environments.
5. Well-developed analytical skills, including demonstrated ability to pay close attention to detail.

Desired Skills and Experience

Desirable:

- Relevant experience in a similar role within wellbeing and/or culture activities.

Eligibility

To be eligible for this position you must:

• Be an Australian Citizen.

• Satisfactorily complete an Australian Federal Police National Police Check.

How to Apply

When applying via our online e-recruitment system, please address the details in the ‘Key Responsibilities’ and ‘Selection Criteria’ by outlining in 500 words or less, how your skills and relevant experience demonstrate that you would be our ideal candidate. Your current resume is also to be included in your application.

In addition to an application and your resume, the assessment process for this position may

also include an interview and referee reports.

We welcome and encourage applications from people with disability, the LGBTIQ+

communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally

and linguistically diverse backgrounds.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Notes

RecuitAbility

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 see: RecruitAbility | Australian Public Service Commission (https://apsc.gov.au)

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Ceinwyn Whittaker, 62482255
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761853

National Film and Sound Archive of Australia

Closing Date:Thursday 21 August 2025

Corporate Finance

Job Title	Asset Accounting Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Acton ACT
Salary	$116,221 - $125,832
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	You may apply for flexible working arrangements.
Classification	Executive Level 1
Position Number	89941
Agency Website	https://www.nfsa.gov.au/

Job Description

https://nfsa.elmogov.com.au/careers/nfsa/jobs

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne. We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the Team

The Finance section sits within the Corporate Branch and manages the day-to-day financial operations of the NFSA, budgeting & financial reporting, taxation obligations and valuation of assets.

The Opportunity

The Asset Accounting Manager plays a critical role in supporting the CFO, in a small but dynamic team. The candidate will be responsible for the management of the property, plant & equipment, total value over $70 million, from budgeting and procurement, through to capitalisation, valuation, strategic asset replacement and disposal. The candidate will also be responsible for the management of the complex valuation of the national audio-visual collection, currently worth over $340 million. We seek a candidate who can work independently and collaboratively, think strategically and critically analyse business data, always seeking better outcomes.

Please note: This recruitment process is intended to fill both current and future vacancies. While the position on offer is Ongoing, a merit pool of suitable applicants may be established to fill similar ongoing and non-ongoing positions within the next 18-months.

Duties

Under limited direction, this position is responsible for delivering the following functions:

- Support the CFO by providing expert accounting advice, resolving complex issues, and ensuring compliance with legislation, financial frameworks, and government policies.
- With the CFO, develop and review financial reports, policies and procedures appropriate to the NFSA's operations and legislative obligations.
- Manage the approach to and provide advice on the accounting treatment of the national audio-visual collection and property, plant & equipment.
- Support the CFO to interrogate the Financial Management Information System (FMIS) to answer complex financial questions, including Questions on Notice and reporting to Executive and the Portfolio Department.
- Ensure asset capitalisation, valuation, impairment assessments and stocktakes are undertaken as required under accounting standards.
- Assist with the administration of the NFSA's FMIS including the development of functions and reporting tools and coordination of user access and training.
- Manage the NFSA's relationship with auditors and liaise with external suppliers.
- Provide support and review of procurements in collaboration with Procurement Team and oversight and action of purchase orders as required.
- Maintain the fixed asset register and right of use asset schedule and manage the annual stock takes.
- Maintain the NFSA's lease accounting schedules.
- Collaborate with the business area responsible for the Strategic Asset Management Plan.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Extensive knowledge and experience of accounting, financial and asset management procedures.
2. Demonstrated ability to comprehend, analyse and provide strategic advice on complex financial information to support informed decision-making.
3. Well-developed communication skills, client service focus and sound writing skills, including presenting complex financial data to a range of audiences.
4. Proven ability to generate workable financial solutions and make sound judgements.
5. Strong quality assurance across team and individual work, and the ability to produce high quality and accurate solutions.

Qualifications and/or relevant experience required

Mandatory:

- Professional accounting qualifications (CA or CPA)

Desirable:

- Experience in the use of computer-based accounting systems (preferably Technology One) and the Central Budget Management System (CBMS.
- Experience in the management of assets.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.
- Obtain and maintain an Australian Government Baseline Security Clearance.

How to Apply

When applying via our online e-recruitment system, please address the details in the ‘Key Responsibilities’ and ‘Selection Criteria ‘’ by outlining in 1,000 words or less, how your skills and relevant experience demonstrate that you would be our ideal candidate. Your current resume is also to be included in your application.

In addition to an application and your resume, the assessment process for this position may also include an interview and referee reports.

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Notes

RecuitAbility

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 see: RecruitAbility | Australian Public Service Commission (https://apsc.gov.au)

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Andrea O'Keeffe, 02 6248 2055
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0761625

Office of the eSafety Commissioner

Closing Date:Tuesday 26 August 2025

Corporate and Strategy
Strategy, Engagement & Research Industry Insights & Enablement and
Strategic Policy & Tech Futures

Job Title	Policy Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Pyrmont NSW, Melbourne VIC
Salary	$94,658 - $106,898
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our enterprise agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	2476-2025-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

About eSafety

At eSafety, we are pioneers in online safety regulation, leading global efforts to combat digital harms and foster safer, more positive online experiences for all Australians. Our mission is bold and far-reaching. From tackling cyberbullying and child sexual exploitation, to confronting emerging harms brought about by new innovations such as generative AI and immersive technologies, we oversee Australia’s online safety landscape.

Who we are

The **Strategy, Engagement and Research Branch** is focused on:

- National and international online safety regulations, policies and initiatives.
- Engaging with industry and international stakeholders and thought leaders.
- Achieving demonstrable change with Safety by Design by encouraging industry to take a proactive approach to anticipating, detecting and mitigating online risks.
- Understanding the nature and impact of online harms.
- Building the evidence-base for what works to prevent and remediate online harms.

The Branch is looking to fill three APS 6 Policy Officer vacancies across two teams.

About the teams

The **Industry Insights and Enablement Team** is focused on working with the technology industry to make online experiences measurably safer and is responsible for providing industry-related insights that enable eSafety's regulatory operations. We achieve this through strategic industry engagement, gathering intelligence and conducting analysis on online safety practices across the technology ecosystem, and through the creation of Safety by Design resources for, and developed in collaboration with, industry.

The **Strategic Policy and Tech Futures Team** promotes online safety by working to anticipate and address challenges in online safety policy and regulation, including those associated with emerging technologies, such as generative AI and immersive technology.

We seek to influence the strategic direction of online safety policy, regulation, and legislation by providing subject matter expertise and advice on online harms, online safety, and new and emerging technologies. We engage across a variety of sectors and contribute to national policy, legislation and regulation related to online safety, technology, and cross-cutting issues. We also conduct horizon scanning and research on emerging online safety challenges and opportunities and provides strategic advice across the agency.

Duties

The **Industry Insights and Enablement team** is seeking two talented Policy and Engagement Officers to support its strategic objectives.

In this role, you will contribute to advancing online safety through the following key responsibilities:

- Reviewing and updating Safety by Design materials to ensure they remain relevant and applicable to emerging technologies.
- Providing subject matter expertise on the structures, systems, standards, and processes used across the digital ecosystem to mitigate online risks and harms.

- Identifying and promoting industry best practices in online safety through the Safety by Design framework to support effective regulation and scalable operations.
- Expanding eSafety's reach by identifying new industry engagement opportunities and fostering alliances across sectors.
- Advocating for the integration of Safety by Design principles to embed user safety and rights as core business objectives.
- Supporting cross-team efforts within eSafety to gather and analyse industry information.
- Monitoring and analysing industry developments and emerging technology trends.
- Contributing to the creation of meeting briefings for teams across eSafety.
- Developing and maintaining information on good practice approaches to online safety.
- Contributing to the development of team objectives and strategic planning.

The **Strategic Policy and Tech Futures Team** is seeking one talented Policy and Project Officer to support its strategic objectives.

In this role, you will contribute to advancing online safety though the following key responsibilities:

- Conducting research and horizon scanning to produce high quality, robust and evidence-based advice on issues relating to eSafety's role and remit, including through eSafety's technology trends and challenges work stream and other strategic and regulatory policy directions.
- Engaging with a wide array of stakeholders and representing eSafety in forums, including anticipating and responding to stakeholder needs and expectations.
- Engaging proactively and collaboratively with other teams across eSafety to deliver cross-functional initiatives and respond to emerging issues.
- Participating in strategic planning, program and project management for the team, and being responsive to workflow changes in an evolving landscape.
- Supporting eSafety's engagements and awareness of issues by preparing high quality briefings, meeting materials, correspondence and other documents.

Click 'Apply now' to visit our careers page and access the **Policy Officers Candidate Pack** for full details.

Eligibility

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

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

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

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles.

At eSafety, you'll be part of a passionate team under the leadership of an independent Commissioner who is supported by the Australian Communications and Media Authority (ACMA). Our eSafety staff are ACMA employees who are subject to the terms and conditions of employment in the ACMA's Enterprise Agreement 2024-2027.

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 eSafety Commissioner

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

To Apply

Position Contact	Ellen O'Brien, 02 5119 8946
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0761559

Aboriginal Hostels Limited

Closing Date:Sunday 24 August 2025

NSW Operations
Durungaling Hostel, Newcastle, NSW

Job Title	Housekeeper
Job Type	Part-Time, Ongoing
Location	Newcastle NSW
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	4127
Agency Website	https://www.ahl.gov.au/work

Job Description

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

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated part time Housekeeper to join our team and help create a safe, clean, and welcoming environment at our Durungaling Hostel, Newcastle. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a stable job in a supportive team where your efforts truly matter, we'd love to hear from you.

What We Offer:

• **Competitive Pay & Benefits**: $59,520 - $64,877 per annum (pro-rated for part-time). You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.

• **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. (Leave entitlements will be calculated on a pro-rata basis for parttime employees)

• **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

Key Responsibilities of a Housekeeper:

• Clean and maintain resident rooms, kitchens bathrooms, office spaces and communal areas.

• Make sure all areas are safe and hygienic for residents and staff through conducting room inspections with the Manager.

• Manage the laundry service

• Handle cleaning supplies and equipment carefully and follow safety guidelines.

• Assistance with other tasks when needed.

What We’re Looking for in a Housekeeper:

• Available to work weekdays 9:00am – 1.30pm (45 hours per fortnight)

• No cleaning experience needed—just a good attitude and willingness to learn.

• Attention to detail and the ability to work on your own when needed.

• Physical fitness – you will be on your feet moving around, including regular use of stairs.

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 and maintain NSW Working with Children Check.

Notes

How to apply:

• Complete the Application Form on our website here

• Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST by Sunday 24 August 2025.

• Please include your name and the job reference (VN-0761559) in the subject of your email.

• For any questions about the role please contact Carla Wills on 0460 111 106 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	Carla Wills, 0460 111 106
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0761499

Australian Public Service Commission

Closing Date:Tuesday 30 June 2026

APS Academy and Capability
APS Craft & Learning Academy Operations and Delivery

Job Title	Casual Facilitator Register
Job Type	Casual, Non-Ongoing
Location	Various locations - SA SA, Canberra ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - VIC VIC, Various locations - TAS TAS
Salary	$119,919 - $137,443
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
Office Arrangement Details	Casual Facilitators will work from their home office unless facilitating a face-to-face course, where they will be provided with a location.
Classification	Executive Level 1
Position Number	2025_42
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the team

The APS Academy works to ignite a culture of learning and enable APS people, teams and organisations to have the fundamental capabilities to excel as a high performing, skilled and connected one-APS workforce.

To assist with enhancing the capability of the APS workforce, we:

- Build capability through practitioner-led approaches to developing the APS Craft and enable APS people and teams to share knowledge and networks to collaborate
- Provide access to leading learning and development programs, resources and experiences across the APS
- Maximise the impact of learning and development expertise and investment in the APS
- Leverage and connect key networks and stakeholders to facilitate knowledge sharing and best practice

- Engage, grow, retain and deploy one-APS talent and capability in a purposeful way.

Duties

Working to the Director of the Academy Operations and Delivery team, Facilitators:

1. Deliver APS Academy courses and programs, face to face and virtually, to diverse groups employed in the Australian Public Service, focussing on Australian Public Service Craft skills including policy development, integrity, working in partnership, service delivery and specialist courses for Senior Executive Service (SES).
2. Contribute to an uplift in APS Craft capability.
3. Monitor and evaluate learning outcomes, perceptions and relevance of APSC learning and development services to continuously improve value.
4. Work closely with the APS Academy to ensure continuous improvement of course offerings.
5. Provide a professional and high-quality service to APS Academy participants.

We are looking for casual facilitators with extensive APS experience to deliver a wide range of subject matter to an APS and SES audience through face to face and virtual course deliveries. We look to align the professional experience of facilitators with the courses they deliver. Working with the Academy is an engaging way to continue to make a contribution towards capability development in the APS. For some courses facilitators will work in collaboration with a current APS Practitioner (subject matter expert). Casual facilitators are employed by the APSC and deliver professional development courses to the APS on behalf of the APS Academy. Casual facilitators are renumerated at the EL1 level to deliver one, two or three day workshops on an intermittent basis.

Casual facilitators will be required to work towards performance goals through regular feedback from the AOD team to ensure Academy courses are delivered to the highest standard to maintain the Academy’s reputation as a leader in the APS learning ecosystem.

Eligibility

For detailed information about this role including what to include in your application, please refer to the downloadable Candidate Information Pack below.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

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 Commission 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 as part of the pre-employment eligibility checks.

The Australian Public Service Commission is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

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 Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Kahlia Haar, 0262023774
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0761709

Department of the Prime Minister and Cabinet

Closing Date:Sunday 31 August 2025

Digital, Security and Workplace Operations Division
Digital Delivery Branch Whole of Government Systems

Job Title	Assistant Director, Digital Delivery Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,342 - $143,993
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	PMC/2025/093
Agency Website	

Job Description

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

Who we are

The CabNet+ team within the Whole of Government Systems (WofGS) are responsible for the design, development, enhancement and technical ownership of the CabNet+ system. We are a high performing application development team with a strong collaborative culture.

What you will do

The Assistant Director, Capability and Support Manager is responsible for supporting the day-to-day support of the CabNet+ system across Government. This includes but is not limited to:

- Facilitating new Agency on-boarding requests

- Managing Production Support to ensure SLOs and other requirements are met during business hours, factoring in team availability and leave
- Coordination and management of the out of hours support roster
- Monitoring, analysis and where required coordination of rectification of key technical and personnel performance metrics
- Coordination of stakeholder communications and acceptance to facilitate internal or externally required outages to the system
- Tracking and renewing utilised licences and subscriptions
- Management and coordination of new procurements of licences, subscriptions, labour hire contractors and other required items
- Day to day management of the team budget including facilitation, payment and recording of incoming invoices
- Validation, approval and subsequent payment of labour hire contractor timesheets
- Providing support and redundancy to the Delivery Manager and Business Analysts
- Development and maintenance of documentation and procedures required for day-to-day operation
- Provide guidance and mentorship to other team members

Duties

What you will bring

- The skills and qualities our ideal candidate will bring to the role include:
- Strong stakeholder engagement and professional relationship management skills
- Strong verbal and written communication skills
- Experience managing technical teams in complex digital environments.

Qualifications or relevant experience in managing application development teams is desirable.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for a period up to 24 months)

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

Where a non-ongoing specified term is offered, this would be for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

To Apply

Position Contact	Dan Pymont, 0400 742 345
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0761767

Department of the Prime Minister and Cabinet

Closing Date:Sunday 31 August 2025

Digital, Security and Workplace Operations
Digital Strategy and Architecture Cyber Operations

Job Title	Assistant Directors, Cyber Security Operations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,342 - $143,993
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangments will be considered
Classification	Executive Level 1
Position Number	PMC/2025/092
Agency Website	

Job Description

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

Who we are

PM&C's Digital Security and Workplace Operations Division (DSWOD) is in the exciting stage of establishing a new dedicated Cyber Security Operations Centre (SOC) to uplift our cyber defence capabilities and enhance our ability to proactively detect and respond to cyber threats.

The Cyber Operations team forms part of the Digital, Security, and Workplace Operations Division. Our division delivers workplace and business services that support PM&C and our shared service partners to operate effectively and deliver business outcomes. Our services span property, security, digital and information communications technology.

What you will do

Cyber Security Operations Centre (SOC) will serve as the central hub for monitoring, triage, and incident response across our ICT environments, providing real time situational awareness and threat intelligence to protect PM&C's digital systems and data.

We are looking for leaders who are passionate about building high-performing teams and establishing scalable and modern SOC functions.

As a new capability this is a unique opportunity to shape how the SOC is built and operated. You will:

- Manage and develop a team of cyber security analysts
- Oversee optimisation of cyber security technologies and platforms
- Monitor security events and coordinate the triage, investigation and response to cyber incidents
- Develop and exercise incident response plans and playbooks
- Provide regular reporting on SOC performance and threat trends to executive stakeholders
- Collaborate with ICT, cyber governance, executive and external stakeholders to ensure effective security operations.

Cyber Threat Exposure Management (CTEM) team is a newly established capability within DSWOD. The team proactively identifies, assesses, and reduces exposure to cyber threats across PM&C's digital environment.

The CTEM team provides visibility into the attack paths and exposures that adversaries could exploit, combining vulnerability management, attack surface analysis, threat intelligence, and prioritised remediation to continuously improve the PM&C's cyber security posture.

The team works closely with Security Operations Centre, ICT, cloud, and Cyber Governance teams to focus resources on countering threats and vulnerabilities of most significance. As a new capability this is a unique opportunity to shape how CTEM is built and operated. You will:

- Lead the development of strong vulnerability and attack surface management processes and practices
- Oversee the effective detection, assessment, and remediation of cyber security vulnerabilities across PM&C
- Draw upon technical expertise to interpret reconnaissance scanning, identifying opportunities to minimise and harden the PM&C’s cyber-attack surface
- Collaborate with technical and business stakeholders, communicating with influence to minimise the Department's exposure to cyber security threats and risk
- Lead, manage and develop members of the CTEM team
- Build and maintain strong relationships with internal and external stakeholders, including Government agencies, vendors, and industry partners.

Duties

What you will bring

As a Cyber Security Operations Centre Assistant Director, you will have:

- Demonstrated experience leading or managing operational cyber capabilities
- Working knowledge of SIEM, SOAR, EDR and log management technologies
- Experience developing SOC processes, playbooks and team structures
- Strong leadership, team building and stakeholder engagement skills
- Strong understanding of government cyber security requirements and frameworks such as the ISM and PSPF.

Relevant qualifications or industry certifications would be highly regarded.

As a Cyber Threat Exposure Assistant Director, you will have:

- Demonstrated experience leading vulnerability management, threat assessment, or cyber risk management functions
- Strong understanding of vulnerability types (e.g. CVEs, OWASP Top 10, cloud misconfigurations) and common exploitation techniques
- Experience using vulnerability scanning and assessment tools
- Knowledge of security patching, secure configuration, and system hardening practices.
- Familiarity with the Australian Government ISM, PSPF, and Essential Eight mitigation strategies
- Strong analytical, communication, and stakeholder engagement skills.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for a period up to 24 months)

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

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To Apply

Position Contact	Marnie Fraser, (02) 6271 5665
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0761525

National Indigenous Australians Agency

Closing Date:Monday 25 August 2025

Eastern
North Queensland Region Mount Isa and Surrounds Team

Job Title	Engagement Senior Officer, Eastern Group
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Mount Isa QLD
Salary	$98,314 - $110,483
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 NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 6
Position Number	NIAA/2025/112
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=47434CF3-2B84-E8FE-27C9-E41B207AA4F6

The NIAA's vision is to ensure Aboriginal and Torres Strait Islander peoples are heard, recognised and empowered. The NIAA operates in a complex, dynamic environment and is committed to implementing the Government's policies and programs to provide the greatest benefit to all First Nations peoples. To support the Australian Government the NIAA regional presence is focused on place-based practice and working in partnership to develop and implement tailored local solutions. The Senior Engagement Officer works across the North Queensland Region which encompasses spectacular landscape, beautiful scenery and vibrant Aboriginal and Torres Strait Islander cultures.

The position represents the Agency to engage with community stakeholders, partners and government agencies focused on the advancement of Indigenous Australians. The Engagement Senior Officer works with Aboriginal and Torres Strait Islander peoples to develop policy and program responses that address local needs and priorities. The role requires cultural and technical skills to be effective in community engagement in a way that ensures the community voice is accurately heard. The key responsibilities for the role of the Engagement Senior Officer will include:

- ensure the effectiveness of Indigenous Advancement Strategy grants, working closely with communities, providers and funding applicants

- represent the Agency to engage and build relationships with First Nations Corporations, community Traditional Owners, Elders, Leaders, partners, Government Agencies and Non-Government Organisations
- liaise extensively with communities and service providers to provide information and respond to questions about the government's policies and programs, including the new Remote Employment programs
- assist with the development and implementation of strategies and projects that will have a positive impact on Closing the Gap targets under the Commonwealth Closing the Gap
- assist in delivering remote employment programs, including their implementation and monitoring and impact on communities
- ensure the effectiveness of Indigenous Advancement Strategy grants working closely with communities, providers and funding applicants
- provide input and advice into briefs, grant administration processes, and policy and program requests
- create a culturally safe workplace by fostering an environment where the concept of culture and how it influences the workplace and interactions, is understood
- communicate tailored information and messages confidently, with demonstrated cultural competence
- approach difficult negotiations with a clear understanding of key issues and desired outcomes.

In accordance with the National Indigenous Australians Agency Enterprise Agreement 2024-2027, employees stationed in Mount Isa attract additional remote locality conditions including:

- annual remote locality allowance payable fortnightly
- accrual of an additional 3 days annual leave per year
- remote locality leave fare (1 every two years) for employee and approved dependant/s for return airfare(s) based on the lowest practical fare from Mount Isa to Brisbane

Successful applicant/s needing to relocate to Mount Isa may also receive, subject to delegate approval:

- reasonable relocation support negotiated on a case-by-case basis.
- access to subsidised housing assistance

Duties

The North Queensland Region is seeking results-oriented individuals who possess strong engagement and communication skills with project management experience. Our ideal candidates will know how to build on collaboration opportunities and champion a more integrated approach to service delivery within a local region. We are looking for new team members with a strategic focus to support an inclusive, supportive, high-performing team culture.

The candidates will be self-starters and consistently relied upon by supervisors, including the Regional Manager, and will need to be confident to take charge of issues and deliver high-quality outputs. The ideal candidates will have a safety-first approach when travelling and working in remote and or isolated settings. To fill the roles, we are looking for employees who can demonstrate the following competencies:

- high level of cultural acumen and understanding of issues affecting Indigenous peoples
- strong stakeholder engagement skills and a demonstrated ability to develop positive and productive relationships across NIAA as well as with external stakeholders
- able to analyse and respond to high level technical enquiries and draft high quality and concise advice briefs with some complexity
- high level of written and verbal communication skills including the ability to tailor communication to different and diverse audiences
- maintain a firm understanding of local community needs and the services being provided within the community by government and non-government organisations
- well-developed organisational skills, including adapting to change, working with limited direction and managing competing priorities.

The successful candidate will require (and be required to maintain) a standard driver’s license (Class C license). Overnight stays and remote travel will be required including via vehicle, boat (ferry) and small planes.

Eligibility

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

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

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

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

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

To Apply

Position Contact	Henry Enchong, 0458 661 347
Agency Recruitment Site	https://niaa.nga.net.au/?jati=47434CF3-2B84-E8FE-27C9-E41B207AA4F

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Prime Minister and Cabinet

Vacancy VN-0761692

National Indigenous Australians Agency

Closing Date:Wednesday 27 August 2025

Integrity
Program Compliance and Fraud Branch Compliance Section

Job Title	Accounting Compliance Manager, Program Compliance and Fraud Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Newcastle NSW, Sydney NSW, Brisbane QLD, Cairns QLD, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Alice Springs NT
Salary	$126,342 - $143,993
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 NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	Executive Level 1
Position Number	NIAA/2025/115
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=63D116C8-DB73-1859-5C6C-E41BD2364CAD

The Program Compliance and Fraud Branch is responsible for delivering program compliance, fraud control and investigation activities for the National Indigenous Australians Agency (NIAA). The Branch comprises 3 sections and is responsible for the receipt, assessment and investigation of allegations of fraud and serious non-compliance. The Compliance Section is responsible for undertaking compliance reviews of providers contracted to deliver services on the NIAA's behalf; providing advice to NIAA agreement managers in dealing with matters of serious non-compliance; and providing advice to internal stakeholders, including the Senior Executive, regarding the amendment and modification of compliance and risk management policies and procedures with the aim of ensuring service providers expend NIAA funding in accordance with the terms and conditions of funding agreements.

As an EL1 Accounting Compliance Manager, you will provide financial expertise across a variety of work which includes but is not limited to:

- undertaking or leading case work on NIAA funded service providers where there is suspected complex or serious non-compliance, based on internal identification mechanisms and, referrals and/or information from third parties. This may involve:

1. overseeing Serious Non-Compliance Reviews of NIAA funded providers

2. providing advice on intensive support compliance matters to colleagues in the regions across Australia
3. triage assessment of matters that have been referred to the section
4. provision of financial expertise for Serious Non-Compliance Reviews: interpretation, analysis and summary of financial transactions and arrangements which may be used to support future criminal (and civil) proceedings.

- researching, critically analysing and responding to complex and sensitive compliance matters and leveraging the expertise of others to assist in high quality responses and resolution
- managing or contributing to the development of compliance related training and education to all staff, relevant stakeholders and partners
- preparing, reviewing or delegating creation of reports, briefs or any other documents required by the Director, senior executive team, Agency governance committees and its advisory committees
- ensuring processes are developed and in place for monitoring and reporting on complex and serious non-compliance.

You may also work across the Branch to provide specialist support for intelligence assessments and fraud investigations. You must be able to obtain a Working with Vulnerable People (WWVP) clearance (or its equivalent) in the State/Territory that you reside.

Duties

You will bring technical accounting expertise, with proven experience in financial accounting and/or financial statement auditing or forensic accounting. Experience in program or regulatory compliance, risk and intelligence, or investigations will be well regarded. The successful candidate will demonstrate:

- analytical, research and problem-solving skills, particularly in an operational compliance or fraud investigations environment managing and resolving compliance issues
- an ability to interpret and analyse non-compliance with funding agreements and/or legislative obligations, manage sensitive information, and communicate relevant findings in standard formats (such as briefs, talking points and reports)
- strong written and oral communication skills
- highly developed skills in leading and managing teams, including mentoring and developing staff, which may include staff working in different locations
- a high level of emotional intelligence and a creative mindset
- well-developed organisational and interpersonal skills, including the ability to liaise with a wide range of internal and external stakeholders
- effective time management skills to respond to multiple priorities
- experience using (or ability to learn) specialised software, including investigation/compliance case management software, accounting software and grant funding systems
- awareness and personal commitment to the APS Values and Code of Conduct and NIAA Values and Behaviours
- an ability to travel interstate on occasions (or virtually support travelling colleagues), including remote locations.

Mandatory Qualifications

- relevant academic qualifications with membership of Chartered Accountants Australia and New Zealand (CA ANZ) or Certified Practicing Accountants (CPA)

Desirable Qualifications

- certificate IV in Government Investigations/ Certificate IV in Government Investigations (Regulatory Compliance Specialisation), or the ability to obtain this qualification
- graduate Certificate of Forensic Accounting, or working towards this qualification

Eligibility

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

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

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

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

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This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Alison Gallard, 02 6152 3120
Agency Recruitment Site	https://niaa.nga.net.au/?jati=63D116C8-DB73-1859-5C6C-E41BD2364C/

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Prime Minister and Cabinet

Vacancy VN-0761847

National Indigenous Australians Agency

Closing Date:Wednesday 27 August 2025

Integrity
Program Compliance and Fraud Compliance

Job Title	Senior Compliance Officer (Accounting), Program Compliance and Fraud Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Newcastle NSW, Sydney NSW, Brisbane QLD, Cairns QLD, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Alice Springs NT
Salary	$98,314 - $110,483
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 NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	APS Level 6
Position Number	NIAA/2025/114
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=A114CCD7-B415-79C7-744E-E41CF94C775B

The Program Compliance and Fraud Branch is responsible for delivering program compliance, fraud control and investigation activities for the National Indigenous Australians Agency (NIAA). The Branch comprises 3 sections and is responsible for the receipt, assessment and investigation of allegations of fraud and serious non-compliance.

The Compliance Section is responsible for:

- undertaking compliance reviews of providers contracted to deliver services on the NIAA’s behalf
- providing advice to NIAA agreement managers in dealing with matters of serious non-compliance
- providing advice to internal stakeholders, including the Senior Executive, regarding the amendment and modification of compliance and risk management policies and procedures with the aim of ensuring service providers expend NIAA funding in accordance with the terms and conditions of funding agreements.

As a Senior Compliance Officer (Accounting), you will provide financial expertise across a variety of work which includes but is not limited to:

- undertaking or leading case work on NIAA funded service providers where there is suspected complex or serious non-compliance, based on internal identification mechanisms and, referrals and/or information from third parties. This may involve:

1. supporting or overseeing Serious Non-Compliance Reviews of NIAA funded providers
2. providing advice on intensive support compliance matters to colleagues in the regions across Australia
3. triage assessment of matters that have been referred to the section
4. provision of financial expertise for Serious Non-Compliance Reviews: interpretation, analysis and summary of financial transactions and arrangements which may be used to support future criminal (and civil) proceedings

- researching, critically analysing and responding to complex and sensitive compliance matters and leveraging the expertise of others to assist in high quality responses and resolution
- contributing to the development of compliance related training and education to all staff, relevant stakeholders and partners
- providing input to reports, briefs or any other documents required by the Assistant Director and Director
- contributing to the development of processes for monitoring and reporting on complex and serious non-compliance.

You may also work across the Branch to provide specialist support for intelligence assessments and fraud investigations.

You must be able to obtain a Working with Vulnerable People (WWVP) clearance (or its equivalent) in the State/Territory that you reside.

Duties

As a Senior Compliance Officer (Accounting), you will bring technical accounting expertise, with proven experience in financial accounting and/or financial statement auditing or forensic accounting. Experience in program or regulatory compliance, risk and intelligence, or investigations will be well regarded.

The successful candidate will demonstrate:

- analytical, research and problem-solving skills, particularly in an operational compliance or fraud investigations environment managing and resolving compliance issues
- an ability to interpret and analyse non-compliance with funding agreements and/or legislative obligations, manage sensitive information, and communicate relevant findings in standard formats (such as briefs, talking points and reports)
- strong written and oral communication skills
- highly developed skills in leading and managing teams, including mentoring and developing staff, which may include staff working in different locations

- high level of emotional intelligence and a creative mindset
- well-developed organisational and interpersonal skills, including the ability to liaise with a wide range of internal and external stakeholders
- effective time management skills to respond to multiple priorities
- experience using (or ability to learn) specialised software, including investigation/compliance case management software, accounting software and grant funding systems
- awareness and personal commitment to the APS Values and Code of Conduct and NIAA Values and Behaviours
- ability to travel interstate on occasions (or virtually support travelling colleagues), including remote locations.

Mandatory Qualifications:

- Relevant academic qualifications with membership (or working towards membership) of Chartered Accountants Australia and New Zealand (CA ANZ) or Certified Practicing Accountants (CPA)

Desirable Qualifications:

- Certificate IV in Government Investigations/ Certificate IV in Government Investigations (Regulatory Compliance Specialisation), or the ability to obtain this qualification
- Graduate Certificate of Forensic Accounting or working towards this qualification.

Eligibility

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

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

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

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To Apply

Position Contact	Alison Gallard, 02 6152 3120
Agency Recruitment Site	https://niaa.nga.net.au/?jati=A114CCD7-B415-79C7-744E-E41CF94C77

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Prime Minister and Cabinet

Vacancy VN-0761630

Northern Land Council

Closing Date:Friday 22 August 2025

Land and Law
Anthropology Land Interest Reference

Job Title	Land Interest Reference (LIR) Supervisor
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$102,674 - $102,674
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	Work required from office, though work hours can be discussed
Classification	
Position Number	A06
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/Land+Interest+Reference+%28LIR%29+Supervisor/in/Australia/9589364/

- **Location:** Darwin
- **Status:** Full-time

Are you a natural leader with a passion for managing complex information and culturally sensitive research? Join the NLC and lead the delivery of high-impact services that support the protection of Aboriginal knowledge, heritage, and land rights.

Duties

As the LIR Supervisor, you'll be at the helm of a specialised unit responsible for managing and coordinating land information requests across the organisation You'll lead the daily operations of the unit, and ensure the delivery of accurate, timely, and culturally respectful services to internal stakeholders, including anthropologists and consultants. As a key member of the Anthropology Branch leadership team, you'll contribute to strategic planning, maintain rigorous record-keeping practices, support research activities, staff development, and continuous improvement—while ensuring data integrity, cultural protocols, and confidentiality are always maintained.

Eligibility

What you will Bring

You will bring a strong foundation in research coordination, information management, and stakeholder engagement, along with a demonstrated ability to lead high-performing teams in culturally sensitive environments. Your knowledge of anthropological or heritage-related records, combined with excellent organisational and communication skills, will ensure the efficient delivery of Land Interest Reference services across the organisation.

In addition to this, you will have: -

· A degree in Information Management (Records & Archives) or a related field.

· Minimum of four (4) years' relevant experience working in a similar role

· Minimum of two (2) years' experience in leading and supervising a small team

· Sound experience in information management and record keeping, with knowledge of Indigenous material preservation and National Archives of Australia standards, or the ability to quickly acquire it.

Notes

What's in it for you?

At NLC, you'll be part of a values-driven organisation where your leadership supports meaningful outcomes. You'll enjoy a supportive team environment, opportunities for professional development, and the chance to contribute to culturally significant work. This role offers variety, purpose, and the opportunity to shape how information and research are managed across the organisation.

We offer:

- A base salary of **$102,674 per annum** plus **15% superannuation** and **salary sacrificing** up to $15,900 + **meal entertainment and holiday accommodation** benefits up to $2,650 per year.
- Other benefits under our Enterprise Agreement include:
  - **District allowance** of up to $4,797 per annum for individuals with dependents and $2,630 without dependents.
  - **5 weeks annual leave**, leaving loading, 18 days personal leave;
  - **Paid Christmas** close down;
  - Upon completion of 12 months of service an **Annual airfare** with a net (in hand) value of $3,177

Interested applicants should submit a current CV and a cover letter explaining their interest in the role and addressing the essential selection criteria outlined in the position description.

If you have any further queries please contact Wendy Asche on 0483 361 624

Applications Close: Friday 22 August 2025

About the NLC

The Northern Land Council (NLC) is an independent statutory authority of the Commonwealth. The NLC is established under the Aboriginal Land Rights Act (NT) 1976 and its purpose is to serve its constituents who are Traditional Owners (TOs) and other Aboriginal people living in their region. Cultural knowledge and lived experience are central to the work that we do here at NLC. We are committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and amplifying their voices on a range of issues impacting on their lands, seas, culture and communities.

About the Northern Land Council

To Apply

Position Contact	Wendy Asche, 0483 361 624
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Land+Interest+Reference+%28LI

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0761518

Services Australia

Closing Date:Sunday 07 September 2025

Various

Job Title	Aurora Neuroinclusion Program - Affirmative Measures (Disability – autism spectrum disorder/condition or attention deficit/hyperactivity disorder)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$85,559 - $92,324
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements will be negotiated with the successful candidate.
Classification	APS Level 5
Position Number	Aurora Neuroinclusion Program
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://www.servicesaustralia.gov.au/aurora-neuroinclusion-program?context=22

Services Australia will be using the Aurora Neuroinclusion Program to attract, assess and place work ready candidates with autism spectrum disorder/condition or attention deficit/hyperactivity disorder (ADHD) into specialised roles across the agency.

Aurora recognises the unique skills and talents neurodivergent people can bring to work. It seeks to improve career outcomes and provides professional development and work experience by providing a gateway to the Australian Public Service.

About the program

The Aurora Neuroinclusion Program design uses non-traditional recruitment methods to help to find talented neurodivergent jobseekers/candidates looking for a career.

The assessment process is tailored specifically to neurodivergent people to accurately identify and match candidates with specific skillsets needed by our business areas. There are no interviews or psychometric tests. The Program uses practical training exercises and an assessment centre environment to identify and match candidate skills to roles. Each candidate is assessed and evaluated against activities in a range of scenarios and competency-based assessments.

Aurora offers:

- An inclusive recruitment process that allows candidates to demonstrate their skills and abilities.
- Ongoing employment with a competitive salary and working conditions.
- Formal learning and development and on the job training.
- A dedicated neurodiversity coach and agency relationship manager.

Duties

Positions in Canberra, ACT.

Available roles

- Infrastructure Engineer (APS5)
- Database Administrator (APS5)
- User Research Officer (APS5)
- Design Researcher (APS5)
- Data Analyst (APS5)

Eligibility

To participate in the program applicants must be:

- Aged 18 years or older.
- Have a diagnosis of autism spectrum disorder/condition including autistic disorder, Asperger's syndrome, childhood disintegrative disorder, pervasive development disorder - not otherwise specified (PDD-NOS), or attention deficit/hyperactivity disorder (ADHD).
- Have proof of Australian Citizenship.
- Be able to participate in a 2-week assessment phase.
- Applicants must be able to pass an Australian Government Security Clearance.

Successful Applicants will undergo a pre-employment screening process. This will include a police history check, a past employment and referee check and disclosure of medical information.

Notes

These vacancies are open only to people with a specific type of disability - autism spectrum disorder/condition or ADHD.

Successful applicants will be required to provide evidence of autism spectrum disorder/condition or ADHD diagnosis, with consideration of the DSM-5 autism diagnostic criteria. For example, it can be the full diagnostic report, or a redacted section of the report that states autism spectrum disorder/condition or ADHD as a diagnosis, or a letter from a Psychologist, Psychiatrist or GP confirming a diagnosis of autism spectrum disorder/condition, or ADHD. It could also be information confirming your diagnosis from a supporting agency such as the NDIS or a Disability Employment Services Provider.

A merit pool will be established and used to fill similar ongoing vacancies at these levels in this location. This merit pool will be valid for 18 months from the date these roles were advertised.

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

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

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Employ for Ability, For further information click Apply Now
Agency Recruitment Site	https://www.servicesaustralia.gov.au/aurora-neuroinclusion-program?con

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Social Services

Vacancy VN-0761622

National Disability Insurance Agency

Closing Date:Thursday 21 August 2025

Specialised Service Delivery
Complex Support Needs JLO

Job Title	APS6 Justice Liaison (General, Affirmative Measures - Disability & First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Blacktown NSW, Burwood NSW, Campbelltown NSW, Hurstville NSW, Parramatta NSW, Penrith NSW, Surry Hills NSW, Tweed Heads NSW, Alice Springs NT, Darwin NT, Cairns QLD, Townsville QLD, Port Augusta SA, Whyalla SA, Hobart TAS, Launceston TAS, Moonee Ponds VIC, Broome WA, Geraldton WA, Northam WA, Perth WA
Salary	$96,737 - $106,950
Future Merit Locations	Deakin, Blacktown, Burwood, Campbelltown, Hurstville, Parramatta, Penrith, Surry Hills, Tweed Heads, Alice Springs, Darwin, Cairns, Townsville, Port Augusta, Whyalla, Hobart, Launceston, Moonee Ponds, Broome, Geraldton, Northam, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	1935_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

We have an incredible opportunity to join the Justice Liaison Team as APS6 Justice Liaison Officer providing timely and effective assistance to external mainstream justice stakeholders, working alongside people with a disability, who intersect with the justice system. Our aim is to ensure people with a disability have the disability supports they require whilst in custody, and to support their transition into the community.

This position is also being advertised as Affirmative Measures – Disability and Aboriginal Torres Strait Islander.

Affirmative measure positions are to improve employment opportunities in the Australian Public Service.

Duties

Not every day will be the same and being adaptable is the key to success. We are looking for a candidate who has:

Essential:

- Disability related background
- Strong verbal and written communication skills
- Strong liaison skills for interacting with external stakeholders, internal staff and the management team
- Competence in using office software (eg: Microsoft Office Suite)

Desirable:

- Knowledge of criminal justice and forensic systems; State and Territory Government mainstream services
- Familiarity with relevant legislation, regulations and policy frameworks that govern the NDIA
- Highly evolved complex case management skills and able to prioritise accordingly
- Experience working in justice facilities
- Drivers Licence

Eligibility

The ideal candidate will have experience engaging in stakeholder contact, dealing with complex, difficult, and sensitive issues with a high degree of autonomy and professionalism, in public facing positions, which may require the JLO to work from justice and forensic settings e.g. prisons, youth detention centres and forensic hospitals.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

This role may be performed from these key locations WA - Perth, Broome, Northam, Geraldton, VIC - Moonee Ponds, NSW - Tweed Head, Surry Hills, Parramatta, Penrith, Hurstville, Blacktown, Campbelltown, Burwood, ACT - Deakin, QLD - Cairns, Townsville, NT - Darwin, Alice Springs, SA - Port Augusta, Whyalla and TAS - Hobart, Launceston. Other remote locations may be considered.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Work Sample Assessments will be included as part of this process.

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.

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

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Nadine Lee, N/A
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0761644

National Disability Insurance Agency

Closing Date:Thursday 21 August 2025

Reviews and Information Release Division
Internal Review Branch

Job Title	APS5 Review – Planning
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Richmond VIC, Geelong VIC, Adelaide SA, Newcastle NSW, Deakin ACT, Brisbane QLD
Salary	$86,624 - $93,253
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	Work from home arrangements to be discussed with line manager
Classification	APS Level 5
Position Number	2083_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The Internal Reviews Branch sits in the Reviews and Information Release Division in the NDIA and are looking to fill multiple APS5 Internal Review Officer vacancies in the Branch.

The Internal Review Branch manages all internal review requests about planning, responds to all internal review access decisions and provides participants with a clear and consistent internal review of any reviewable decision by the Agency.

Multiple APS5 Internal Review Officer positions are available in this Branch, across various locations. This is a place where your analytical thinking, decision-making, problem-solving skills and a drive for social impact can flourish. This makes every day at work rewarding as you get to work for an Agency creating lasting changes for Australians living with a disability.

Duties

Where you can add value

The APS5 Internal Review Officer will have a high degree of contact with stakeholders and will manage a caseload of review requests delivering high quality decisions that connect people with disability to the supports they need.

Responsibilities of the role include but are not limited to:

- Undertaking evidence-based decision making as prescribed in the NDIS Act, NDIS rules, Operational Guidelines and NDIA policies.
- Working with applicants or participants to gather information regarding the nature and context of individual internal review requests, to inform decision making. This information is often sensitive in nature and requires internal review officers to take care, adopting trauma informed professional communication.
- Informing applicants or participants and their representatives about decisions made, and internal and external review processes and review rights.
- Communicating in a clear, professional manner that considers the specific requirements of the participant/applicant.
- Monitoring and independently managing caseloads, ensuring internal reviews are prioritised and completed within set timeframes.
- Actively engage in continuous improvement opportunities to ensure capability in the role, including learning and development opportunities.
- Contributing to quality improvement activities to enhance service delivery practice, processes and systems.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Ben Stokes, 0362117082
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0761733

National Disability Insurance Agency

Closing Date:Monday 25 August 2025

Technology Services
Agency ICT Services Cloud Infrastructure Platforms

Job Title	EL1 Assistant Director ICT Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - WA WA, Various locations - SA SA, Various locations - TAS TAS, Various locations - NT NT
Salary	$120,530 - $131,919
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	Working arrangements to be discussed with line manager
Classification	Executive Level 1
Position Number	2226_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Technology Services Division has an EL1 vacancy within the Agency ICT Services Branch.

The Agency ICT Services Branch supports all ICT systems and infrastructure excluding the primary business applications such as SAP CRM and Salesforce CRM.

Cloud Platforms is a great team to be part of. We’re here to help the agency unlock the full potential of cloud platforms - so it can deliver better business outcomes and work smarter, faster, and more flexibly. Our mission is to empower the digital workforce with the tools and support they need to innovate and succeed.

We also aim to be a top destination for passionate infrastructure technologists who love solving problems, sharing knowledge, and working together. Our culture is built on open communication, trust, and collaboration. We face challenges honestly and bravely, and we support each other to achieve big things - even when they’re tough.

Duties

Responsibilities of the role include but are not limited to:

- Define and drive the strategic direction of cloud platform services aligned to the agency's goals.
- Lead, mentor, and develop a high-performing team of cloud engineers and specialists.
- Assisting in budget planning and monitoring for cloud services, ensuring cost effective resource allocation.
- Guide the design and implementation of scalable, secure, and resilient cloud services across AWS and Azure.
- Ensure adherence to cloud best practices, compliance standards, and enterprise architecture.
- Oversee the day-to-day operations, availability, performance, and cost efficiency of cloud platforms.
- Ensure all cloud services are thoroughly documented, and documentation is continuously updated.
- Communicate clearly with senior leadership, providing updates on cloud initiatives, risks and value delivery.
- Build strong relationships with all relevant stakeholders to foster an enabling culture across the agency.
- Ensure a timely response to incidents, outages, and performance degradation affecting cloud systems and services.
- (NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

This position will be offered as ongoing or non-ongoing.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Kylie Parker, 08 9550 1169
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0761741

National Disability Insurance Agency

Closing Date:Monday 25 August 2025

Analytics Data and Actuarial Division
Actuarial Insights and Monitoring Branch

Job Title	EL1 Assistant Director, Quality
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Surry Hills NSW, Richmond VIC
Salary	$120,530 - $131,919
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	Work from home arrangements to be discussed with line manager
Classification	Executive Level 1
Position Number	2150_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The Analytics, Data & Actuarial Division at the NDIA provides information and advice on Scheme monitoring, financial sustainability and risks. They perform analysis and provide insights for the overall financial sustainability of the Scheme.

The Actuarial Insights and Monitoring (AIM) Branch sits within the Analytics, Data and Actuarial Division, and is responsible for supporting internal and external stakeholders in understanding the impact of operational and policy decisions on the long-term sustainability of the Scheme.

The Branch is looking for an Assistant Director, Quality to utilise qualitative file reviews to identify and understand key trends in Scheme experience, and to supplement quantitative analysis of the impact of policy changes on the financial sustainability of the Scheme.

This is a place where your analytical thinking, decision-making, problem-solving skills and a drive for social impact can flourish. This makes every day at work rewarding as you get to work for an Agency creating lasting changes for Australians living with a disability.

Duties

Where you can add value

The EL1 Quality role will have a high degree of contact with stakeholders and will be responsible for leading the key deliverables, project timeframes and team goals for project-based work.

Responsibilities of the role include but are not limited to:

- Leading the design and completion of qualitative reviews and providing professional and technical commentary to substantiate observations.
- Using qualitative data to identify and report on key trends and issues and make recommendations for corrective and preventative actions.
- Providing oversight, management and responsibility for deliverables of project-based work under broad direction, managing stakeholders as the key point of contact for the project.
- Responsibility for the production and communication of detailed technical, professional and/or policy advice in relation to complex problems to internal or external stakeholders.
- Providing direction and coaching to junior staff undertaking qualitative analysis work.
- Effectively communicating (verbally and written) and presenting the outcomes of work undertaken to senior stakeholders, tailored to context.
- Building capability of the team through coaching others, providing performance feedback, conflict resolution and encouraging career development.
- Working across teams to build strong relationships within the ADA and other stakeholders within the NDIS.
- Providing a significant contribution to innovation and business improvement strategies and contributing to discussions with senior leadership on team's strategic goals.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement.

Notes

- This position will be offered as ongoing or non-ongoing.
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RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Eleni Kanaris, 02 8202 0741
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0761792

National Disability Insurance Agency

Closing Date:Wednesday 27 August 2025

Integrity and Payment Transformation
Transformation Programs Branch PMO Operations

Job Title	APS5 Project Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Geelong VIC, Brisbane QLD, Robina QLD, Surry Hills NSW, Richmond VIC
Salary	$86,624 - $93,253
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	Working from home arrangements to be discussed with line manager..
Classification	APS Level 5
Position Number	1971_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Transformation Programs Branch has upcoming vacancies for APS5 Project Support Officers.

The Transformation Programs Branch sits under the Integrity and Payments Transformation Division and is responsible to support the delivery of the Crack Down on Fraud (CDoF) Program, including coordinating program management, operations, governance and reporting, stakeholder engagement and change management. CDoF will deliver a program of work that embeds preventative measures against fraud and non-compliance of NDIS. The program will make it easy for participants to use and pay for NDIS supports accurately, fairly and transparently; and for providers to be appropriately paid for the services they deliver.

Duties

The APS5 Project Support Officer role will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of matters to resolve moderately complex to complex enquiries.

Duties include:

- Provide proactive administrative and operational support to the wider team to enable the timely delivery of recruitment, resourcing, finance and procurement activities in a fast-paced environment.
- Monitor and manage multiple tasks simultaneously, ensuring accurate and up-to-date tracking of task status, progress, and timelines.
- Prepare and review documentation such as correspondence to suppliers, onboarding instructions, contract requests, and briefing materials with a high level of accuracy and attention to detail.
- Liaise with internal stakeholders and external providers to facilitate the smooth and timely completion of processes.
- Contribute to the development, maintenance, and continuous improvement of tools, templates, and standard operating procedures.
- Maintain accurate records, ensuring compliance with records management requirements, agency and procurement policies.
- Respond to enquiries in a timely and professional manner, escalating sensitive or complex issues to the team where appropriate.
- Monitor team inbox and assist in triaging requests to ensure efficient workflow management and visibility across activities.
- Support reporting and data entry activities, including invoice receipting and validating information to ensure consistency, completeness, and accuracy.

Eligibility

Baseline Security.

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Notes

- This position will be offered as ongoing or non-ongoing.
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To Apply

Position Contact	Kirsty Anderson, cdof.resourcing@ndis.gov.au
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0761795

National Disability Insurance Agency

Closing Date:Monday 25 August 2025

Technology Services
Cyber Security and Resilience

Job Title	APS6 Cyber Security Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Deakin ACT, Brisbane QLD, Geelong VIC, Richmond VIC
Salary	$96,737 - $106,950
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) - Candidate may be required to work onsite 1 day a week.
Classification	APS Level 6
Position Number	2030_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Our participants, Our people, Our purpose

Currently, there are around 5.5 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms in the country since Medicare. As an Agency, we support more than 717,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the disability support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean a peace of mind for every Australian.

A new role awaits

The Cyber Security and Resilience Branch, within the Technology Services Division, implements the requirements of government security policies and frameworks. This is achieved by providing strategic, tactical and operational Agency-wide oversight of Cyber Security and Operations.

The National Disability and Insurance Agency (NDIA) is seeking candidates to fill Cyber Security Engineer vacancies.

Duties

Where you can add value

As an APS6 Cyber Security Engineer you will be part of a team responsible for developing and delivering cyber security capabilities and internal and external identity and access management solutions.

Your responsibilities may include:

- Identifying, planning, and implementing enhancements to the Agency’s threat landscape.
- Utilising cyber threat modelling techniques to develop systems specific use cases, monitoring plans and cyber security incident response plans.
- Working autonomously with limited direction and identify and drive work through to completion.
- Communicating with influence to ensure deliverables are aligned to Corporate Plan and organisation goals.
- Mentor and provide expertise within a team environment and engage with internal/external stakeholders.

Eligibility

Enough about us, let’s talk about you

What we’re looking for in our ideal candidate:

- Minimum of two years full-time Cyber experience in Operations or Engineering.
- Experience with Australian Government governance concepts with a focus on ICT, policy/standards development, documentation of frameworks, and assisting in the reporting to Senior Executive.
- Demonstrated experience in Cyber Threat Intelligence (CTI) including curating and optimising threat feeds, research into emerging threats and trends and integration of threats into operational platforms and reporting.
- Experience in operating Vulnerability Management platforms in an enterprise environment including cloud, endpoints, network infrastructure and producing reports.
- Demonstrated experience in enterprise scale SIEM engineering.
- Experience with cloud security tooling and cloud platforms (SIEM, SOAR, Endpoint Security, AWS, Azure, O365).
- Strong oral and written communication skills.
- Have a positive, contemporary attitude towards people living with disability, and an understanding on how to ensure documentation and communications can be written in an accessible way.

Your NDIA Experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.

Access to higher superannuation and above market leave entitlements

Competitive remuneration and working conditions that support a positive work life balance

Access to ongoing professional development and learning

Notes

While this role is ideally performed from **Geelong - VIC, Richmond - VIC, Surry Hills - NSW, Brisbane - Qld or Deakin - ACT**, flexible working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to obtain and maintain a Negative Vetting 1 Clearance, undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Applications for this role close - Monday 25 August 2025 11:30pm AEST

If you have any questions, please contact **Manav Daniels via email Manav.Daniels@NDIS.gov.au**

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families. NDIA will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role. If you require an adjustment to be made during the recruitment process (including alternate formats of the application form) or have an enquiry about the support provided, please contact DFP Recruitment on 1300 138 337 ndia@dfp.com.au.

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

There are certain roles within the National Disability Insurance Agency that may require mandatory vaccination, subject to government order or directive. Evidence may be required prior to commencement.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Manav Daniels, .
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0761816

National Disability Insurance Agency

Closing Date:Sunday 31 August 2025

NCC and Complaints Division
Contact Centre Branch NCC Learning and Development

Job Title	NDIA APS6 Learning & Development
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	$96,737 - $96,186
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	Candidate may be required to work onsite, and flexible - Positions may be offered
Classification	APS Level 6
Position Number	62402056
Agency Website	https://www.ndis.gov.au

Job Description

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

The National Contact Centre (NCC) Branch is seeking a highly motivated person to join the team in the role of APS6 NCC Learning and Development.

The NCC is the primary communication channel for people to contact the NDIS. The NCC responds to telephone, email and webchat enquiries from NDIS participants, prospective participants, providers, organisations and the general public. This role presents a great opportunity to represent the NDIA and work with the community to ensure the successful delivery of NDIA services.

Duties

In the role of APS6 NCC Learning and Development, you will be responsible for assisting in the preparation of branch resources and building the capacity and capability of the NCC.

Duties include but are not limited to:

- Supporting the identification of program issues and risks, and opportunities for continuous improvement
- Identifying, documenting and escalating local NCC issues and risks to support continuous improvement of NCC processes
- Monitoring and reporting on progress of projects, learning design and facilitation.
- Working with NCC third party providers and key stakeholders to achieve outcomes and ensure consistent services across all NCC channels

Enough about us, let’s talk about you

Our ideal candidate will help to build the capacity and capability of the NCC, You will have excellent communication and interpersonal skills and display a high attention to detail and possess the ability to make decisions whilst working independently and proactively.

We are on the search for people who can live our values and demonstrate a positive contemporary attitude to people with a disability and value social inclusion and diversity.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker

Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Remote working arrangements may be negotiated for some roles / candidates.

This position will be offered as ongoing or non-ongoing. If the position is offered as non-ongoing, this will be for a specified term of up to 12 months. Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Natalie Hines, 07 5502 4082
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0761859

National Disability Insurance Agency

Closing Date:Sunday 24 August 2025

Analytics Data and Actuarial Division
Legal Reviews Actuarial and Data Group

Job Title	EL1 Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Geelong VIC
Salary	$120,530 - $131,919
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	2356_08/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Analytics, Data and Actuarial Division along with the Operations team support the recruitment, procurement, finance and general operations function of the business area.

We are seeking highly motivated professionals with a focus on managing effective onboarding processes of new team members, end to end management of employee lifecycle, recruitment, assisting the team with performance management, talent retention plans, development, succession planning, and more. They will exercise a significant degree of independence and will use a high-level of decision-making and judgement.

Duties

In this role, you will be responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders while working with the Executive Team to understand people planning and capacity requirements through regular reviews of workflow across teams.

Responsibilities of the role include but are not limited to:

• Working on recruitment to identify talent and attract them to our respective teams.

• Onboarding new employees to the team in a welcoming and consistent matter.

• Undertaking succession planning activities to ensure we have a good pipeline of talent, with a focus on leadership development and capability building.

• Promoting workplace practices consistent with Agency policy and in accordance with Australian Public Service values and leadership behaviours.

• Establish and align procurement and grants practices with governance, policy, procedures and supports.

• Management of finance, invoicing, reviewing budgets, monthly accruals.

Eligibility

Our ideal candidate will be organised, proactive, and able to handle a fast-paced work environment. You will bring previous experience in a similar role, have strong stakeholder engagement and communication skills, underpinned by demonstrated administration experience. You will be a positive and motivated leader, who supports and encourages a ‘can do’ attitude. You will build trust and respect within your team, and across the division.

Notes

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

• You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.

• Access to higher superannuation and above market leave entitlements

• Competitive remuneration and working conditions that support a positive work life balance

• Access to ongoing professional development and learning

While this role is ideally performed from Surry Hills – NSW and Geelong - VIC, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered. (Tailored pending engagement type)

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Applications for this role close (insert time and date)(AEST or AEDT)

If you have any questions, please contact Eleni Kanaris on 02 8202 0741 or email eleni.kanaris@ndis.gov.au

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

About the National Disability Insurance Agency

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To Apply

Position Contact	Eleni Kanaris, 02 8202 0741
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0761860

National Disability Insurance Agency

Closing Date:Wednesday 27 August 2025

Fraud Fusion Taskforce adn Integrity Capability
Fraud Investigations Branch

Job Title	EL1 Fraud Investigator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Richmond VIC
Salary	$120,530 - $131,919
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	Working Arrangments to be discussed with the Line Manager
Classification	Executive Level 1
Position Number	2235_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Fraud Investigations Branch investigates and responds to internal and external fraud against the NDIS. Our branch also represents the operational part of the Fraud Fusion Taskforce

The EL1 Fraud Investigator is accountable under broad direction to undertake very complex work that delivers quality outcomes across the Investigator functions of the NDIA.

The position is an important team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across wide-ranging activities of substantial depth involving significant detail. The role requires providing leadership, control, planning, resource management, performance management and decision making for the Team Membership and assigned Contractors working within the work area.

Duties

The EL1 Fraud Investigator is responsible for actively managing key internal and external stakeholder relationships and where required will represent and negotiate on behalf of the NDIA to advance the NDIA’s interests across a range of forums.

- Utilising a Diploma of Government Investigations, or its equivalent to lead a team responsible for delivering the Agency's fraud and corruption investigation objectives, with a focus on partnership and support across the Agency's divisions, branches and sites.
- Managing and supervising complex and sensitive investigations, leading to high quality briefs of evidence, successful prosecution and hardened protection of participants and the Scheme.
- Promoting awareness of the Agency's fraud and corruption response framework, ensuring all parts of the Agency are aware of their roles and responsibilities and developing and implementing Agency initiatives to enhance fraud and corruption investigations.
- Reviewing and reporting on fraud investigations based on scheme, administrative and payment integrity, and monitoring of actions to address identified issues and providing analysis of the findings and outcomes relating to the maturity of the Agency's fraud response capability, including investigations.
- Assisting with the execution of search warrants, which may require domestic air travel and working extended hours including overnight stays.

Eligibility

- Experience in criminal investigations
- Independent thinking and analytical approach to problem solving
- Build strong effective relationships between internal and external stakeholders.
- Have proven relationship management and engagement experience, communication, organisational and management skills.
- Proactively support the Director – Fraud Investigations, by providing advice, guidance and options on complex fraud investigations to ensure compliance with the Australian Government Investigations Standard.
- Applicants must have or be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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To Apply

Position Contact	David Owen, ffticoperations@ndis.gov.au
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0761874

National Disability Insurance Agency

Closing Date:Thursday 28 August 2025

Reviews and Information Release Division
Info Release Privacy and Legal Ops

Job Title	EL1 Assistant Director Strategy and Communications
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Geelong VIC, Richmond VIC, Parramatta NSW, Brisbane QLD
Salary	$120,530 - $131,919
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	Work from home arrangements to be discussed with line manager
Classification	Executive Level 1
Position Number	2231_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

Are you a values-driven leader with a strong commitment to inclusion, integrity, and excellence? Do you thrive in dynamic environments that require high attention to detail, strategic thinking, and exceptional communication skills? The National Disability Insurance Agency (NDIA) is seeking an experienced Assistant Director to join our Communications, Engagement and Wellbeing team. This is an exciting opportunity to contribute to meaningful work that supports the wellbeing and engagement of our workforce and stakeholders.

The **Reviews and Information Release Division (RIRD)** is responsible for the operation of the Internal Review Branch, the External Review Branch, and the Information Release, Privacy, and Legal Operations Branch. The Acting General Manager, RIRD, is Daniel Flowers.

The **Information Release, Privacy, and Legal Operations (IRPLO) Branch** is responsible for providing operational support and uplifting capability to both the RIRD and CCD through the management of all recruitment and procurement, learning and development, continuous improvement, strategy and reporting, legal operations, and communications and engagement activities. The Branch also manages the Agency's Freedom of Information (FOI), Participant Information Access (PIA), and Agency Privacy Incident Management functions.

The **Communication and Strategy team** sits in the Information Release, Privacy and Legal Operations (IRPLO) branch and supports a connected, informed, and inclusive workplace culture across the divisions. We work closely with senior leaders, business areas and external stakeholders to ensure that communication is clear, timely and accessible, and that staff feel heard, supported, and empowered. From managing divisional newsletters and SharePoint sites to coordinating feedback sessions and wellbeing action plans, our work is grounded in empathy, strategy, and impact.

Duties

Where you can add value

As the EL1 Assistant Director, Strategy and Communications, you will lead the planning and delivery of communications and other key initiatives. You will work closely with senior leaders and a small team to manage strategies and projects that support staff and improve how we share information. Your work will shape and support strategic direction for internal and external reviews, Freedom of Information and Privacy teams.

Duties include:

• **Managing communication** plans from start to finish. This includes managing and sharing of clear, plain English content for internal tools like SharePoint, newsletters and intranet pages.

• **Planning and delivering strategies,** that support divisional goals. You will lead the development of clear, actionable strategies and oversee their implementation from planning through to delivery.

• **Championing inclusive communications**. You will make sure all activities are inclusive and meet accessibility standards and support a workplace where all staff feel valued and heard.

• **Leading engagement activities,** that support staff to share their views, like feedback sessions, surveys and team forums. You will review feedback, find key themes, and lead the follow-up actions to support ongoing improvement.

• **Tracking and reporting on results.** You will monitor and report on the effectiveness initiatives. You will share updates with senior leadership, using data and insights to inform decision-making and continuous improvement.

• **Leading and supporting your team.** You will give clear direction, coaching and feedback. You will help define roles and expectations, and build a team culture of inclusion, respect and accountability.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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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libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Jess Robertson, +61 3 5223 8336
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0761614

Australian Securities and Investments Commission

Closing Date:Thursday 21 August 2025

Job Title	Business Resilience Specialist
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Brisbane, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 1
Position Number	1876964
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226329986

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Become a key player in driving business continuity, crisis, and emergency management at ASIC. Together, we'll ensure our organization is always prepared for the unexpected!

- **Location – Brisbane, Melbourne or Sydney**
- **Salary range – $123,444~$131,725 (depending on experience) plus 15.4% superannuation**
- **Temporary (12 months) role**
- **Applications close at 11:59pm AEST, Thursday 21 August 2025**

The team

The Enterprise Risk and Resilience team in the Chief Risk Office oversees ASIC's risk and resilience frameworks. This team improves risk management, business continuity, and crisis management arrangements. Additionally, the team ensures that business units meet standards and collaborates with management to promote good practices.

The role

As a **Business Resilience Specialist**, you will be leading the team and advocating for the importance of business continuity, crisis and incident management, to ensure the resilience of ASIC's critical infrastructure and operational functions.

You will also be required to:

- Coordinate business continuity and disruption response, including crisis and incident response management and partnering with business owners to undertake Business Impact Assessments (BIA), Risk Assessments, recovery strategy, development of Business Continuity Plans (BCP) and associated strategies to mitigate risk in the event of a major incident.
- Review and test business continuity plans to ensure effectiveness.
- Evaluate ASIC's compliance with BCM policies and emergency response standards for process improvement.
- Manage BCM reporting and compliance, including preparing advice, briefings, and operational reports.
- Represent ASIC in external forums on business continuity and incident management, providing briefings and progress reports.

Duties

About you

We are seeking someone with relevant tertiary qualifications or experience in Business Continuity and Crisis Management and within large corporate or government settings.

You will also demonstrate the following:

- Experience in managing emergency responses/disruptive events in a corporate environment including guiding senior management through exercises with the provision of feedback.
- Experience guiding and mentoring junior team members.
- Advanced relationship management skills to engage and influence a multidisciplinary workforce.
- Experience in business improvement focusing on change, process & systems, policy, and planning development.
- High-level change and project management, conceptual and analytical skills.
- Excellent business writing and verbal communication skills for effective client relationships and presenting complex information to different audiences.

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEST, Thursday 21 August 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to a providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Jennifer Pai, 0478967627
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0761664

Australian Securities and Investments Commission

Closing Date:Wednesday 20 August 2025

Job Title	Lawyer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	$123,444 - $144,386
Future Merit Locations	Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	1875144
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226329604

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Provide high-level legal and strategic advice on financial markets regulation and shape policy and regulatory outcomes that enhance market integrity and consumer protection.

- **Melbourne or Sydney**
- **$123,444 - $144,386 depending on experience (plus 15.4% superannuation)**
- **Permanent (Full time or Part time)**
- **Applications close at 11:59pm AEST, Wednesday 20 August 2025**

The team

ASIC's Markets Group is responsible for ensuring investors have the trust and confidence to invest in Australia's financial markets and for ensuring all market participants, infrastructure providers and gatekeepers operate with integrity, resilience, and transparency. This is done by managing the end-to-end process for regulating markets including supervision, triage, investigation, and enforcement. The Markets Group also provides regulatory advice, considers applications and actively engages with stakeholders.

The Markets Regulation team is a team of specialist lawyers who provide legal support across the Markets Group and also lead and co-ordinate ASIC's input on law reform, policy development and implementation and strategic reviews.

The role

As a Lawyer, you will:

- Provide high-level legal, policy, and strategic advice on financial markets regulation.
- Lead or contribute to key policy projects, collaborating with multidisciplinary teams.
- Draft legal instruments and process applications for regulatory relief.
- Develop legal templates and assist in contract management.
- Build and maintain strong relationships with key stakeholders.

About you

You have tertiary qualifications in law and experience in financial services law, regulatory environments, government policy, or commercial law. Your expertise includes an understanding of the Market Integrity Rules, Corporations Act, and the obligations imposed on Australian Financial Services Licensees and Australian Market Licensees.

Beyond your technical expertise, you are a strong collaborator with excellent stakeholder management and communication skills. You work effectively in complex regulatory environments, demonstrating sound judgment and the ability to deliver timely, high-quality advice.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEST, Wednesday 20 August 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

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We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements

- Assistance for study and professional development

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To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0761666

Australian Securities and Investments Commission

Closing Date:Thursday 21 August 2025

Job Title	Design System Designer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$123,444 - $131,725
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	1877876
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226330795

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

ASIC's design system is in year two and continuing on its path to maturity. Currently we are working closely across the business to educate, extend and integrate the Design System across products and services. As the design system designer, this role is integral to coordinating all design system related activities and furthering the role out and awareness across ASIC.

- **Sydney based location**
- **$123,444 - $131,725 (depending on experience) + 15.4% superannuation**
- **36-month Fixed Term Contract position**
- **Applications close at 11:59pm AEST, 21 August 2025**

The team

The Digital team, part of ASIC's Digital, Data & Technology Office, includes areas such as Regulatory Systems, Digital Communications, and the Human Centred Design (HCD) Hub.

The HCD Hub is an enterprise-wide service driving ASIC's goal to be a digitally enabled, data-informed regulator. It delivers service design and UX/UI expertise, collaborating closely with product owners, project managers, and business teams to implement user-focused, compliant solutions and processes.

The role

The purpose of a Design System Designer at ASIC is to:

- Comprise and design all elements needed to produce ready assets for the design system. This will include Figma assets, documentation, stakeholder management, and wider business communication.
- Drive and organise the priorities for what the design system is focused on, working with product, business and tech to ensure the right DS assets are worked on at the fight time.
- Ingest and utilise any user research that is relevant to the development and design of design system assets.
- Facilitate, organise the manage the design system guild sessions to cover off and review new and evolve design system assets.
- Organise and provide design system training across the business.
- Work closely with the design system developers to make sure the desired assets are created and maintained in code.
- Promote the design system across the organisation.

About you

A successful applicant should possess many or all of the following:

- A minimum of seven years' experience in a UX/UI design role on digital product and service process and experience improvement is a requirement.
- Extensive experience in working with a design system as well as having been involved with the formation of a design system within a large organisation.
- Expert-level ability with Figma.
- Foundational understanding of modern front-end stacks included CSS, HTML etc.
- Demonstrated ability in developing a design system led culture and providing stakeholder and organisational wide promotion, upskilling and training.
- Contribute to a high-performing, collaborative team culture focused on continuous learning and improvement.
- Driven to constantly enhance and deliver exceptional experiences for users.
- Excellent stakeholder management and communication skills.
- Have extensive knowledge of A11y and WCAG.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pmAEST, 21 August 2025

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0761712

Australian Securities and Investments Commission

Closing Date:Thursday 21 August 2025

Job Title	BI Developer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$123,444 - $140,180
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	1875882
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226332021

Duties

A career at ASIC will broaden and deepen your already accomplished knowledge, skills and abilities. By working on cutting edge issues, you'll make a difference to our goals, Australia's economic reputation and wellbeing and your own career aspirations.

ASIC's Data, Analytics and AI Team is seeking a talented BI Developer to join the team. The successful candidate will design, develop and implement critical Business Intelligence (BI) reports using Power BI.

- **Sydney or Melbourne locations**
- **36-month Fixed Term Contract Position**

- **Salary from $123,444 to $140,180 (depending on experience) + 15.4 % superannuation**
- **Applications close at 11:59pm AEST, Thursday 21 August 2025**

The team

The Data, Analytics and AI Team leads ASIC's data strategy and oversees the management, use, and governance of data across the organisation. It collaborates widely to harness internal and external data assets, supporting ASIC's vision through data sourcing, infrastructure, reporting, analytics, and governance.

The role

As a BI Developer you will work with a cross-functional project team and will gather and document reporting requirements to meet business needs.

Your role will encompass the following responsibilities:

- Design, development and implementation of critical Business Intelligence (BI) reports using Power BI.
- Using your skills and experience as a BI Developer, you will then use those requirements to design, develop, test and implement reports and dashboards that utilize the underlying data store(s)/ data warehouse(s) / data mart(s).
- Provide training and assistance to users for generation of ad-hoc reports.
- Design and implement BI best practices, guidelines and repeatable processes.
- Must be able to perform duties with moderate to low supervision.
- Monitor Power BI Platform in an admin capacity.
- Maintain, support, debug and enhance existing reporting solutions.

About you

As an experienced BI Developer interested in working within a complex, enterprise level environment, you will have the following skills:

- More than 4-7 years' experience in a Power BI developer position.
- Experience in data mart or BI semantic layer design (e.g., dimensional modelling).
- In-depth understanding of database management systems, SQL, online analytical processing (OLAP) and ETL (Extract, transform, load) framework.
- Strong experience with solutions for Business Intelligence using Power BI (Mandatory), Qlik (Good to have).
- Deep knowledge of advanced SQL queries.
- Good understanding and experience with cloud services, such as AWS, Data Lake, Databricks.
- Experience of working as Power BI Admin.
- Excellent written and verbal skills with a high-level ability to articulate and present complex concepts clearly and concisely.
- Ability to develop complex reports and dashboards in strict time frames and manage competing priorities.
- Experience of working as developer and support team.

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0761755

Australian Securities and Investments Commission

Closing Date:Monday 25 August 2025

Job Title	Probity & Governance Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Traralgon VIC, Canberra ACT, Brisbane QLD, Adelaide SA, Perth WA, Darwin NT, Hobart TAS
Salary	-
Future Merit Locations	Sydney, Melbourne, Traralgon, Canberra, Brisbane, Adelaide, Perth, Darwin, Hobart
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	APS Level 5;APS Level 6
Position Number	1877678
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226333251

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It is a great opportunity to provide guidance and support on probity issues related to procurement and other ASIC activities, offering well-balanced, pragmatic and commercially sound advice amidst competing interests. You will manage probity reviews of procurement processes, supporting ASIC's Procurement Centre of Excellence by leveraging ASIC probity guidance and artefacts.

- **Sydney, Melbourne, Traralgon, Canberra, Brisbane, Adelaide, Perth, Darwin or Hobart**
- **$94,198- $112,011 (depending on experience), plus 15.4% superannuation**
- **Permanent role**
- **Applications close at 11:59 pm AEST, Monday, 25 August 2025**

The team

The Enterprise Services Group consists of four teams including Finance, Procurement, Property and Contracts, Performance Reporting and Planning and the Enterprise Resource Planning (ERP) Program. The Group provides a range of support, advice and analysis services across ASIC.

The Procurement team provides category support for legal and professional services, oversight of high value/risk procurement, and an advisory and educational service to ensure a cost-effective procurement process.

Duties

The role

As a Probity and Governance Officer, you will be accountable for:

- **Advising on Probity Matters:** Provide guidance on probity issues and manage probity reviews.
- **Risk Management:** Identify and manage probity risks, promote ethical behaviour, and maintain a risk register.
- **Third Party Probity Advisors:** Support engagement with third party advisors for high-risk procurements.
- **Policy Awareness:** Maintain knowledge of ASIC's Procurement Policy and related tools.
- **Policy and Procedure Development:** Develop and review probity policies and procedures.
- **Compliance Monitoring:** Monitor and report compliance with probity requirements.
- **Training and Awareness:** Develop and deliver probity training programs.
- **Conflicts of Interest Management:** Manage conflicts of interest and maintain a central register.
- **Documentation:** Ensure probity processes are documented and auditable.
- **Liaise and Collaborate:** Support the team and develop stakeholder relationships.
- **Monitor and Report:** Monitor regulatory bodies and ensure best practices in probity management.

About you

To thrive in this role, you need relevant vocational or tertiary qualifications, strong experience in resolving probity issues and a solid understanding of governance, risk and compliance requirements. You need proven experience in developing policies, knowledge of government procurement frameworks and excellent attention to detail are essential. You should be adept at interpreting information, building relationships and engaging with stakeholders. You also need the ability to work independently, have advanced Microsoft Office skills and excellent communication skills are also crucial.

Additionally, you must excel in simplifying complex concepts to influence decision-makers and have a focus on continuous improvement. You need strong business writing and engagement skills, along with the ability to work with minimal supervision and be accountable for outcomes, will help you succeed in this role.

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_org

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Treasury

Vacancy VN-0761808

Australian Securities and Investments Commission

Closing Date:Tuesday 26 August 2025

Job Title	Performance Data Quality Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	APS Level 5;APS Level 6
Position Number	1870284
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226333943

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians.

This is a great opportunity for a Performance Data Quality Officer to ensure the accuracy, consistency and reliability of data in ASIC's case management system (CRM). This role supports business units to maintain high-quality records, provides guidance on record-keeping practices and contributes to the development of reporting products by ensuring data integrity and supporting continuous improvement in data capture processes.

- **Sydney or Melbourne**
- **$94,198 - $112,011 (depending on experience), plus 15.4% superannuation**
- **Permanent role**
- **Applications close at 11:59 pm AEST, Tuesday, 26 August 2025**

The team

The Enterprise Services Group includes Finance, Procurement, Property & Contracts and Planning & Performance.

The Strategic Reporting team within Planning & Performance is responsible for providing a range of internal and external analytical and reporting services to ASIC's senior executive leadership and the enforcement and regulatory teams.

As custodians of ASIC's performance reporting data, the team plays a critical role in protecting the quality, consistency, and integrity of performance information. The team ensures that reporting standards are upheld, and that data used in decision-making is accurate and reliable.

Duties

The role

As a Performance Data Quality Officer, you will play a crucial role in ensuring the integrity and consistency of our data. You will develop and maintain guidance materials, such training content, to support consistent record-keeping. Additionally, you will provide feedback and recommendations to business areas on data quality issues, support the resolution of problems, and conduct quality assurance reviews of data in ASIC's case management system (CRM) to identify any inconsistencies and errors.

Your role will also involve facilitating drop-in sessions and workshops to help teams understand data requirements and improve data capture practices. You will collaborate with reporting analysts to ensure CRM data is fit-for-purpose for both internal and external reporting. Engaging with business stakeholders to ensure our systems capture the necessary data for reporting, and escalating issues or enhancement requests as needed, will be key aspects of your responsibilities.

About you

To thrive in this role, you will need a relevant tertiary qualification in business, information management, data analytics, or a related field. Your experience in conducting data quality reviews, providing guidance on record-keeping practices and using Microsoft CRM and tools such as Excel, Power BI, and SQL will be essential. Additionally, your ability to develop and deliver training and support materials to business users will be highly valued.

Strong attention to detail and the ability to identify and resolve data quality issues are crucial. Experience in collaborating with business stakeholders to improve data capture and reporting processes, as well as managing tasks within tight timeframes and being accountable for outcomes, will set you apart as a top candidate for this position.

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Applications close on Tuesday, 26 August 2025

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0761809

Australian Securities and Investments Commission

Closing Date:Monday 25 August 2025

Job Title	Lawyer
Job Type	Full-Time;Part-Time, Ongoing
Location	Perth WA, Sydney NSW, Melbourne VIC
Salary	$94,198 - $112,011
Future Merit Locations	Perth, Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	APS Level 5;APS Level 6
Position Number	1876132
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226333007

Duties

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The Market Conduct team oversees the behaviour of market participants to ensure Australia's financial markets operate with integrity and transparency. As an Analyst in Intermediary Compliance, you will be part of a team monitoring investment banks and intermediaries, analysing market activity, and contributing to regulatory outcomes that support fair and efficient markets.

- **Melbourne, Perth or Sydney**
- **$94,198 - $112,011 depending on experience (plus 15.4% superannuation)**
- **Permanent (Full time or Part time)**
- **Applications close at 11:59pm AEST, Monday 25 August 2025**

The team

The Market Conduct team (within the Markets Group) supervises the conduct of participants in exchange and OTC markets, investment banks, OTC product issuers and wholesale private capital fund managers. The Market Conduct team is also responsible for administering markets regulation, including the market integrity rules.

The role

As an Analyst, you will:

- Conduct surveillance, intelligence gathering, and project work to identify risks and assess compliance with regulatory requirements.
- Analyse market activity and provide evaluation and guidance on technical and policy issues.
- Undertake research and contribute internal advice, reports, and briefings for regulatory matters.
- Contribute to wider ASIC projects and activities which may lead to the drafting of regulatory updates, guidance and media releases.
- Build and maintain effective working relationships with internal and external stakeholders.
- Contribute to operational and strategic team goals, with flexibility for full-time or part-time arrangements.

About you

You will have experience in compliance, risk, or analysis of regulatory issues in a financial services environment such as trading, corporate finance, investment banking, or within a regulator. You have knowledge of the Corporations Act, market integrity rules, and Australian Financial

Services Licence (AFSL) conditions as they apply to financial services intermediaries. Your ability to interpret complex information and apply this to regulatory matters will be highly valued.

You have strong analytical and communication skills, with the ability to present complex information clearly to a range of audiences. You can work collaboratively across teams, adapt to changing priorities, and maintain strong relationships with stakeholders. Your forward-thinking approach and ability to work in a dynamic regulatory environment will support effective market outcomes.

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0761823

Australian Securities and Investments Commission

Closing Date:Tuesday 26 August 2025

Job Title	Unclaimed Monies Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	$61,758 - $73,888
Future Merit Locations	Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	50/50 work from home
Classification	APS Level 2
Position Number	ASIC/1876975
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226334250&in_organid=16529&

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It is a great opportunity to become an Unclaimed Money Analyst, where you will play a vital role in evaluating unclaimed money applications and lodgements. Additionally, you will have the chance to interact with the public and various organizations, addressing their inquiries and providing valuable assistance.

- Brisbane
- $61,758- $73,888 (depending on experience), plus 15.4% superannuation
- Temporary role (12 months) or Permanent opportunity available
- Applications close at 11:59 pm AEST, Tuesday, 26 August 2025

The team

Finance provides strategic oversight of ASIC's financial resources and leads financial reporting, financial compliance, property and procurement functions. The Finance Operations & Cost Recovery team is responsible for ASIC's revenue management and unclaimed monies processes and supporting project work across the finance team.

Duties

As an Unclaimed Money Analyst, you will play a crucial role in assessing and processing unclaimed money claims and payments in accordance with various legislations, including the Corporations Act 2001, Life Insurance Act 1995, Banking Act 1959, and the Public Governance, Performance & Accountability Act 2013 (PGPA). You will also handle unclaimed money lodgements and records, ensuring compliance with Key Performance Indicators (KPIs). Utilising systems like Oracle Enterprise Taxation Management (ETM) and SharePoint, you will manage inquiries from the public and other bodies via phone and email, providing valuable assistance on unclaimed money matters.

In addition to these responsibilities, you will liaise and build rapport with other ASIC work areas and government agencies as needed. Your role will also involve actively participating in process improvement, team planning and your own performance management activities. This dynamic position offers a great opportunity to make a significant impact while working in a collaborative and supportive environment.

Eligibility

To thrive in this role, you should have a secondary education certificate or diploma, along with experience in customer service and working in a team environment. Your ability to handle data entry using various software applications and follow procedures accurately and promptly will be essential.

Additionally, having experience in understanding and applying legislation to assess matters is highly desirable. This role offers a dynamic and collaborative environment where your skills and expertise will be highly valued and put to good use.

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- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, careers@asic.gov.au
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn(

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Treasury

Vacancy VN-0761827

Australian Securities and Investments Commission

Closing Date:Tuesday 26 August 2025

Job Title	IT Service Desk Analyst
Job Type	Full-Time, Non-Ongoing
Location	Darwin NT
Salary	$78,720 - $82,842
Future Merit Locations	Darwin
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6
Position Number	1867557
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226334167

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

- **Location - Darwin**
- **From $78,720 - $82,842 (depending on experience) + 15.4% superannuation**
- **12-Month Fixed Term Contract**
- **Applications close: 26 August 2025**

The team

Information Technology Services delivers diverse IT facilities and support to ASIC, driving major technology projects in virtualisation, data analytics, mobility, and cloud to enhance operations. The Oracle Systems Team develops, maintains, and supports key Registry Applications, including SOA and middleware, ensuring continuous improvement and stability across development, testing, and implementation.

The role

As an **IT Service Desk Analyst**, you will be working as the primary contact for ASIC staff who require support for technology related issues and. This is an excellent opportunity to grow your career with ASIC.

Your responsibilities will include:

- Provide telephone and email support to ASIC staff.
- Effectively communicate with empathy during periods of stress and high pressure.
- Provide ASIC staff with timely, effective assistance on a broad range of technology.
- Aim to solve customer's problems by using known troubleshooting approaches to identify a resolution as quickly as possible.
- Monitor and manage incoming work to drive positive customer outcomes within agreed service standards.
- Document customer issues and the resolution in our customer management system.
- Create and regularly review existing procedural documents for accuracy and relevance to solving customer issues.
- Escalate issues to the Team Leader to get traction on queries that are not progressing in a timely manner.

About you

Likely Skills and Experience:

- Minimum two years' service desk analyst experience with a commitment to finding ways to improve daily activities.
- Experience in responding, recording, and resolving customer queries within a structured and timely manner.
- Demonstrated written and oral communication skills that show empathy and compassion times of high pressure and stress.
- Ability to approach problem solving with logic and sensibility.
- An analytical aptitude that understands business critical issues and when to employ an escalation process.
- A passion for learning new processes and technology.
- The ability to work independently and be accountable for outcomes delivered.

- Experience providing customer service in a remote capacity, with the ability to quickly understand the person's situation.
- An understanding of Information Technology Infrastructure Library (ITIL) framework.
- An understanding of financial services organisations.
- Experience with a broad range of technology with experience in some of: Windows 11 laptops and desktops, Cloud technology (AZURE / AWS / GCP), Networking technology, Printing infrastructure, Windows Server, Active Directory knowledge, Microsoft 365 knowledge.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEST, 26 August 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility

Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0761737

Australian Taxation Office

Closing Date:Wednesday 27 August 2025

Frontline Operations
Various teams

Job Title	Frontline Operations Assistant Director (Affirmative measure - Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Burnie TAS, Wollongong NSW, Canberra ACT, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Burnie, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_FO_561_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=9C64A88F-598C-AAAD-07C3-E41C83E78804

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking a range of dynamic leaders to join our Frontline Operations group.

As an Assistant Director in Frontline Operations, you'll undertake an essential leadership role and ensure delivery of all priorities within your work area. You'll lead a diverse workforce to achieve key corporate and business objectives.

You will influence the design and development of tailored strategies that deliver contemporary client experiences and outstanding results for business.

You will inspire a future-focused mindset and a culture of innovation and continuous improvement. Your relationship and negotiation skills will ensure that strategic partnerships and effective planning for new initiatives are implemented.

Depending on your area of expertise you may:

- lead dynamic teams which could be in a rostered or scheduled client contact centre environment
- encourage staff engagement, guide capability growth and support positive change management while driving operational excellence
- provide technical guidance or advice to clients and staff to assist in resolving complex or sensitive issues
- deliver contract management activities including outsource contracts for labour, print and postal services
- lead, coordinate and monitor a variety of work/case management activities, provide advice and recommendations to solve complex workforce and workload issues
- work with a range of business partners to ensure business requirements are understood to facilitate the delivery of quality services to the community
- through active and strategic engagement, deliver tailored and contemporary outcome focused solutions that optimise debt recovery, on time lodgment, facilitate ongoing willing participation in the taxation and superannuation systems and influence client behaviour
- translate complex insights or technical requirements into actions to resolve a range of procedural or technical issues
- develop and maintain planning processes that support continuous improvement and guide informed decision-making.

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

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

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

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

About the Australian Taxation Office

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

To Apply

Position Contact	Wayne Meharg, (07) 3907 2964
Agency Recruitment Site	https://ato.nga.net.au/?jati=9C64A88F-598C-AAAD-07C3-E41C83E7880

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Treasury

Vacancy VN-0761738

Australian Taxation Office

Closing Date:Wednesday 27 August 2025

Frontline Operations
Various teams

Job Title	Frontline Operations Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Burnie TAS, Canberra ACT, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Burnie, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_FO_560_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=7667C99B-E520-5D0D-85C9-E41C83E0204F

Duties

We are seeking a range of dynamic leaders to join our Frontline Operations group.

As an Assistant Director in Frontline Operations, you'll undertake an essential leadership role and ensure delivery of all priorities within your work area. You'll lead a diverse workforce to achieve key corporate and business objectives.

You will influence the design and development of tailored strategies that deliver contemporary client experiences and outstanding results for business.

You will inspire a future-focused mindset and a culture of innovation and continuous improvement. Your relationship and negotiation skills will ensure that strategic partnerships and effective planning for new initiatives are implemented.

Depending on your area of expertise you may:

- lead dynamic teams which could be in a rostered or scheduled client contact centre environment
- encourage staff engagement, guide capability growth and support positive change management while driving operational excellence
- provide technical guidance or advice to clients and staff to assist in resolving complex or sensitive issues
- deliver contract management activities including outsource contracts for labour, print and postal services
- lead, coordinate and monitor a variety of work/case management activities, provide advice and recommendations to solve complex workforce and workload issues
- work with a range of business partners to ensure business requirements are understood to facilitate the delivery of quality services to the community
- through active and strategic engagement, deliver tailored and contemporary outcome focused solutions that optimise debt recovery, on time lodgment, facilitate ongoing willing participation in the taxation and superannuation systems and influence client behaviour
- translate complex insights or technical requirements into actions to resolve a range of procedural or technical issues
- develop and maintain planning processes that support continuous improvement and guide informed decision-making.

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

Eligibility
Notes

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

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To Apply

Position Contact	Wayne Meharg, (07) 3907 2964
Agency Recruitment Site	https://ato.nga.net.au/?jati=7667C99B-E520-5D0D-85C9-E41C83E0204F

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Treasury

Vacancy VN-0761759

Australian Taxation Office

Closing Date:Thursday 28 August 2025

Client Engagement Group
Various teams

Job Title	Tax Investigator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Dandenong VIC, Geelong VIC, Sydney NSW, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$97,816 - $112,312
Future Merit Locations	Adelaide, Brisbane, Dandenong, Geelong, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_CEG_554_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=C66E4B78-B871-0E3A-9BB8-E41BD30ACA5E

Duties

We are seeking tax professionals who have a proactive, investigative mindset to join our Client Engagement Group in our Private Wealth Behaviours of Concern or Fraud and Criminal Behaviours Financial Crime streams.

As a Tax Investigator, you will work as part of high-performing teams directed at detecting, disrupting and bringing consequence for taxpayers, advisers, and intermediaries who engage in or facilitate persistent tax avoidance or evasion behaviours.

You will support compliance enforcement activities including audits or investigations of entities varying in size and structural complexity.

You will build effective relationships with diverse stakeholders,working with substantial volumes of data and information, applying tax knowledge and technical expertise to identify risks and contribute to solutions to address harmful tax avoidance or evasion behaviours.

You will use your expertise in either tax controversy, corporate tax, forensic accounting, insolvency, litigation, financial services, financial auditing or investigations with tax, finance, corporate law or regulatory implications combatting deliberate non-compliance with the taxation and superannuation systems

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

Eligibility
Notes

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=C66E4B78-B871-0E3A-9BB8-E41BD30ACA5

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Treasury

Vacancy VN-0761760

Australian Taxation Office

Closing Date:Thursday 28 August 2025

Client Engagement Group
Various teams

Job Title	Tax Investigator (Affirmative measure – Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Penrith NSW, Adelaide SA, Brisbane QLD, Dandenong VIC, Geelong VIC, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$97,816 - $112,312
Future Merit Locations	Adelaide, Brisbane, Dandenong, Geelong, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_CEG_555_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=247C9916-DFEA-43CB-487C-E41C8799C058

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking tax professionals who have a proactive, investigative mindset to join our Client Engagement Group in our Private Wealth Behaviours of Concern or Fraud and Criminal Behaviours Financial Crime streams.

As a Tax Investigator, you will work as part of high-performing teams directed at detecting, disrupting and bringing consequence for advisers, and intermediaries who engage in or facilitate persistent tax avoidance or evasion behaviours.

You will support compliance enforcement activities including audits or investigations of entities varying in size and structural complexity.

You will build effective relationships with diverse stakeholders,working with substantial volumes of data and information, applying tax knowledge and technical expertise to identify risks and contribute to solutions to address harmful tax avoidance or evasion behaviours.

You will use your expertise in either tax controversy, corporate tax, forensic accounting, insolvency, litigation, financial services, financial auditing or investigations with tax, finance, corporate law or regulatory implications combatting deliberate non-compliance with the taxation and superannuation systems

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

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

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

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	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=247C9916-DFEA-43CB-487C-E41C8799C05

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Treasury

Vacancy VN-0761761

Australian Taxation Office

Closing Date:Thursday 28 August 2025

Client Engagement Group
Various teams

Job Title	Tax Investigator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Newcastle NSW, Adelaide SA, Brisbane QLD, Box Hill VIC, Dandenong VIC, Geelong VIC, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Brisbane, Box Hill, Dandenong, Geelong, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_CEG_556_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=F039326C-6D36-E44A-1A2B-E41C8816F0BA

Duties

We are seeking tax professionals who have a proactive, investigative mindset to join our Client Engagement Group in our Private Wealth Behaviours of Concern or Fraud and Criminal Behaviours Financial Crime streams.

As a Tax Investigator, you will work as part of high-performing teams directed at detecting, disrupting and bringing consequence for taxpayers, advisers, and intermediaries who engage in or facilitate persistent tax avoidance or evasion behaviours.

You will carry-out compliance enforcement activities including audits or investigations of entities varying in size and structural complexity.

You will play a key role in building effective relationships with diverse stakeholders, analysing substantial volumes of data and information, applying tax knowledge and technical expertise to identify risks, shape and execute bespoke solutions to address harmful tax avoidance or evasion behaviours.

You will use your expertise in either tax controversy, corporate tax, forensic accounting, insolvency, litigation, financial services, financial auditing or investigations with tax, finance, corporate law or regulatory implications combatting deliberate non-compliance with the taxation and superannuation systems.

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

Eligibility
Notes

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

About the Australian Taxation Office

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=F039326C-6D36-E44A-1A2B-E41C8816F0BA

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Treasury

Vacancy VN-0761762

Australian Taxation Office

Closing Date:Thursday 28 August 2025

Client Engagement Group
Various teams

Job Title	Tax Investigator (Affirmative measure – Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Adelaide SA, Brisbane QLD, Box Hill VIC, Dandenong VIC, Sydney NSW, Geelong VIC, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Brisbane, Box Hill, Dandenong, Geelong, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_CEG_557_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=4317AFEB-13AC-D87A-5CB5-E41C891EA4CD

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking tax professionals who have a proactive, investigative mindset to join our Client Engagement Group in our Private Wealth Behaviours of Concern or Fraud and Criminal Behaviours Financial Crime streams.

As a Tax Investigator, you will work as part of high-performing teams directed at detecting, disrupting and bringing consequence for taxpayers, advisers, and intermediaries who engage in or facilitate persistent tax avoidance or evasion behaviours.

You will carry-out compliance enforcement activities including audits or investigations of entities varying in size and structural complexity.

You will play a key role in building effective relationships with diverse stakeholders, analysing substantial volumes of data and information, applying tax knowledge and technical expertise to identify risks, shape and execute bespoke solutions to address harmful tax avoidance or evasion behaviours.

You will use your expertise in either tax controversy, corporate tax, forensic accounting, insolvency, litigation, financial services, financial auditing or investigations with tax, finance, corporate law or regulatory implications combatting deliberate non-compliance with the taxation and superannuation systems.

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

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

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

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

About the Australian Taxation Office

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

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=4317AFEB-13AC-D87A-5CB5-E41C891EA4C

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Treasury

Vacancy VN-0761777

Australian Taxation Office

Closing Date:Thursday 28 August 2025

Client Engagement Group
Various teams

Job Title	Investigative Tax Specialist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Parramatta NSW, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$150,784 - $179,606
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 2
Position Number	EXT_CEG_558_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=BEEA9809-11A3-AAFC-49A5-E41CBC86A2A7

Duties

We are seeking highly experienced tax professionals with strong analytical and investigative skills to join our Client Engagement Group.

As a Tax Investigator, you will be responsible for leading and providing strategic direction for detection and investigation of tax avoidance or evasion by taxpayers and advisers who may engage indeliberate and persistent non-compliant behaviours.

You will use your tax knowledge, technical expertise and ability to engage and influence with diverse stakeholders to develop and implement bespoke solutions to address harmful tax avoidance or evasion behaviours.

You will provide direction to multi-disciplinary teams of subject matter experts across the ATO and work collaboratively with business partners to facilitate interactions and negotiations on complex and sensitive issues to influence outcomes.

You will use your expertise in either tax controversy, corporate tax, forensic accounting, insolvency, litigation, financial services, financial auditing or investigations with tax, finance, corporate law or regulatory implications combatting deliberate non-compliance with the taxation and superannuation systems.

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

Eligibility
Notes

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=BEEA9809-11A3-AAFC-49A5-E41CBC86A2A

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Parliamentary Department

Vacancy VN-0759730

Department of Parliamentary Services

Closing Date:Friday 29 August 2025

Security

Job Title	Parliamentary Security Service (PSS) Officers
Job Type	Part-Time, Ongoing
Location	Canberra ACT
Salary	$63,736 - $74,037
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 1;APS Level 2
Position Number	JR32935
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dep

Job Description

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

Every year, around 800,000 people visit Australian Parliament House to experience the parliamentary process, and to enjoy the architecture, art collections, events, tours, and dining experiences - all made possible by our people, who are active participants in an environment where no two days are the same. Would you like to be part of the team that keeps Australian Parliament House safe and secure, while enjoying a free gym membership, free parking, and convenience of on-site childcare, banking services, cafes and a post office? As a PSS Officer you can have a great career while working in the most iconic building in Australia.

The Department of Parliamentary Services (DPS) is recruiting passionate, customer-focused Parliamentary Security Service (PSS) Officers to join a high performing team. We are committed to attracting, retaining, and developing a diverse workforce that reflects the communities we serve.

Permanent part-time employment (sessional employment) as a PSS Officer provides an opportunity that is unique to Australian Parliament House and the Australian Public Sector. As a sessional officer you are a permanent part time Commonwealth employee and only commit to working during the days that Parliament is sitting (have a look at the 2025 sitting calendar here).

As a sessional employee you primarily support the House of Representatives and Senate chambers, giving you a front row seat to Australia’s democracy in action.

Sessional employment is perfect if you want the certainty of permanent Commonwealth employment, however, may also want to study, work predominantly outside of school holidays, are returning to work or starting to transition away from full time employment, have another part time role, or just want to spend most of your time pursuing other interests outside of work!

As a sessional PSS officer all your training and uniforms are provided, you will receive a competitive salary, with additional shift penalties paid for shifts worked outside of 6:30am to 6pm Monday to Friday.

Who we are looking for:

Work ethic, integrity, a positive approach, strong communication skills and a willingness to learn is more important to us then the roles you may have previously worked in. We also understand that sometimes people have had to step out of the workforce for a period of time, and you may need to demonstrate your skillset to us in different ways. We will provide you with all the training you require to be successful as a PSS officer.

Our ideal candidate would:

- take pride in delivering exceptional customer service
- possess good judgement and communication skills
- value teamwork and foster team cohesion
- demonstrate values of honesty, integrity, inclusion, and accountability
- stay calm under pressure and act professionally in challenging situations, and
- have strong observational skills and can write accurate reports.

You do not need prior experience in the security industry. Your ability to deliver excellent customer service and work as part of a team is most important, and we understand that these skills can be gained in a variety of ways. Current PSS Officers come from a diverse range of backgrounds, including Uni students, trades, retail, law enforcement, defence and hospitality.

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

Across all roles, we provide you with in house training and develop your individual skills to help you build a successful career.

Your responsibilities will include:

- Providing excellent customer service to visitors and building occupants
- Performing front-line and operational security functions such as:
- Mobile patrols of the building:
    - Conducting screening using X-ray machines at entry points to the building
    - Providing a response capability in the event of a security incident
    - Providing immediate first aid in response to a medical emergency
    - Supporting emergency operations during a building lock down or evacuation
    - Undertaking static patrols, controlling access to private areas of the building, and
    - Escorting.
- Communicating effectively to de-escalate situations.
- While rarely required, you will be trained to use the minimum level of force required to maintain the safety and security of Australian Parliament House
- Working closely with other departments within the building, particularly the Australian Federal Police
- Recording and reporting security incidents

You must be able to complete the full security training program to a satisfactory standard. Not meeting the required standard may impact your ongoing employment with DPS.

Employees of DPS are required to be able, and to be seen to be able, to provide professional advice and services to all Senators and Members without favour or prejudice.

- Be an Australian citizen
- Successfully complete a 6-month probation period
- Must pass a Nationally Coordinated Criminal History Check
- Obtain and maintain a Negative Vetting 1 security clearance
- Candidates must undergo a pre-employment medical assessment and be declared physically and/or medically fit to perform the inherent requirements of the role. Details of the physical duties are outlined in the PSS Officer Physical Duties Guide. (Click Apply now to find out more)

Important.

Note: If you experience colour blindness, please contact us prior to applying. The ability to distinguish between shades of colour is essential for operating certain security screening equipment.

If you are a successful candidate, you will be required to:

- Successfully complete an intensive 5 week mandatory training program
- Obtain and maintain a First Aid Certificate – in-house training provided
- Complete mandatory annual refresher training
- Maintain appearance - PSS officers are issued with official uniforms and appropriate personal protective equipment and are expected to maintain a well-groomed, professional appearance.

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

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To Apply

Position Contact	Nathan Paton, 02 6277 8207
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0761361

Department of Parliamentary Services

Closing Date:Monday 01 September 2025

Parliamentary Library
Research Law & Bills Digest

Job Title	Senior Researcher
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	-
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	Executive Level 1
Position Number	JR33037
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dep

Job Description

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

The Research Branch of the Parliamentary Library is recruiting a Senior Researcher with legal qualifications for the Law and Bills Digest Section.

Parliamentary Library researchers provide high quality information, analysis and advice to Senators and Members of Parliament in support of their parliamentary and representational roles. The work is diverse and challenging and involves providing information or tailored briefings directly to Senators, Members and their staff, often within tight deadlines. The work also involves writing publications, which may include analysis of policy, budget documents and legislation.

The Law and Bills Digest Section works across a range of legal issues of relevance to the Parliament, including responding directly to requests for information from parliamentarians and preparing publications (in particular, Bills Digests).

The Law and Bills Digest Section is looking for a senior legal researcher with sound judgment who can work across a range of areas of law and legal issues relevant to Parliament. You will need to be able to succinctly and accurately summarise and explain complex legal issues and legislation in a clear, non-technical manner.

This role requires an ability to write clearly and succinctly, and to quickly find and provide accurate, relevant information and advice to parliamentary clients.

This is an ongoing position. Any merit pool created from this recruitment process may be used to fill ongoing or non-ongoing positions that may arise over the next 18 months.

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

- Senior Researchers in the Law & Bills Digest Section are required to have a Bachelor of Laws (LLB) or Juris Doctor (JD) qualification (as a minimum).
- Skills in writing for non-technical audiences is highly desirable. Also important is the ability and willingness to develop knowledge in new areas.
- 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.

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 Parliamentary Services

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To Apply

Position Contact	Michele Brennan, 02 6277 2764
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0761379

Department of Parliamentary Services

Closing Date:Friday 29 August 2025

Parliamentary Library
Research Law & Bills Digest

Job Title	Researcher
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$97,841 - $109,967
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 6
Position Number	JR33040
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

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

The Research Branch of the Parliamentary Library is recruiting a Researcher with legal qualifications for the Law and Bills Digest Section.

Parliamentary Library researchers provide high quality information, analysis and advice to Senators and Members of Parliament in support of their parliamentary and representational roles. The work is diverse and challenging and involves providing information or tailored briefings directly to Senators, Members and their staff, often within tight deadlines. The work also involves writing publications, which may include analysis of policy, budget documents and legislation.

The Law and Bills Digest Section works across a range of legal issues of relevance to the Parliament, including responding directly to requests for information from parliamentarians and preparing publications (in particular, Bills Digests).

The Law and Bills Digest Section is looking for a legal researcher with sound judgement who can work across a range of areas of law and legal issues relevant to Parliament. You will need to be able to succinctly and accurately summarise and explain complex legal issues and legislation in a clear, non-technical manner.

This role requires an ability to write clearly and succinctly, and to quickly find and provide accurate, relevant information and advice to parliamentary clients.

This is an ongoing position. Any merit pool created from this recruitment process may be used to fill ongoing or non-ongoing positions that may arise over the next 18 months.

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

- Researchers in the Law & Bills Digest Section are required to have a Bachelor of Laws (LLB) or Juris Doctor (JD) qualification (as a minimum).
- Skills in writing for non-technical audiences is highly desirable. Also important is the ability and willingness to develop knowledge in new areas.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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

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To Apply

Position Contact	Michele Brennan, 02 6277 2764
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0761384

Department of Parliamentary Services

Closing Date:Friday 29 August 2025

Parliamentary Library
Research Law & Bills Digest

Job Title	Research Assistant
Job Type	Full-Time;Part-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	JR33039
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

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

The Research Branch of the Parliamentary Library is recruiting a Research Assistant with legal qualifications for the Law and Bills Digest Section.

Parliamentary Library researchers provide high quality information, analysis and advice to Senators and Members of Parliament in support of their parliamentary and representational roles. The work is diverse and challenging and involves providing information or tailored briefings directly to Senators, Members and their staff, often within tight deadlines. The work also involves writing publications, which may include analysis of policy, budget documents and legislation.

The Law and Bills Digest Section works across a range of legal issues of relevance to the Parliament, including responding directly to requests for information from parliamentarians and preparing publications (in particular, Bills Digests).

The Law and Bills Digest Section is looking for a legal researcher with sound judgement who can work across a range of areas of law and legal issues relevant to Parliament. You will need to be able to succinctly and accurately summarise and explain legal issues and legislation in a clear, non-technical manner.

This role requires an ability to write clearly and succinctly, and to quickly find and provide accurate, relevant information and advice to parliamentary clients.

This is an ongoing position. Any merit pool created from this recruitment process may be used to fill ongoing or non-ongoing positions that may arise over the next 18 months.

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

- Researchers in the Law & Bills Digest Section are required to have a Bachelor of Laws (LLB) or Juris Doctor (JD) qualification (as a minimum).
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Jaan Murphy, 02 6277 5105
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0761628

Bureau of Meteorology

Closing Date:Sunday 24 August 2025

Data and Digital Group
Application Services Program

Job Title	Senior Technical Integration Analyst
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019205
Agency Website	

Job Description

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

As a Senior Technical Integration Analyst, you will play a pivotal role in the design, development, and delivery of integration solutions across the Bureau's Enterprise Integration Platform. You will provide technical leadership, support project delivery, and contribute to the strategic uplift of integration capabilities.

To be successful in this role you will need:

• Proven experience to break down complex integration requirements and identify dependencies, risks, and opportunities.

• Strong problem-solving skills to diagnose issues and propose effective solutions.

• Solid understanding of integration technologies such as MFT, ESB, APIs, ETL, and related protocols.

• Familiarity with enterprise integration platforms and data exchange standards.

• Skilled in engaging with both technical and non-technical stakeholders to gather requirements and clarify expectations.

• Ability to translate business needs into clear, actionable technical specifications.

Duties

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

Requirements Gathering and Analysis

• Engage with business stakeholders, technical teams, and external partners to understand data exchange needs.

• Identify and document functional and non-functional requirements for integration interfaces (e.g., performance, security, scalability).

• Analyse existing systems and data flows to determine integration points and dependencies.

Interface Specification

• Define detailed interface specifications including Data formats (e.g., XML, JSON, CSV) and Protocols (e.g., HTTPS, SFTP, REST, SOAP)

• Message structures and schemas

• Error handling and retry mechanisms

• Ensure specifications align with enterprise architecture and integration standards.

Collaboration and Stakeholder Engagement

• Work closely with integration developers, architects, testers, and project managers to ensure requirements are clearly understood and implemented.

• Facilitate workshops and meetings to validate requirements and resolve ambiguities.

• Coordinate with external partners to align interface requirements and delivery timelines.

Documentation and Traceability

• Create and maintain comprehensive documentation including:

• Interface control documents (ICDs)

• Data mapping documents

• Use cases and user stories

• Requirements traceability matrices

Support Testing and Quality Assurance

• Assist in developing test plans and test cases for interface validation.

• Support system integration testing (SIT) and user acceptance testing (UAT).

• Validate that implemented interfaces meet business and technical requirements.

Change Management and Continuous Improvement

• Manage changes to interface requirements through formal change control processes.

• Identify opportunities to improve integration processes and tools.

• Contribute to the evolution of integration standards and best practices.

Compliance and Governance

• Ensure interface designs comply with data governance, privacy, and security policies.

• Support audit and review processes by providing documentation and evidence of compliance.

Eligibility

Qualifications & experience

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

Minimum 10 years of IT experience across a range of relevant disciplines such as project management, integration and data platforms, test, release and environment or system management in highly complex technical environments.

Experience in leading, mentoring, and managing a team a diverse team in a complex environment, including setting objectives, conducting performance reviews, and providing career development guidance.

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 Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include

observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	John Gray, John.Gray@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0761654

Bureau of Meteorology

Closing Date:Sunday 24 August 2025

Data and Digital Group
Application Services Program

Job Title	Senior Integration Developer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	$115,443 - $125,832
Future Merit Locations	Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019202
Agency Website	

Job Description

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

We are looking for an experienced and delivery-focused Senior Integration Developer to join the Integration Competency Centre within the Bureau's Data & Digital Group (DDG). The successful candidate will play a key role in the design, development, testing, and deployment of integration services across a complex data and integration environment.

This role involves working closely with business and technical stakeholders to deliver high-quality integration solutions using RESTful APIs, Web Services, message queuing, file transfers, and database interactions. The Senior Integration Developer will also contribute to the creation and maintenance of a library of integration patterns, support performance and security testing, and ensure the integration platform meets non-functional requirements.

Duties

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

• Lead the end-to-end delivery of integration services, including requirements analysis, solution architecture, detailed design, development, testing, deployment, and transition to support.

• Provide expert-level guidance on integration technologies, patterns, and best practices, including RESTful APIs, message queuing, managed file transfers, and legacy system integration.

• Architect and implement complex integration solutions that meet both functional and non-functional requirements, including performance, scalability, and security.

• Develop and maintain a strategic library of reusable integration patterns to standardise and accelerate solution delivery across the Bureau.

• Manage and optimise the integration platform, ensuring alignment with enterprise architecture and continuous improvement of platform capabilities.

• Mentor and coach technical staff, fostering capability development and promoting adherence to integration standards and practices.

• Collaborate with cross-functional teams and external vendors to ensure seamless integration of systems and data flows across the Bureau.

• Contribute to strategic planning and business improvement initiatives, identifying opportunities for innovation and efficiency in integration delivery.

• Ensure compliance with APS values, security clearance requirements, and WHS policies, maintaining a high standard of professional conduct and accountability.

• Perform other duties as assigned.

Eligibility

Qualifications & experience

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

Minimum 10 years of IT experience across a range of relevant disciplines such as project management, integration and data platforms, test, release and environment or system management in highly complex technical environments.

Experience in leading, mentoring, and managing a team a diverse team in a complex environment, including setting objectives, conducting performance reviews, and providing career development guidance.

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	John Gray, John.gray@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0761697

Bureau of Meteorology

Closing Date:Sunday 24 August 2025

Data and Digital
Data

Job Title	FMS Calibration Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Melbourne VIC
Salary	$94,563 - $105,910
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	flexible working arrangement where the employee work between home and the office, subject to negotiation
Classification	APS Level 6
Position Number	60019203
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

Field Measurement and Standarisation Laboratories Calibration Officer

APS Level 6

Location: Melbourne

The Standards and Metrology Laboratories (SML/FMS) Calibration Officer is responsible for the calibration, acceptance testing and maintenance of a wide variety of electronic and mechanical meteorological instrumentation. They will assess new surface meteorological and hydrological instrumentation for use in the Australian network, provide technical advice and support other technical staff across the Bureau. The Calibration Officer will be required to operate and maintain calibration systems, use workflow and asset management database systems, prepare written documentation, technical diagrams, and procedures. They will also be involved in data analysis projects supporting the characterisation of instruments as they perform in the field. They will have a high level of oral and written communication skills and be able to work as part of a small team, or independently, depending on the circumstances. The Calibration Officer will participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation, and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 and ISO 17025 quality management Standards. The successful candidate will help grow the world-class standards and metrology quality assurance capability and be focused on customer delivery.

The Standards and Metrology Laboratories Calibration Officer will report directly to Principal Metrologist & Field Measurement and Standardisation, EL2.

Duties

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

1. Coordinate and undertake calibration, testing and maintenance of laboratory and field equipment.

2. Liaise with Project Managers, the Standards & Metrology Laboratory Manager, the Principal Metrologist, Inventory Officers and other Calibration Officers to schedule equipment calibrations to align with rollout schedules and optimise utilisation of laboratory capacity.

3. Collect statistics and undertake data analysis, investigations, evaluations, and report on operational issues relating to instrumentation and equipment.

4. Conduct and coordinate metrology research, development and/or evaluation and make recommendations in support of proposed changes to:

a. Observations systems and processes, including siting of new instruments.

b. Calibration systems.

5. Document processes, results and studies in the form of procedures, technical reports and work instructions.

6. Design, code, test and document computer programs in support of scientific and operational activities.

7. Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 and ISO17025 quality management standards.

8. Model APS Values and ensure that policies and practices in relation to all elements of the Bureau's Commitment to Diversity & Inclusion are applied in the workplace and beyond.

9. Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

A degree Tertiary qualification (AQF Level 6 (Advance Diploma/Associate Degree) or higher) of an Australian institution in a relevant technical field such as a Physical Science, Instrumentation, Electronics or Engineering, or a comparable overseas qualification which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

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	Jane Warne, 03 9669 4721
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0761814

Bureau of Meteorology

Closing Date:Thursday 04 September 2025

Community Services
National Production Services

Job Title	Meteorologist
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	$94,563 - $105,910
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	On site, 24/7 shiftwork
Classification	APS Level 6
Position Number	Multiple
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

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

To address this, the Bureau of Meteorology is undertaking significant steps to deliver a more customer focussed, integrated and resilient national operation within the Community Services Group (CSG)

CSG is comprised of three programs, National Production Services (NPS), Environmental Prediction Services and Decision Support Services. The advertised role sits within NPS, a Program that operates with a national capability to lead and coordinate national forecast and warning services. It delivers a 24/7 integrated capability across Melbourne and Brisbane as a nationally resilient operation.

The National Production Meteorologist will report into the National Production Operations Leader and the National Production Senior Meteorologist. This role involves shift work, and primary outputs include contributing to the provision of national forecasts, warnings and guidance, situational awareness and operational response products and services.

To be successful in this role, you will have an understanding of the impacts of the evolving weather, flood, ocean and climate landscapes. You will require a sound understanding of meteorology with a complementary foundational knowledge (or capacity to develop) in hydrology, oceanography and climatology.

In this role you will help consolidate the Bureau's NPS capability, contributing drive and technical knowledge to a team that continues to evolve the Bureau's national forecast processes, aligning effort towards delivering maximum impact and value for all of Australia.

Duties

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

1. Connecting seamlessly with all parts of the Bureau's national operations, the National Production Meteorologist will work with the NP Operations Lead to contribute to a high performing team that delivers outstanding products and services.
2. As part of a 24/7 shift working team maintaining an awareness of national weather, ensuring forecasting products and processes consistently deliver impact and value for our customers, partners and government stakeholders.
3. Particular areas of role focus include but are not limited to, routine Public Weather (forecast and warning), High Seas, Chart Analysis and Offshore Island services.
4. Contributing to the National Weather Outlook and grid intervention strategy including liaison with colleagues across NPS, EPS and DSS.
5. Provide support during incident escalation and emergency response functions, including tsunami services. Demonstrating flexibility and resilience to excel in high pressure, complex and dynamic operating environments, particularly during significant weather events.
6. Working with senior NPS colleagues to ensure appropriate handling of meteorological related media requests, primarily when the Community Engagement colleagues are not on duty. This extends to participating in direct radio broadcasts, social media posts and media interviews.
7. Maintaining consistent collaboration with your peers across EPS, NPS, DSS, Business Solutions Group and the wider Bureau to contribute to the ongoing delivery of the Bureau's strategic direction.
8. Taking responsibility for your ongoing technical, professional and leadership development and supporting colleagues in positively progressing their professional development.
9. Contribute to strategically aligned projects and initiatives, including periods off shift as part of multi-disciplinary delivery teams.
10. Commitment to APS Values and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way
11. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

- Successful completion of the Basic Instruction Package for Meteorologists (BIP-M) as defined in the World Meteorological Organisation Manual on the Implementation of Education and Training Standards in Meteorology and Hydrology: Volume I – Meteorology (WMO-No. 1083).
- Previous experience in operational meteorology
- Australian Citizenship

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

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To Apply

Position Contact	Grace Legge, Grace.legge@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0761867

Bureau of Meteorology

Closing Date:Sunday 31 August 2025

Community Services Group
Environmental Prediction Services

Job Title	Team Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Perth WA
Salary	$135,402 - $152,073
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	On site
Classification	Executive Level 2
Position Number	60016120
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

Australia is regularly affected by severe weather events. These events are growing in frequency and severity, leading to increased impacts on the economy, infrastructure, property, and wellbeing.

To address this, the Bureau of Meteorology has undertaken significant steps to deliver customer focussed, integrated and resilient national operations through the Community Services Group (CSG).

CSG is comprised of Environmental Prediction Services (EPS), Decision Support Services (DSS) and National Production Services (NPS) which are configured to enable scalable, national and resilient services. The EPS program is responsible for the national monitoring, analysis and reporting of hazardous conditions. During severe weather, EPS will be deployed into operations to deliver specialised, hazard-based advice, warning and outlook services.

Operating with a national capability, EPS has four predictive service units: Severe Weather, Marine and Antarctic, Water, and Climate, each of which play a key role in the value chain of the Bureau's capability to deliver a suite of valuable products and services to the Australian community.

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

The Team Lead – Tropical Cyclone reports to the Manager - Severe Weather. The successful candidate will oversee the delivery and development of consistently high-quality severe weather products and services, and during severe weather events will be expected to undertake extended working hours as directed. Some travel may be required as part of the role. Flexible working arrangements are possible, but working from the office is necessary, particularly during periods of severe weather.

The role is a leadership position within Environmental Prediction Services, and as such takes a role in guiding the development and direction of the program, outside of the direct responsibility of the position. The successful candidate will have a unique opportunity to develop and grow the Bureau’s services in EPS.

To be successful in this role, you will have an excellent understanding of operational tropical cyclone and severe weather forecasting, and of the overall total warning system. The role will require you to lead operational delivery of tropical cyclone services, maintain a high-performance culture, and work alongside other leaders across the Bureau to develop and deliver reliable, high quality, customer focussed services.

You will also have a drive and curiosity to evolve the Bureau's severe weather services and engage across the service value chain to increase value and impact. You will be able to demonstrate a proven commitment to excellence in collaboration, negotiation and building partnerships and relationships with customers and stakeholders.

Duties

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

1. Build, lead and manage a high performing, geographically dispersed tropical cyclone team, and commit to collaboration and national ways of working.
2. Oversee the delivery of high-quality tropical cyclone and severe weather forecasts and warnings to Bureau customers.
3. Oversee the analysis and performance reporting of services whilst driving continuous improvement to products, services, process lifecycle management, and governance in the Bureau. This role includes the management and lifecycle ownership of all products and processes for tropical cyclone forecast and warning services, and implementation of lessons learnt from post event reviews.
4. Ability to manage operations within high pressure, complex and dynamic operating environments. During significant weather events you will be committed to supporting the Bureau and our customers outside of standard working hours.

5. As a leadership position this role will provide a strategic focus for the tropical cyclone team, creating a shared sense of purpose by demonstrating how elements fit together and contribute to the higher-level goals as defined by Group Plans and the Bureau Strategy. You will maintain consistent collaboration with your peers whilst cooperating and innovating across EPS, NPS, DSS, Business Solutions Group (BSG) and the wider Bureau to contribute to realising the Bureau's strategic goals.
6. In enhancing the Bureau’s Environmental Prediction capability, you will be responsible for the development and specification of the learning and competency requirements for tropical cyclone and severe weather services. You will work closely with the Bureau of Meteorology Training Centre (BMTC) and the National Operation and Coordination Team (NOCT), and you will prioritise staff development and learning culture to ensure a high performing team.
7. At the request of the customer facing teams, you and your team will provide specialist advice to our customers or Bureau staff as it relates to tropical cyclone and severe weather products and services.
8. Demonstrate commitment to APS Values and Code of Conduct and the Bureau's commitment to diversity and inclusion.
9. Complying with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Australian Citizenship

Notes

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To Apply

Position Contact	Evan Morgan, 03 9669 4048
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0761141

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

Closing Date:Monday 18 August 2025

Parks Australia
Marine & Island Parks Norfolk Island National Park and Botanic Garden

Job Title	Natural Resources Monitoring, Data and Evaluation Officer
Job Type	Full-Time, Ongoing
Location	Norfolk Island NSW
Salary	$95,438 - $108,360
Future Merit Locations	Norfolk Island
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 6
Position Number	2025/2130
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks

(the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Australia has one of the largest networks of marine parks in the world. Marine parks protect the diversity of life in our oceans–from astonishing coral reefs in our tropical seas to deep ocean canyons and undersea mountains in temperate marine regions. This branch oversees the ongoing management of each of the six Marine Park Networks, Policy and Programs Coordination, Science and Management Effectiveness and Authorisations and Compliance.

Norfolk Island National Park (NINP) covers 650ha: 460ha on Norfolk Island and 190ha on the nearby Phillip Island. NINP covers approximately 18% of the land mass of Norfolk Island and is home to a diverse range of fauna. NINP is a major tourist destination for the island, and is faced with many natural resource management challenges, including managing and monitoring threatened species and controlling invasive species. NINP operates with a small but dedicated team of staff and is well regarded by the island community.

Duties

In this role you will be responsible for:

- Managing, maintaining, analysing and interpreting ecological and management data collected across the NINP team and related projects.
- Supporting and training staff in the use of data collection systems for ecological and management data collection, analysis and interpretation.
- Analysing datasets with a variety of tools to solve management issues, identify trends and provide decision support to improve management outcomes.
- Developing and implementing processes for maintaining data integrity, including the preservation and maintenance of historical and contemporary data.
- Contributing to collaborative scientific research and monitoring projects to deliver threatened and invasive species management programs within NINP.
- Undertaking field-based activities that contribute to threatened species conservation and invasive species control programs.
- Assisting with the preparation of technical reports, scientific articles, research permits and communication materials.

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

Mandatory qualifications

Hold a degree, or postgraduate qualifications in natural resource management, environmental management or similar.

Additional requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- Hold and maintain a current manual driver’s licence and ability to drive a 4WD vehicle.

Eligibility and other requirements

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

Mandatory qualifications – your suitability for employment will be dependent on you holding relevant mandatory qualifications.

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

Additional requirements

- Meet physical fitness minimum standards to undertake work within the role including firefighting as needed.
- Note that relocation assistance is subject to negotiation.
- Note that the physical requirements of the role(s) involve a combination of outdoor and office-based work.
- Note that you may be required to perform occasional out-of-hours and weekend work.
- Note that you will be required to complete specific training (including refresher training) related to the role including remote area training, defensive driving, first aid and CPR courses.
- Note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams.
- The ability to obtain and maintain a working with children and vulnerable people check.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department’s uniform policy.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

We currently have one vacancy available for immediate filling on Norfolk Island. A merit pool for filling the same or similar position on Norfolk Island 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	Melinda Wilson, 02 5162 1442
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0761541

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

Closing Date:Sunday 24 August 2025

COP31 Operations Division
Internal Operations Procurement

Job Title	EL1 Procurement Manager & Contract Manager
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$124,861 - $134,295
Future Merit Locations	Hobart, Adelaide, Brisbane, Canberra, Darwin, Melbourne, Perth, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements will be considered based on operational requirements
Classification	Executive Level 1
Position Number	2024/1067
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=8D8A74C7-1BB1-7DED-7240-E41B94B7A238

All applications to be submitted via the COP31 Talent Register through our online system (eRecruit) located at the Department of Climate Change, Energy, the Environment and Water (DCCEEW) People and Jobs. The Apply now link will take you there.

Who we are

Australia is bidding to host the United Nations Framework Convention on Climate Change's 31st Conference of the Parties (COP31) in 2026, in partnership with the Pacific. If successful, COP31 will be held over three weeks in November/December 2026 in an Australian city. COPs are one of the largest international meetings in the world with representatives from governments (at all levels), civil society and global media coming together every year to address the collective impacts of climate change.

The COP31 Operations Division within DCCEEW leads all logistical and operational components of COP31. The division is made up of the Internal Operations Branch, Enabling Operations Branch and the Event Operations Branch, with a view to continue expanding as planning progresses.

We are looking for EL1 Procurement Specialists and Managers to play a vital role in supporting the Government in hosting COP31 in 2026.

For more information on the UNFCCC and COPs, visit the UNFCCC site here.

A job with DCCEEW's COP31 Operations Dvision offers:

- an exciting opportunity to play a critical role in the delivery of a key priority of the Australian Government.
- a respectful, inclusive and safe workplace where you are supported to perform at your best
- attractive remuneration package including generous employer superannuation contributions and allowances (salary packages can be negotiated).
- support for mutually beneficial flexible work arrangements, such as part time work, working from home or remotely (where operational requirements allow).
- the opportunity to work with dynamic and experienced leaders who encourage and support you, to achieve your career ambitions.

Duties

EL1 Procurement Manager

The Procurement Manager will lead and manage a small team in the end-to-end delivery of a range of procurements in the preparation for Australia’s hosting of COP31. They will be responsible for leading complex, strategic procurement processes within an integrated workforce to deliver value for money outcomes for the Government. In addition to the duties outlined above, the Procurement Manager:

- Is accountable to undertake complex to very complex procurement management activities and implement procurement activities that comply with legislative and policy frameworks.
- Works within existing Commonwealth and Departmental frameworks, established principles, work practices and procedures in accordance with DCCEEW’s mission and business objectives in the context of COP31.
- Is accountable to plan, lead and manage a range of matrix resources to achieve business objectives.
- Takes initiative for achieving outcomes, progressing work, reviewing team and business performance and identifying opportunities for continuous improvement. Sets work tasks that align with the strategic objectives and communicate expected outcomes.
- Has people management responsibility and is required to exercise people management skills/knowledge to lead a high performing and cohesive team.
- Provide coordinated input into reporting for senior executive and the Minister’s Office.
- Perform ad-hoc duties as required.

EL1 Contract Manager

The Contract Manager will lead and manage a small team in the end-to-end management of a range of contracts in delivering on Australia’s hosting of COP31. They will be responsible for

leading the management complex contracts in dynamic timeframes with complex deliverables, and working with multi-disciplinary Departmental teams in line areas. In addition to the duties outlined above, the Contract Manager:

- Working within Departmental contract management frameworks, establish and lead best-practice contract management processes for a range of contracts. Is accountable to undertake complex to very complex procurement management activities and implement procurement activities that comply with legislative and policy frameworks.
- Excellent stakeholder management and co-ordination skills working across a range of external teams and staff within the COP31 Procurement team, to ensure that work is progressed in a timely manner and contracts are managed proactively to ensure delivery of value to the Commonwealth
- Plan, lead and manage a range of matrix resources to achieve contract objectives.
- Takes initiative for achieving outcomes, progressing work, reviewing team and business performance and identifying opportunities for continuous improvement. Sets work tasks that align with the strategic objectives and communicate expected outcomes.
- Has people management responsibility and is required to exercise people management skills/knowledge to lead a high performing and cohesive team.
- Provide coordinated input into reporting for senior executive and the Minister’s Office.
- Perform ad-hoc duties as required.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- DCCEEW’s risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

What we are looking for

We are seeking candidates who can demonstrate the following:

- Excellent written and oral communication skills
- Experience managing, or assisting in managing, a diverse group of stakeholders including internal, external, domestic and international
- Demonstrate superior time management skills, with motivation to be innovative, and challenge traditional ways of conducting business.
- Be passionate about ongoing self-improvement, and professional development for your staff and colleagues.

Desirable qualiications

Certificate IV in Procurement and Contract Management or progress towards qualification will be highly regarded.

Subject to operational requirements, these positions may be required to undertake short-term travel to the host city to support COP31 delivery. The successful candidate must be willing and able to undertake short term interstate travel as required.

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** 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

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

To Apply

Position Contact	COP31 Recruitment Team, COP31recruitment@dcceew.gov.au
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=8D8A74C7-1BB1-7DED-7240-E41B9

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Climate Change, Energy, the Environment and Water

Vacancy VN-0761579

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

Closing Date:Sunday 24 August 2025

COP31 Operations Division
Internal Operations Procurement

Job Title	APS6 Procurement Specialist – multiple positions
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$95,438 - $108,360
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements will be considered based on operational requirements
Classification	APS Level 6
Position Number	2025/2019
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=8D8A74C7-1BB1-7DED-7240-E41B94B7A238

All applications to be submitted via the COP31 Talent Register through our online system (eRecruit) located at the Department of Climate Change, Energy, the Environment and Water (DCCEEW) People and Jobs. The Apply now link will take you there

Who we are

Australia is bidding to host the United Nations Framework Convention on Climate Change's 31st Conference of the Parties (COP31) in 2026, in partnership with the Pacific. If successful, COP31 will be held over three weeks in November/December 2026 in an Australian city. COPs are one of the largest international meetings in the world with representatives from governments (at all levels), civil society and global media coming together every year to address the collective impacts of climate change.

The COP31 Operations Division within DCCEEW leads all logistical and operational components of COP31. The division is made up of the Internal Operations Branch, Enabling Operations Branch and the Event Operations Branch, with a view to continue expanding as planning progresses.

We are looking for APS6 Procurement Specialists to play a vital role in supporting the Government in hosting COP31 in 2026.

For more information on the UNFCCC and COPs, visit the UNFCCC site here.

A job with DCCEEW's COP31 Operations Division offers:

- an exciting opportunity to play a critical role in the delivery of a key priority of the Australian Government.
- a respectful, inclusive and safe workplace where you are supported to perform at your best
- attractive remuneration package including generous employer superannuation contributions and allowances (salary packages can be negotiated).
- support for mutually beneficial flexible work arrangements, such as part time work, working from home or remotely (where operational requirements allow).
- the opportunity to work with dynamic and experienced leaders who encourage and support you, to achieve your career ambitions

Duties

The Procurement Specialist will lead and manage end-to-end strategic procurement processes to deliver value for money outcomes for the Australian Government in the context of COP31.

- Manage and support end-to-end procurement processes for a variety of procurement types, sizes, values and methods.
- Provide timely and accurate advice to a range of internal and external stakeholders across the procurement lifecycle including but not limited to, supporting procurement planning, approaching the market, evaluation and negotiation, and contract execution, as well as assisting with the development and preparation of procurement documentation, under direction.
- Interpret, apply and provide timely and accurate advice on procurement policies and legislation, including the Commonwealth Procurement Rules, Commonwealth Procurement Framework, Commonwealth Procurement Connected policies, and the Public Governance Performance and Accountability Act.
- Maintain knowledge of applicable Commonwealth procurement legislation and underlying policy and procedures to ensure accuracy of advice.
- Assist in the management of client expectations and engage with stakeholders.
- Contract data entry and administration of the procurement processing function.
- Monitor contract data and engage with business areas to support contract management.
- Effectively manage competing priorities.
- Contribute to the development and maintenance of training and guidance material.
- Provide system assistance to clients
- Perform ad-hoc duties as required.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles

- WHS obligations, taking responsibility for own health and safety and that of others
- DCCEEW's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

What we are looking for

We are seeking candidates who can demonstrate the following:

- Excellent written and oral communication skills
- Experience managing, or assisting in managing, a diverse group of stakeholders including internal, external, domestic and international
- Demonstrate superior time management skills, with motivation to be innovative, and challenge traditional ways of conducting business.
- Be passionate about ongoing self-improvement, and professional development for your staff and colleagues.

Desirable qualifications

Certificate IV in Procurement and Contract Management or progress towards qualification will be highly regarded.

Subject to operational requirements, these positions may be required to undertake short-term travel to the host city to support COP31 delivery. The successful candidate must be willing and able to undertake short term interstate travel as required.

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** 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

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

To Apply

Position Contact	COP31 Recruitment team, COP31Recruitment@dcceew.gov.au
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=8D8A74C7-1BB1-7DED-7240-E41B9

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Climate Change, Energy, the Environment and Water

Vacancy VN-0761602

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

Closing Date:Sunday 24 August 2025

National Energy Transformation
National Climate & Energy Partnerships Snowy Hydro Governance and Policy

Job Title	Director, Snowy Hydro Governance and Policy
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$146,942 - $170,725
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	The successful applicant will need to work in a DCCEEW office.
Classification	Executive Level 2
Position Number	2025/2192
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=DDC5D4DE-D4E2-560C-5FA7-E41B929DB072

The team manage the department's interests in Snowy Hydro Limited’s performance and responsibilities, and the internal governance arrangements to support the Minister for Climate Change and Energy’s shareholding responsibilities. The team monitor the impacts of government policies on Snowy Hydro Limited and engage with Snowy Hydro Limited on its policy impacts. The team are responsible for managing and maintaining engagement with relevant stakeholders in relation to Snowy Hydro Limited, both internally and externally.

Duties

- Lead the development and provision of high-quality advice to support the department and Minister for Climate Change and Energy in managing their shareholder responsibilities.
- Manage and influence the working level relationships with Snowy Hydro and Department of Finance to deliver effective control of the company for the Minister for Climate Change and Energy.
- Overseeing (and reviewing as appropriate) governance arrangements to manage Snowy Hydro Limited's performance and provide oversight of the Government’s shareholding responsibilities.
- Develop policy and enabling advice on Snowy Hydro’s strategies and operations related to cross-cutting departmental policy areas including water, emissions and energy.
- Monitor and drive the progress of Snowy 2.0 and the Hunter Power Project,
- Support capability development of team members, empowering them to work collaboratively and productively to deliver high quality outcomes to achieve identified business objectives.
- Promote integrity practices by displaying a high level of ethical behaviour in accordance with the APS Code of Conduct, APS Values and APS Employment Principles.

- Manage and lead the team consistent with Work Health and Safety responsibilities, obligations, and the department's Workplace Behaviours policy.

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

We currently have one vacancy available for immediate filling in Adelaide - SA, Brisbane - QLD, Canberra - ACT, Hobart - TAS, Melbourne - VIC, Perth, - WA, Sydney, - NSW. A merit pool for filling the same or similar position in any location in Australia 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	Matt Minchin, 0428 136 974
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=DDC5D4DE-D4E2-560C-5FA7-E41B

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Climate Change, Energy, the Environment and Water

Vacancy VN-0761621

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

Closing Date:Wednesday 31 December 2025

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Job Title	COP31 2025 Talent Register
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Adelaide SA, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	$77,728 - $170,725
Future Merit Locations	Brisbane, Canberra, Adelaide, Darwin, Hobart, Melbourne, Sydney, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements will be considered based on operational requirements
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	2025/2019
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=8D8A74C7-1BB1-7DED-7240-E41B94B7A238

The COP31 Talent Register (the Register) provides all eligible members of the community with the opportunity to register for upcoming temporary employment opportunities with the Department of Climate Change, Energy, the Environment and Water's (DCCEEW) COP31 team.

Who we are

Australia is bidding to host the United Nations Framework Convention on Climate Change's 31st Conference of the Parties (COP31) in 2026, in partnership with the Pacific. If successful, COP31 will be held over three weeks in November 2026 in Adelaide. COPs are one of the largest international meetings in the world with representatives from governments (at all levels), civil society and global media coming together every year to address the collective impacts of climate change.

The Register will be used to fill a broad range of exciting APS 4 to Executive Level 2 roles across COP31 Corporate & Event Operations, Policy and Executive Support functions, to support early foundational COP31 planning. The Register is open to APS employees as well members of the community with relevant experience to potentially join the COP31 team.

For more information on the UNFCCC and COPs, visit the UNFCCC site here.

Your application will remain active until November 2026, and you may be contacted at any time about available opportunities.

Duties

Who are we looking for?

We are seeking high performing professionals to work in Operations, Policy and Executive Support roles. Previous experience in major event delivery will be considered favourably. Please see the Functional Areas descriptions below for more details about each proposed section.

The **COP31 Operations** function manages all logistical and operational components of the event and will require people who have knowledge and experience across a range of functions.

We are seeking candidates with skills and experience in one or more of the following areas:

- Accommodation
- Administration and Executive Support
- Corporate capabilities including Human Resources, Finance, Governance, Risk Management
- Corporate Partnerships
- Event Coordination, Integration and Readiness
- Digital, Creative and Event Experience
- Procurement and Contract Management
- Program Planning and Project Management
- Sustainability
- Accreditation
- Airports
- Information, Communication and Technology (ICT)
- Protocol and Liaison Services
- Security

- Strategic Communications and Media
- Transport
- Venue Delivery and Management (including venue operations and design) and Catering.

The **COP31 Policy** function is responsible for policy design and engagement on COP31 outcomes. This includes a successful multilateral negotiation agenda, design and development of policy outcomes, and the development of strong relationships with international and domestic stakeholders.

We are expanding our teams and searching for dedicated professionals with a range of skills and experience. We are particularly interested in candidates who can contribute to the following key areas:

- Administration and Executive Support
- International Engagement – Pacific and Global
- Climate and Energy Policy
- Development Policy
- First Nations Policy and Engagement
- Multilateral Negotiations
- Stakeholder Engagement
- Trade and Investment

While the COP31 team is geographically dispersed, the core COP31 team is based in Canberra. Short-term domestic and international travel maybe required for roles on COP31. A willingness to work outside core hours and travel at short notice may also be required, although maintenance of a safe and sensible working environment will be a priority for the COP31 Team.

As an organisation, we want to cultivate representation and leadership that authentically reflects and serves the diverse needs and aspirations of the community. We therefore strongly encourage applications from across the community including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, people with disability, people of the LGBTIQA+ community, mature age people and carers.

A job with DCCEEW's COP31 Team offers:

- an exciting opportunity to play a critical role in the delivery of a key priority of the Australian Government
- a respectful, inclusive and safe workplace where you are supported to perform at your best
- attractive remuneration package including generous employer superannuation contributions and allowances
- support for mutually beneficial flexible work arrangements, such as part time work, working from home or remotely (where operational requirements allow)
- the opportunity to work with dynamic and experienced leaders who encourage and support you, to achieve your career ambitions.

Eligibility

Employment Type

The majority of positions with the COP31 Team will be offered as non-ongoing engagements for the lifetime of the COP31 Project consistent with the provisions under the Public Service Act 1999 (the Act) including:

- Current APS employees - temporary transfers may be offered, under section 26 of the Act.
- Current DCCEEW employees - temporary reassignment of duties at level or higher classification may be offered.
- Non-APS employees - non-ongoing opportunities for an initial period of up to 12 months may be offered, with the possibility of extension.

Flexible working arrangements (such as remote work, part time work) will be considered on an individual basis, based on the operational requirements of the role and individual preferences.

Security Clearance Required

- A security clearance may be required, depending on the role.

Eligibility

- Applicants must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At DCCEEW to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- 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 COP31 team members are required to have a minimum baseline security clearance.
- Successful applicants will be assessed through our pre-employment screening checks, such as a National Criminal History Check, and will be subject to a six-month probation period.

Notes

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.

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

To Apply

Position Contact	COP31 Recruitment, COP31Recruitment@dcceew.gov.au
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=8D8A74C7-1BB1-7DED-7240-E41B9

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Climate Change, Energy, the Environment and Water

Vacancy VN-0761657

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

Closing Date:Monday 25 August 2025

Job Title	SES Band 1 - Branch Head - Multiple Vacancies
Job Type	Full-Time, Ongoing;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	On Site;Flexible
Office Arrangement Details	Flexible working arrangements, including hybrid office/home attendance may be considered based on operational requirements.
Classification	Senior Executive Service Band 1
Position Number	2025/2278
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Department of Climate Change, Energy, the Environment and Water (DCCEEW) is responsible for protecting Australia's environment, heritage and water resources and for the delivery of the Government's climate change and energy agenda. Maintaining a healthy environment, protecting our cultural heritage and

ensuring the successful transition of our energy systems to a renewable future, underpins the future of our community and the success of Australia's economy in the coming decades.

We provide innovative and expert advice to the Australian Government grounded in science and evidence. We develop policy, deliver programs, manage assets, administer legislation, and regulate. We work collaboratively and in partnership with First Nations Peoples, communities, regions, industry, states and territories, other government departments and international partners to achieve outcomes for the environment, the economy, and all Australians. The work we do today, matters for tomorrow.

The Executive is comprised of the Secretary, and six Deputy Secretaries. As Branch Head, you will be reporting directly to a Division Head who reports to a Deputy Secretary.

For more information about us please visit our website.

The job

There are multiple SES Band 1, Branch Head vacancies in the Climate Change and Energy Groups. The immediate vacancies are:

Climate Change Group

COP31 Clean Energy Economy Branch, International Climate and Energy Division

The Branch Head, COP31 Clean Energy Economy Branch will provide strategic leadership in shaping Australia's contribution to the global clean energy transition and industrial decarbonisation. This critical role will drive innovation, leverage financial flows, and foster trade partnerships to deliver Australia's COP31 priorities and net zero commitments.

Regional Partnerships Branch, International Climate and Energy Division

The Branch Head, Regional Partnerships will provide strategic leadership and expert direction to advance Australia's COP31 priorities and net zero transition through key international partnerships. This pivotal role will oversee and coordinate Australia's engagement across diverse regions and multilateral fora, driving policy development and seizing new opportunities.

Energy Group

Electricity Markets Branch, Electricity Division

As Branch Head, Energy Markets Branch you will drive policy outcomes for competitive retail markets and consumers during Australia's energy transition, working collaboratively across government departments and with state and territory governments. Your role will encompass competitive electricity market policy and frameworks, delivering market reliability and security outcomes, managing cross-jurisdictional stakeholder engagement, and developing energy system transition strategy.

Greenhouse and Energy Minimum Standards (GEMS) Branch, Energy Performance Division

As Branch Head, Greenhouse and Energy Minimum Standards (GEMS) Branch, you will be responsible for managing and administering the Greenhouse and Energy Minimum Standards Act 2012 (GEMS Act), Australia's national appliance and equipment energy efficiency legislation. You will perform the Statutory Role as the Greenhouse and Energy Minimum Standards Regulator and will work across Government departments, divisions and the E3 program to deliver strong regulation and policy outcomes in Australia’s interest.

Energy Performance Strategy Branch, Energy Performance Division

As the Branch Head of the Energy Performance Strategy Branch, you will be responsible for driving national efforts to improve energy performance and reduce demand through the delivery and annual review of the National Energy Performance Strategy. You will lead high-impact policy initiatives and champion the integration of demand-side approaches across the Energy and Climate Change Group’s policy frameworks. Providing evidence-based policy advice to support delivery of the government's energy transition and achievement of net zero targets is an important aspect of this role.

Energy Security, Resilience and Emergency Response Branch, National Energy Transformation Division

The Branch Head, Energy Security, Resilience and Emergency Response Branch is responsible for policy work to understand, manage and, where appropriate, respond to domestic and international risks to Australia’s energy security. We contribute to whole of government agendas on cyber security, supply chain security, foreign investment, critical infrastructure protection, and long-term resilience to climate change. The Branch also leads on the Commonwealth’s response to energy supply emergencies.

Current and expected vacancies include both specialist roles and broader program and policy roles across the department. This selection process will also be used to establish a merit pool that may be used to fill roles within the following 18 months.

Duties

What we are looking for

To be successful for these roles you will need to meet the Senior Executive Service capability for the SES Band 1 level, and you will possess some or all of the following:

- Demonstrated experience providing strategic and operational leadership.
- A good understanding of strategic external and internal communications, including working with ministers' offices and media management.
- A proven reputation for relationship building and maintaining networks across organisations.
- Ability to manage stakeholder expectations, priorities and changes giving consideration to local and cultural sensitivities and stakeholder needs.
- Proven ability to achieve organisational outcomes, build capability and manage risk to ensure government objectives are achieved.
- Ability to build a culture that aligns with the APS Values and fosters high performing teams who are dedicated to achieving quality outcomes.
- Ability to engage other parts of the business to assist in the overall delivery of Agency goals while maintaining alignment to the broader strategic environment across Government.
- Ability to evaluate ongoing branch and project performance and develop capability in teams to consistently deliver quality outcomes.
- Innovative, consultative, resilient and personally accountable for the quality of advice, products, service and strategies.
- Ability to maintain a strong understanding of potential reputational risks and think critically to manage and minimise risks.
- Self-awareness, cultural competence and ability to foster respect and inclusion in the workplace.
- Ability to promote and apply the APS Values and Code of Conduct, as well as Agency values and behaviours.
- Ability to demonstrate stewardship by ensuring the high performance and sustainability of the APS, harnessing experience, diversity and resources to deliver common objectives.

Desirable qualifications/skills

For roles in Climate Change Group:

- Deep subject matter expertise in one or more relevant areas, including international policy, diplomacy, climate policy, or multilateral negotiations
- Experience in establishing and leading a taskforce or other time-bound or mission-oriented team, demonstrating your ability to rapidly mobilise resources and deliver under pressure.

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 - Ability to obtain and maintain a **Negative Vetting 1,** or **Negative Vetting 2** security clearance. Security clearance requirements will vary depending on position and indicated in the individual job descriptions.

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	Dan Wilson - First Grade Recruitment, 0426 477 670
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0761857

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

Closing Date:Thursday 28 August 2025

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

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

- Preparing and providing 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-0761869

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

Closing Date:Wednesday 27 August 2025

People
Several Several

Job Title	Assistant Director, People
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS
Salary	$124,861 - $134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements may be considered based on operational requirements.
Classification	Executive Level 1
Position Number	2025/2318
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au

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

As an Assistant Director in People Division, you will lead the delivery of people-centric HR services and initiatives across a diverse department with a geographically dispersed workforce. You will manage complex and sensitive HR matters and provide high-quality advice, and will build and sustain effective working relationships with a broad range of stakeholders. You will contribute to the delivery of departmental, divisional and branch priorities, effectively managing risks and driving innovation and continuous improvement. As an Assistant Director in People Division, you will help create a high-performance work environment, and may manage a small to medium team – including work allocation, coaching, setting expectations and providing regular feedback.

Duties

Assistant Director, Learning Systems & Solutions (People Branch) – *Vacancy to be filled in either Canberra, Darwin or Melbourne.*

In this role, you will lead a small team of APS6 Learning Designers, oversee the design and delivery of high-impact L&D programs, and ensure the effective operation of our enterprise learning platforms, including LearnHub and LinkedIn Learning. You will provide strategic direction on eLearning and digital content creation, foster collaboration across the department, and drive innovation in learning solutions. We're looking for a leader with the ability to inspire a high-performing team in a fast-paced and evolving environment.

Assistant Director, Rehabilitation Management (People Safety, Support & Wellbeing Branch) – *Vacancy to be filled in either Adeliade, Brisbane, Canberra, Hobart, Melbourne or Sydney.*

You will provide personalised case management services tailored to the needs of the department. This is a great opportunity to lead the delivery of people-centric rehabilitation services and initiatives across a diverse department with a geographically dispersed workforce.

You will need a strong understanding of contemporary case management strategies, demonstrated experience with interpretation and application of relevant legislation, the ability to quickly interpret, implement and explain internal rehabilitation, return to work, and leave policies and procedures. You will also bring demonstrated experience in health and/or workers compensation case management.

Assistant Director, HR Help (People Safety, Support & Wellbeing Branch) – *Vacancy to be filled in either Adelaide, Brisbane, Canberra, Hobart, Melbourne or Sydney.*

In this role you will lead our HR Help team and manage a range of HR matters – from routine questions to more complex issues – ensuring responses are accurate and timely, and design and deliver HR Information sessions to staff. You will provide leadership, guidance, and support to the HR Help team, including staff development, performance management, recruitment, and building a positive, high-performing and collaborative team culture.

You will need a good understanding of HR practices, strong communication and problem-solving skills, experience with HR information systems and reporting and the ability to effectively manage a team. Importantly, you will need to be proactive and focused on delivering great service to staff.

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

We are filling immediate vacancies within our People Branch and People Safety, Support & Wellbeing Branch, and a merit pool may be formed to fill similar vacancies over the next 18 months.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Karina Lejsek, 0481 143 299
Agency Recruitment Site	https://dcceewjobs.nga.net.au

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Employment and Workplace Relations

Vacancy VN-0761553

Comcare

Closing Date:Sunday 24 August 2025

Regulatory Operations
Risk and Analysis

Job Title	Operations Quality Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD, Newcastle NSW, Launceston TAS
Salary	$99,985 - $110,946
Future Merit Locations	Canberra, Sydney, Melbourne, Adelaide, Brisbane, Newcastle, Launceston
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and can be negotiated with the business area.
Classification	APS Level 6
Position Number	01257
Agency Website	

Job Description

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

Team Overview

Risk and Analysis Team is the first line of Comcare's management of regulation of health and safety for the jurisdiction. The team provides a nationally integrated Notification, Helpdesk and Intelligence capability designed to support the Regulatory Operations Group (ROG) in its delivery of targeted, risk-based regulation.

Risk and Analysis Team is a geographically dispersed team, consisting of two sub-units: "Operations" and "Intelligence and Data".

Risk and Analysis, Operations Unit, is primarily responsible for the management and initial assessment of Work, Health and Safety (WHS) incident and hazard notifications and the operation of the WHS Helpdesk for the Comcare jurisdiction. The team also delivers a range of statutory authorisation, approval and licensing services.

Risk and Analysis, Intelligence and Data Unit, supports ROG in the delivery of targeted, risk based regulatory activities through reporting and analysis of WHS data, responding to internal information requests and providing proactive and reactive intelligence to inform Comcare's regulatory activity.

Duties

1. Manage the delivery of accurate processing and intelligence-led analysis for Incident Notifications, Hazard Notifications and WHS Concerns in accordance with the *Work Health and Safety Act 2011* (Cth) (WHS Act) and *Work Health and Safety Regulations 2011* (Cth) (WHS Regulations).
2. Manage the delivery of the WHS Helpdesk to ensure accurate and consistent guidance and general information is provided to the Commonwealth WHS jurisdiction.
3. Manage the delivery of authorisation and licensing activities under the WHS Act and WHS Regulations, including high risk work, plant, hazardous chemicals, construction induction cards and authorising the use of carcinogens in the workplace.
4. Analyse programs, services, intelligence and risk in order to provide complex business intelligence and advice to internal stakeholders.
5. Manage and implement a quality assurance program to ensure a practice of continuous improvement
6. Provide feedback and performance summaries to the leadership group on the progress of team members.
7. Undertake the quality assurance of business processes in relation to WHS incident notifications and helpdesk enquiries.
8. Participate in calls that are recorded and used for purposes of quality assurance and ongoing training and development.
9. Contribute to the leadership of the team and continuous refinement of business plans and objectives; and provide operational supervision to staff including scheduling and leave approval.

Desirable Qualifications experience

- Certificate IV in Work Health and Safety and/or similar experience

Eligibility

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

- Some travel may be required, including overnight absences (expected to be limited in nature – 1 or 2 times per annum).

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

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Employment and Workplace Relations

Vacancy VN-0761556

Comcare

Closing Date:Sunday 17 August 2025

Claims Management Group
Return to Work Team

Job Title	Senior Injury Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Adelaide SA, Launceston TAS
Salary	$99,985 - $110,946
Future Merit Locations	Canberra, Melbourne, Adelaide, Launceston
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and can be negotiated with the business area
Classification	APS Level 6
Position Number	03040
Agency Website	

Job Description

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

Team Overview

The Return to Work (RTW) team is responsible for enabling and supporting a high-performing claims management service to deliver better RTW outcomes in the Comcare scheme.

The team leads projects, initiatives, and pilot programs for Claims Management Group (CMG) that support the strategic priority of delivering better RTW outcomes and achieving performance targets. This also includes claims specific capability development and uplift in collaboration with Comcare’s Corporate Group.

The team has a focus on RTW practice across APS agencies and works closely with other Comcare groups to drive improved prevention and RTW practice within the sector, including leading the RTW strategy for CMG.

The team includes the Injury Management team who are aligned to and work collaboratively with the Claims Operations team to deliver proactive claims management with a focus on returning injured employees to work and health.

Duties

The Senior Injury Manager is an injury management specialist who, as part of the RTW Team, helps to manage claims with a focus on providing clinical expertise and use of evidence-based approaches to improve return to work and health outcomes.

The role is aligned to and works collaboratively with the Claims Operations teams, engaging with all stakeholders including Claims Managers, Employees, Employers, Treating Health Practitioners and Workplace Rehabilitation Providers to achieve positive health, recovery and return to work outcomes.

This role brings qualifications and experience in health disciplines to the claims management approach and, with the Claims team, will be accountable for claim outcomes.

The Senior Injury Manager reports to the Assistant Director, Injury Management and may assist with the supervision of other team members.

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

1. Contribute to Comcare's purpose, Corporate Plan and claims management strategy and operating model.
2. As part of a team, deliver injury management services in line with the claims management strategy including the achievement of claims management targets and contributing to successful completion of improvement projects. This includes monitoring claims management activities and compliance with Comcare's rules and objectives.
3. Endorse injury diagnosis, treatment plan and claim decisions and actively contribute to strategies which will enable achievement of claim outcomes.
4. Work across Comcare and our client agencies, to focus on consistent claims management, positive claim outcomes, sharing information and better practice, and resolving conflicts.
5. Act in accordance with APS and Comcare requirements including human resource, financial management and procurement requirements. Coach and develop team members.
6. Connect and integrate injury management with other functions of Comcare and across the APS.

Qualifications and experience

Mandatory:

- Tertiary qualifications in medical or allied health.

Highly Desirable:

- Ability to be registered with the relevant medical or allied health professional association.
- Experience in an insurance or injury compensation environment.

Eligibility

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

- Comcare supports flexible working arrangements (FWA) however, different types of FWA are suitable for different types of roles to meet operational requirements and minimise WHS risks. Remote/Working from home arrangements may apply as an office/home hybrid arrangement in this role.
- Incumbents may be required to participate in routine programs to support mental wellbeing, for example wellbeing checks or group supervision.

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

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Employment and Workplace Relations

Vacancy VN-0761716

Comcare

Closing Date:Sunday 24 August 2025

Legal Group
Legal Advice and Strategy Team

Job Title	Senior Legal Adviser
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$127,371 - $153,351
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	Executive Level 1
Position Number	00364
Agency Website	

Job Description

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

Team Overview

The Legal Advice and Strategy team is an in-house generalist legal team, with a focus on administrative law and corporate and commercial law. The team provides an important enabling function to support Comcare achieve its purpose and organisational objectives.

The team provides legal advice to Comcare on the interpretation and general application of all Comcare legislation, such as the *Safety, Rehabilitation and Compensation Act 1988* (SRC Act), *Work Health and Safety Act 2011* (WHS Act), the *Seafarers Rehabilitation and Compensation Act 1992* (Seacare Act), and other public sector related legislation.

The team also provides legal advice and support to Comcare in relation to the development and drafting of legislative instruments, advice on its corporate operations, and advice on governance issues.

The team also assists Comcare in its secretariat function to support the Safety, Rehabilitation and Compensation Commission (SRCC) and the Seacare Authority, including support with managing claims against the Seacare Fund.

Duties

The Senior Legal Adviser provides client-focused high level, specialist legal and strategic advice and support to Comcare staff on very complex or sensitive legislative, regulatory, policy and procedural matters.

The Senior Legal Adviser independently resolves problems, manages risk effectively, and manages their own workload in a manner consistent with the APS Values and Code of Conduct, the *Legal Services Directions 2017*, and internal Comcare procedures.

The Senior Legal Adviser supports the Principal Legal Adviser to achieve organisational objectives by providing high level leadership and management.

The Senior Legal Adviser' work includes:

- Providing high quality, timely, client focused legal and strategic advice on very complex and sensitive issues.
- Supervising, quality assuring, training, and supporting the development of other team members.
- Developing and maintaining internal and external relationships that manage risk for Comcare, fostering teamwork and collaboration across the organisation.
- Developing and implementing business improvements, strategies, frameworks, policies, procedures and guidance, contributing to business planning, and formulating recommendations on legal and policy issues.
- Participating in corporate learning and development activities and continuing to develop legal professional knowledge, skills and expertise.
- Promoting workplace safety, equity and diversity and environment practices in the workplace.

Qualifications and experience

Mandatory:

- Undergraduate degree in law.
- Admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory.

- Current Practicing Certificate or ability to obtain one within three months.

Desirable:

- Five years or more post admission experience.

Eligibility

1. Australian citizenship.
2. Ability to obtain and maintain a Baseline Security Clearance.

Notes

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

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Employment and Workplace Relations

Vacancy VN-0761645

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 08 September 2025

People and Communications
People Entry Level Programs

Job Title	2026 Australian Government Apprenticeship Program
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Sydney NSW
Salary	-
Future Merit Locations	Melbourne, Adelaide, Brisbane, Canberra, Hobart, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 3
Position Number	25/0875
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/cp/

About the 2026 Australian Government Apprenticeship Program

If you are looking for a career change, to re-enter the workforce, or kickstart your career in the **Australian Public Service (APS)**, the Australian Government Apprenticeship Program (AGAP) is an opportunity to take your career in a new direction. AGAP aims to provide everyday Australians with the opportunity to bring their diverse work and life experience to the APS, helping to diversify the APS by offering broader eligibility with no pre-requisite qualifications.

This 12-month program offers participants a learning and development pathway, expanding their personal and professional capabilities, all while building confidence in a career with the APS. Participants are supported every step of the way, with opportunities to learn and grow on the job.

Coordinated by the Department of Employment and Workplace Relations (DEWR), a single application enables participants to be considered for apprenticeship roles across the APS.

More than just a job, this is an opportunity to launch a long-term career filled with opportunities to learn new skills, with the potential for advancement and most importantly, a chance to work on issues that matter.

Duties

As an example, responsibilities at the APS 3 Classification may include the following:

- Contributing to team goals and participating in teamwork activities. Building and sustaining positive relationships with team members and clients. Responding under direction to changes in client needs and expectations.
- Setting priorities, completing allocated tasks, making decisions within defined parameters relating to the area of responsibility. Planning own work goals and priorities that align with and achieve own and team outcomes.
- Working under general supervision and direction against established priorities and procedures. Exercising some autonomy about how work tasks are performed. Making decisions within defined parameters and following established procedures and protocols.
- Understanding relevant legislation and policy frameworks. Providing advice using established policy and procedures as a guide.
- Undertaking straightforward tasks which may have an element of complexity. Contributing to the improvement of quality and efficiency of services.

Eligibility

To be eligible for the program, you must:

- Be an Australian Citizen.
- Be willing to undergo any police, character, health or other checks, as required.
- Be able to obtain and maintain a valid Australian Government Security clearance.
- Be prepared to study a comprehensive Learning and Development Program.

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

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

This vacancy has been nominated for filling within the Agency's Apprenticeship program. An Apprenticeship program is designed to provide participants with the opportunity to undertake a vocational level qualification whilst gaining on-the-job training to learn new skills. Apprentices experience structured development, mentoring and on-the-job support and may be offered a permanent placement on completion of the program.

About the Department of Employment and Workplace Relations (DEWR)

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

To Apply

Position Contact	Entry Level Programs, (02) 6121 6060
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Communications and the Arts

Vacancy VN-0761701

Australian Communications and Media Authority

Closing Date:Wednesday 27 August 2025

Content
Gambling & Mis/Disinformation Branch National Self-Exclusion Register and Gambling Compliance Sections

Job Title	Compliance Officer and Investigator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Pyrmont NSW, Melbourne VIC
Salary	$94,658 - $106,898
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 6
Position Number	1949-2025-2
Agency Website	http://www.acma.gov.au

Job Description

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

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

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

Who we are

Working under the Interactive Gambling Act 2001 and the Broadcasting Services Act 1992, the Gambling and Mis/Disinformation Branch contributes to developing, implementing and administering safeguards to minimise the harm to Australians when using digital platforms and gambling services, as well as accessing live sport. We do this by minimising harms that may arise from online gambling activity, exposure to gambling advertising and the impacts of mis and disinformation. This includes administering BetStop – the National Self-Exclusion Register, taking a range of compliance and enforcement activities and conducting proactive consumer education activities.

About the role

As a Compliance Officer and Investigator, you will exercise initiative and judgement to contribute to regulatory investigations and compliance activities to ensure entities comply with their obligations under the Interactive Gambling Act 2001 and Broadcasting Services Act 1992. You will be exposed to high profile and fast paced work that makes a real difference to Australian consumers, including those that have made the decision to exclude from gambling.

Duties

You would have responsibility for:

- Assessing consumer complaints and other sources of intelligence to recommend regulatory responses, including investigations.
- Investigating non-compliance, including writing investigation reports, and pursuing enforcement action where non-compliance is found.
- Undertaking compliance monitoring activities, including the development and implementation of policies and procedures.
- Using data and undertaking independent analysis to draw conclusions and make recommendations to decision-makers about compliance and enforcement action to be taken.
- Engaging with a wide range of stakeholders including wagering providers and other regulators.

Eligibility

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

The successful candidate will also be required to obtain and maintain a Baseline level security clearance. Australian Government Security Vetting Agency (AGSVA).

Notes

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

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and

communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Matthew Anderson, (03) 9963 6924
Agency Recruitment Site	https://www.acma.gov.au/careers

This notice is part of the electronic Public Service Gazette PS32 Weekly Gazette Thursday (Vacancy Notices) - 14 August 2025.pdf
Published by Australian Public Service Commission.

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

Communications and the Arts

Vacancy VN-0761526

National Museum of Australia

Closing Date:Sunday 24 August 2025

Corporate
Information Technology

Job Title	Service Desk Officer (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$75,022 - $81,775
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 4
Position Number	150274
Agency Website	https://www.nma.gov.au/about/employment

Job Description www.nma.gov.au

The Museum has an exciting opportunity for a professional to join the agency as a Service Desk Officer within the Service Desk team of the IT business unit.

The Service Desk team works closely with staff across the Museum to ensure the reliable and functional operation of information technology services. The Service Desk team ensures the service management and delivery of a stable and contemporary IT environment, which supports both corporate computing and exhibition environments.

The team provides first- and second-level support for all desktop, Laptop, network, and business systems, including triage, user communications and direct support. The team also coordinates a range of contractors and service vendors for specialist tasks and services and provides advice and user training.

Duties

Key accountabilities

- Liaise with internal and external stakeholders on service desk support matters.
- Communicating in a professional and friendly manner with colleagues, clients and third parties face–to-face, via email and other software, and via telephone.
- Recording incidents, service requests, status and resolution information using the Museum's Service Management System, escalating incidents and service requests appropriately.
- Following procedures and liaising with other team members for the purchase of hardware and software.
- Assisting in maintenance of IT equipment, asset management and record keeping.
- Providing support for the Museum with user-issued hardware and Standard Operating Environment (SOE) including software and applications based on Windows 10/11 and Office 365, along with some apple products in circulation.
- Managing of user-issued Museum hardware and software including but not limited to hardware, desktops, laptops and corporate mobile fleet.
- Assist with guidance to clients on IT policies, procedures and technical issues and contribute to a resolution. Assisting in development and maintenance of operational procedures and documentation for IT systems within the Museum.
- Participating in project work as required to implement IT enhancements.

Selection criteria

- Demonstrated knowledge of Microsoft Office products and operating systems with an ability to broaden technical knowledge and learn new processes.
- Demonstrated experience performing a customer service role, including phone, email and face-to-face interactions.
- Proven ability to work independently to achieve outcomes in a fast-paced environment.
- Sound verbal and written communication skills, including the ability to build effective relationships.
- Proven ability to contribute to, or prepare, basic staff communications, documentation, including standard operating procedures and knowledge base articles.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

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

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

To apply

Applicants must include a digital portfolio and an 600-word pitch addressing their suitability for the role against the essential and desirable skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Applications close at 11.59pm Sunday, 24 August 2025

Visit http://www.nma.gov.au/about/employment and apply online.

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 National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Gareth Hutchinson, 02 6208 5569
Agency Recruitment Site	www.nma.gov.au

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