



Commonwealth of Australia
APSJobs - Vacancies Daily
PS32 Daily Gazette Friday - 09 August 2024.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS33 Weekly Gazette Thursday - 15 August 2024.pdf.

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

These Vacancies Daily will also appear in the Gazette PS33 Weekly Gazette Thursday - 15 August 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0746068

Australian Competition and Consumer Commission

Closing Date:Sunday 25 August 2024

Specialist Advice and Services
Corporate Law

Job Title	Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS, Darwin NT, Townsville QLD
Salary	\$91,882 -
Classification	APS Level 5;Government Lawyer
Position Number	EA2024/198
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 tackle complex legal challenges and advocate for meaningful change in a government agency with the main goal of protecting everyday Australian consumers?

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

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

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

Duties

- Develop a broad understanding of the Commonwealth legal environment.
- Prepare written legal advice across a diverse range of legal subject matters including (but not limited to) Part II of the Competition and Consumer Act (CCA), corporate governance, delegations and authorisations, employment law issues, privacy, intellectual property, FOI, contracts and procurements, product safety and NASC issues.
- Work with the Senior lawyers and Principal Lawyers in the Corporate Law Unit to provide advice to relating to the functions and powers of the ACCC, including to the Commissioners, executive and employees of the ACCC/AER on corporate governance and whole of agency and APS legal risks and issues.
- Conduct legal and related research relevant to ACCC responsibilities under relevant legislation.
- Develop and maintain professional relationships at all levels within the ACCC to assist the division to provide a responsive client service.
- Work closely with the relevant ACCC/AER line areas.
- Assist the Corporate Law Unit Senior Leadership Team, the Deputy General Counsel, Special Counsel and General Counsel as required.

Eligibility

About you

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

- admission as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory and hold a current practising certificate.
- a demonstrated ability to be a team player and work collaboratively.
- relevant Experience in relation to the application of the Competition and Consumer Act and/or broader Commonwealth legal framework, which is highly desirable.

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>

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	Zahra Tariq, 07 3052 1231
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0746212

Australian Competition and Consumer Commission

Closing Date:Sunday 25 August 2024

Competition Division

Job Title	Investigators
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Perth WA
Salary	\$77,691 - \$91,882
Classification	APS Level 4;APS Level 5
Position Number	EA2024/197
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 promote compliance with Australia's competition laws and work on a range of fascinating issues?**

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

APS4 and APS5 Investigators have a common set of duties, however, APS5 employees may have a greater level of responsibility and/or complexity to their work. The work may involve:

- working individually, or with others to identify and analyse relevant information to draw evidence-based conclusions on competition issues including making appropriate recommendations about next steps.
- preparing voluntary and compulsory information requests.
- interviewing witnesses, complainants and/or market participants both in the office and in the field.
- marshalling relevant expertise from lawyers, experts, and other ACCC branches to develop analysis.
- finalising and presenting recommendations to ACCC Commissioners.

Eligibility

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

- a good understanding of the ACCC's role, purpose and objectives, together with knowledge (or the ability to attain such knowledge quickly) of the competition provisions of the Competition and Consumer Act 2010 and related legislation.
- tertiary qualifications in investigations, law, economics, accounting, or similar fields.
- experience working on investigations and/or competition law issues.
- the ability to work flexibly and effectively in a team during times of uncertainty and high pressure, is essential.

Role specific criteria at the **APS4** level include an ability to:

- assist with the primary review and analysis of evidence or information, including preparation of accurate and targeted summaries or evidence matrices.

- undertake research to assess the competitive effects of particular conduct.
- assist with the drafting of accurate, concise and persuasive papers, presentations, correspondence and information requests.
- draft accurate file notes and meeting minutes in a timely manner.
- demonstrate effective time management including managing own workload priorities, and proactively identify and communicate when deadlines are unable to be met.

As an **APS5** you will demonstrate a higher degree of technical expertise for each of the key deliverables listed above. In addition, role specific criteria at the APS5 level include an ability to:

- conduct primary review and analysis of evidence or information, including preparation of accurate and targeted summaries or evidence matrices.
- develop and maintain knowledge of facts, information and evidence, and being able to quickly locate information and respond to inquiries.
- present information clearly, using suitable language for the audience. Demonstrate an ability to respond effectively to questions from managers/stakeholders about facts and evidence.
- proofread written work before providing to supervisors and demonstrate attention to detail, so that work requires minimal revision.
- assist or supervise graduates, interns, and new employees with a view to building skills and capacity, including by ensuring they have access to relevant information and resources.

The following job specific criteria are also highly desirable:

- Certificate IV in Government Investigations. Successful candidates will be supported to obtain this qualification within 6 months of commencing an investigation role.

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>

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	Georgia Dixon, 03 9910 9455
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0746149

Australian Signals Directorate

Closing Date:Sunday 25 August 2024

Chief Operations Officer Group

Job Title	EL2 Director – Security Operations
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$137,231 - \$164,720
Classification	Executive Level 2
Position Number	ASD/06769/24
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team
ASD Security and Integrity Branch is responsible for ASD's risk-based protective security framework. We drive Protective Security Policy Framework (PSPF) maturity improvements and interpret ASD's context to develop fit-for-purpose security settings for our customers. ASD Security and Integrity is comprised of members of diverse skills and disciplines who work together to deliver positive security outcomes for all of our stakeholders.

Within the Security Operations function an ASD EL2 Security Director works with considerable independence and is accountable to perform and achieve very complex protective security work within an integrated workforce.

You will be required to work closely with other functions of security and other areas across the organisation.

About the Role
The role will involve leading a team responsible for physical security, guidance on appropriate facility construction, technical security fit-outs, access-control, alarm resolution and security incident management. As an ASD EL2 Security Director you will provide a strategic level of specialist, professional and technical expertise and will be responsible for managing complex Operational Security issues across the organisation with a risk managed approach.

The duties of an ASD EL2 Security Director include the following:

- Accountable for leading a team, managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- Lead and manage the provision of protective security advice to stakeholders to ensure adherence to security policies, practices and procedures.

- Develop, oversee and monitor the completion of assurance programs to ensure compliance with whole-of-Government security policies.
- Understand the security risk context within the ASD environment to develop innovative solutions for emerging protective security matters.
- Assess, evaluate and endorse protective security reports, submissions, briefings and discussion papers.
- Highly developed written and oral communication skills and demonstrated ability to communicate information coherently and concisely to audiences.
- Managing a physical security footprint across the ASD estate through the provision of guidance on appropriate facility construction, technical security fit-outs, access-control and alarm resolution.
- Experience with incident reporting and management.

Duties

An ASD EL2 Security Director you will exercise a significant degree of independence and perform an important leadership role. You will be responsible for influencing and developing strategies, policies, priorities and operational practices in support of ASD objectives based on high level decision making and judgement. You will provide strategic advice to senior management and stakeholders as well as leading and assuming accountability for very complex work, sensitive projects or work programs that have strategic or operational significance.

Knowledge of legislative frameworks, government decision-making and ASD's mission and policy requirements would be advantageous. Our ideal candidates will be modern leaders with a focus on delivering outcomes.

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 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

Desirable Qualifications, Experience or Training

- Experience in security operations and leading a team of physical security professionals is desirable.

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

About the Australian Signals Directorate

To Apply

Position Contact	Elizabeth Sherwin, elizabeth.sherwin1@defence.gov.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0746225

Future Fund Management Agency

Closing Date:Thursday 05 September 2024

Legal

Job Title	Legal Counsel, Commercial Contracting
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	-
Classification	APS Level 5
Position Number	JR100092
Agency Website	www.futurefund.gov.au

Job Description

https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

At the Future Fund, we’re for future minds – like yours. The new investors and creators who thrive on different thinking and doing it together. Those who glimpse opportunity before it strikes and step up every day to grab it.

The Future Fund is Australia's Sovereign Wealth Fund, managing over \$280 billion across seven public asset funds with the same purpose: growing Australia’s future. We are a global investor and work closely with world leading investment organisations to access the best investment ideas.

Where others see challenges, we see more interesting investment experiences. Every person, every skillset, every mindset is an asset. We’ve got every future generation to consider, yet our approach to investing is incredibly pure: we think about it deeply, and daily. Ours is a culture where great people grow the future together, with the rare ability to work collaboratively, think freely, and make a real difference.

Are you Futureminded? Let’s create what’s next.

The Opportunity

We are hiring a Legal Counsel, Commercial Contracting (mat leave role) to join our Legal team.

Reporting to the Director, Commercial Contracting – Legal, 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.

The position is a full-time role for a fixed term period of 15 months.

Duties

Key Responsibilities

Legal Advice and Services

- Provide timely commercial legal advice and support to the organisation on various commercial matters
- Review, draft and negotiate Future Fund's commercial contracts including technology, consultancy and service agreements
- Work with the Legal team to manage and advise on legal risk
- Liaise with external counsel regarding organisational operations and business activities
- Monitor and report on new and proposed laws and regulations that may impact Future Fund's activities
- Participate and/or contribute to project initiatives including continuous improvement initiatives

Relationship Management

Work with the Legal team to develop and manage relationships with external lawyers and advisors

Foster and maintain strong working relationships with key internal and external stakeholders

About You

Are you an experienced commercial lawyer from a major law firm or high-quality organisation, skilled in advising on transactions and contracts, ideally in a fast paced environment?

It is desirable but not essential for you to have experience in or knowledge of Commonwealth Government procurement rules and contracts or technology law?

Are you a strong communicator, able to build and manage relationships with key stakeholders at all levels, and thrive in a busy, evolving environment?

Are you a supportive team member who will seek more work when not at full capacity?

Eligibility

Qualifications

- A law degree or a legal qualification from an Australian tertiary institution recognised for admission to practice in Australia
- Admitted to practice in Australia as a solicitor and be currently eligible to hold an unconditional Victorian legal practising certificate
- Post-qualification experience of 4-8 years

We are unable to consider applications from non-Australian citizens.

Notes

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 six 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	Claire Harrison, 03 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0745729

Office of National Intelligence

Closing Date:Wednesday 11 September 2024

Job Title	EL1 Senior Psychologist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$122,911 - \$139,017
Classification	Executive Level 1
Position Number	070_07/24_S_SF
Agency Website	

Job Description

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

Psychological Services is seeking an adaptable and highly capable, EL1 Psychologist to join our vibrant and growing team in Canberra.

The Team

ONI Psychological Services team is a dynamic and growing team. The team provides ONI with a range of services including, but not limited to initial and ongoing assessment of employee suitability to work in a highly secure environment, in house psychological

intervention/counselling for staff and management, provision of evidence-informed psycho-education programs in addition to coaching and team building initiatives.

The Role

As a Psychologist at ONI you will deliver a range of psychological services using your intervention, analytical, assessment and psychological risk knowledge to undertake tasks including:

- Provision of supervision and management of psychologists and non-psychologists both APS and contracted employees.
- A range of complex direct and indirect psychological assessment including suitability for employment settings.
- One-to-one counselling using evidence informed treatment interventions suited to the presenting issues.
- Development and delivery of workshops on a range of organisational psychosocial initiatives.
- Providing advice to business areas on staff wellbeing and developing plans to support staff to thrive in the workplace.

Duties

This position offers diversity in your professional daily activities. In addition to providing counselling and brief interventions to staff and referral to external providers, psychological assessments, development and facilitation of workplace training, you will have:

- demonstrated experience in conducting clinical assessment using case formulation methodology and ability to communicate psychological opinions and advice in support of organisational functions;
- ability to manage competing priorities with fluctuating workloads;
- well-developed problem-solving skills, and strong team player
- To assist you to achieve this, you will have access to excellent supervision and professional development opportunities.

Key Attributes

Our ideal candidate would have:

- demonstrated experience in a range of clinical interventions;
- demonstrated experience a range of assessments;
- experience in the provision of guidance and advice to senior stakeholders;
- strong communication and interpersonal skills across a range of forums;
- demonstrated ability to prioritise and manage own workload.

Skills and qualifications:

- post-graduate studies, or completing studies in Clinical, Organisational or Forensic Psychology;
- at least four years post-graduate experience;
- unconditional registration as a Psychologist with the Australian Health Professionals Regulation Agency.

Eligibility

You must be an Australian citizen.

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

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

You must be willing to undergo a comprehensive security clearance suitability assessment.
Note: 'willing to undergo' means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

About the Office of National Intelligence

To Apply

Position Contact	Recruitment, -
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0745742

Office of National Intelligence

Closing Date:Wednesday 11 September 2024

Job Title	APS6 Psychologist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$99,950 - \$113,419
Classification	APS Level 6
Position Number	071_07/24_S_SF
Agency Website	

Job Description

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

Psychological Services is seeking an adaptable and highly capable, APS6 Psychologist to join our vibrant and growing team in Canberra.

The Team

ONI Psychological Services team is a dynamic growing team. The team provides ONI with a range of services including but not limited to initial and ongoing assessment of employee suitability to work in a highly secure environment, in house psychological intervention/counselling for staff and management, provision of evidence-informed psycho-education programs in addition to coaching and team building initiatives.

The Role

As a Psychologist at ONI you will deliver a range of psychological services using your intervention, analytical, assessment and psychological risk knowledge to undertake tasks including:

- One-to-one counselling using evidence informed treatment interventions suited to the presenting issues;
- Providing advice to business areas on staff wellbeing and develop plans to support staff to thrive in the workplace;
- Developing and providing advice on a range of proactive organisational initiatives;
- Providing a range of direct and indirect psychological assessments including suitability for employment settings.

Who are we looking for?

This position offers diversity in your professional daily activities. In addition to providing counselling and brief interventions to staff and referral to external providers, psychological assessments, development and facilitation of workplace training, you will have:

- experience in providing a range of clinical interventions;
- demonstrated experience in conducting clinical assessment using case formulation methodology and ability to communicate psychological opinions and advice in support of organisational functions;
- ability to manage competing priorities with fluctuating workloads;
- well-developed problem-solving skills, and strong team player.

To assist you to achieve this, you will have access to excellent supervision and professional development opportunities.

Duties

Our ideal candidate would have:

- demonstrated experience in a range of clinical interventions;
- demonstrated experience a range of assessments;
- experience in the provision of guidance and advice to senior stakeholders;
- strong communication and interpersonal skills across a range of forums;
- demonstrated ability to prioritise and manage own workload.

Skills and qualifications:

- post-graduate studies, or completing studies in Clinical, Organisational or Forensic Psychology;
- at least two years post-graduate experience;
- unconditional registration as a Psychologist with the Australian Health Professionals Regulation Agency.

Eligibility

You must be an Australian citizen.

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

You must have a checkable background.

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

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

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

Notes

About the Office of National Intelligence

To Apply

Position Contact	Recruitment, -
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0746137

Job Title	Paralegal
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	\$90,750 - \$98,525
Classification	APS Level 5
Position Number	0066_0824
Agency Website	www.sportintegrity.gov.au

Job Description

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

The role

The Paralegal is responsible for providing administrative support to Sport Integrity Australia's Legal team.

Duties

Key duties and accountabilities

The duties of the Paralegal include, but are not limited to:

- Contribute to the delivery of high-quality legal services to the agency.
- Draft legal documentation, prepare briefs to Counsel, undertake legal research and assist in file management.
- Assist in the processing of Freedom of Information requests.
- Provide professional, timely and accurate administrative support to the Legal team.
- Prioritise workloads and ensure that work is completed on time.
- Work collaboratively as a key member of the Legal team, across the agency's business areas and with external stakeholders, to ensure that matters progress efficiently and effectively.
- Filing records in accordance with Commonwealth Government requirements for records management processes and security, including management and maintenance of document recording systems.

The accountabilities of the Paralegal include, but not limited to:

- Ability to handle sensitive information and always maintain confidentiality.
- Excellent organisational skills, ability to prioritise competing demands and manage multiple deadlines.
- Ensure that the APS Code of Conduct is adhered to at all times.
- Comply with all relevant legislation including Sport Integrity Australia health and safety policies, procedures and instructions and Sport Integrity Australia's Information and Communications Technology and Information Governance Framework.

Eligibility

Selection criteria

The selection criteria for the role are:

- Experience in providing administrative support to lawyers.
- Proven ability to work independently, or under limited guidance, and exercise judgement with integrity, initiative, drive and adaptability.
- Experience in the drafting of legal documentation, brief preparation, legal research and file management.
- Effective communication and interpersonal skills with staff and external stakeholders.
- Experience in successfully managing competing workloads to a high standard.
- Experience in Freedom of Information would be highly regarded.

Notes

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 delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

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

About the Sport Integrity Australia

Sport Integrity Australia leads the Australian government's efforts to protect sport against threats to its integrity – doping, competition manipulation and the mistreatment and abuse of sports participants. Led by David Sharpe APM OAM, Sport Integrity Australia is the cornerstone of the government's comprehensive sport integrity strategy: Safeguarding the Integrity of Sport. Our role is to provide advice and assistance to counter the: • use of prohibited substances and methods in sport • abuse of children and other persons in a sporting environment • manipulation of sporting competitions • failure to protect members of sporting organisations and other persons in a sporting environment from bullying, intimidation, discrimination or harassment. Sporting organisations, and other stakeholders, benefit from the ability to deal with a single nationally coordinated organisation to address all sport integrity issues. Sport Integrity Australia offers guidance on integrity matters to sports that don't have developed integrity capabilities. Our focus is policy development, intelligence, investigations (primarily of doping cases), education, outreach and capability building. We are Australia's National Anti-Doping Organisation.

To Apply

Position Contact	Recruitment, recruitment@sportintegrity.gov.au
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

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Australian Pesticides and Veterinary Medicines
Authority

Closing Date:Thursday 22 August 2024

APVMA
Registration Management Veterinary Medicines

Job Title	Case Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Armidale NSW, Canberra ACT
Salary	\$88,932 - \$98,549
Classification	APS Level 5
Position Number	11203
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Are you a highly organised individual with a passion for building relationships with stakeholders? Keen to take up an exciting opportunity that offers professional growth and development of industry expertise? Join us in shaping the future of agricultural and veterinary chemical products in Australia.

The APVMA's Registration Management program is seeking applications for a Case Manager, to facilitate the processing of registration and permit applications, undertake a range of non-technical tasks, and manage and coordinate stakeholder meetings.

Located in either Canberra ACT or regional Armidale NSW, you will gain experience in the Australian Public Service, have access to a variety of flexible working arrangements, and build strong stakeholder relations and be integral to the APVMA's core function of assessing applications.

Duties

In undertaking this role, you will be the point of contact between applicants and the APVMA and liaise with internal and external stakeholders on a daily basis. You will undertake a range of non-technical tasks, including management and coordination of stakeholder meetings, coordinating contracts with scientific reviewers and preparing official correspondence for applicants.

The key responsibilities of the position may include:

- With guidance, assess non-technical applications against legislative requirements and make recommendations to the decision maker.
- Coordinate and manage contracts between the APVMA and External Scientific Reviewers.
- Prepare correspondence and contribute to the preparation of briefs, manuals, reports and guidelines.
- Liaise with internal and external stakeholders to resolve issues in an appropriate and timely manner.
- Build and sustain positive relationships with team members and stakeholders.
- Ensure knowledge of, and compliance with, legislative frameworks and agency guidelines.

Eligibility

1. Well-developed organisational and planning skills.

2. The ability to interrogate records and processing systems, identify issues and problem solve.
3. Highly developed oral and written communication skills.
4. Strong attention to detail with the ability to check and monitor work to achieve minimal errors.
5. Ability to liaise, negotiate and build networks and to resolve difficult client interactions.
6. Demonstrated ability to work effectively in a team environment and under limited direction to achieve business outcomes.

Notes

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

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Kim Roberts, 02 6770 2493
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Agriculture, Water and the Environment

Vacancy VN-0745961

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 25 August 2024

Trade & International
Several Various

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/2987
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Trade and International Division** (TID) maximises the impact and influence of the department's international work by:

- Engaging in agriculture focused multilateral and regional fora to shape global rules and norms consistent with Australia's interests.
- Maintaining and improving our agriculture trade and market access through support for free trade agreement negotiations, tackling non-tariff barriers to trade, technical negotiations, leading high level bilateral meetings and mobilising the department's overseas counsellor network.
- Ensuring the department has joined up and informed policy and posture across all international functions.
- Working with our portfolio industries to ensure they are ready to meet future challenges such as sustainability requirements.

There are four branches in the division: the **International Strategy and Engagement Branch**, the **International Organisations and Negotiations Branch**, the **Agricultural Trade and Market Access Branch** and **Agricultural Traceability Branch**.

The **International Strategy and Engagement Branch** supports the department to prioritise its international work and provides a focal point for engagement within the department and with other agencies on whole of government international agriculture issues. It undertakes market intelligence to inform decision-making on international trade and environment priorities. It leads the department's international engagement on agricultural sustainability and climate policy. It also provides administrative and corporate support for the overseas counsellor network and the division's finance and security functions.

The **International Organisations and Negotiations Branch** has diverse functions including leading Australia's engagement in a number of agriculture and environment multilateral organisations (FAO) as well as the department's engagement in the UN and a number of economic and trade fora (WTO, OECD, G20 and APEC). The branch works closely with DFAT in the negotiation and implementation of Free Trade Agreements and has carriage of Australia's bilateral agriculture relationship with countries in Europe and the Americas and supports the department's counsellors in Brussels, London, Rome, Washington, Mexico City and Santiago. The

branch works with government, industry and other stakeholders to advance Australia's agricultural and environment policy interests globally.

The **Agricultural Trade and Market Access Branch** advances the interests of Australia's rural industries by leading the department's bilateral interactions with regional trading partners and co-ordinating associated portfolio input. This supports efforts to maintain and improve market access, resolve trade impediments, and manage partner-country engagement across the portfolio. The branch supports bilateral agricultural trade and engagement with North Asian, Southeast Asian, Middle East and African markets and has counsellors in Beijing, Tokyo, Seoul, Jakarta, New Delhi, Dubai, Riyadh, Bangkok and Hanoi.

The **Agricultural Traceability Branch** drives nationally co-ordinated reform, to build data-enabled traceability systems to enhance competitiveness and responsiveness to global market trends, while enabling Australia to better respond to risks and trading partners' demands. Much of this work is realised through the design, establishment, and management of traceability grants programs across the division. Traceability is the ability to follow the movement of a product through stages of production, processing, and distribution. **Duties**

The Job

The Trade and International Division has multiple vacancies at the APS6 level across the branches listed above. Duties of the positions may include but are not limited to:

- Contributing to well-researched policy to advance the department's strategic objectives in international engagement.
- Gathering and analysing data and intelligence using a range of sources.
- Providing support to our overseas counsellor network.
- Providing secretariat support to high level committees and working groups.
- Contributing to the design, establishment and management of grants programs and projects.
- Coordinating policy input and preparing advice on agricultural trade issues, including for engagement in international meetings and negotiations.
- Engaging and collaborating with key stakeholders including departmental staff, industry, bilateral partners, international organisations, and other government agencies to inform policy development and achieve outcomes
- Coordinating and participating in industry meetings and international engagements.
- Briefing and communicating with Ministers, the Executive and other Commonwealth agencies on a range of trade and international agriculture and environment issues.
- Delivering programs and providing administrative and secretariat support to advance the department's international agricultural trade and international agenda.

Please note that this selection process will initially be used to fill several ongoing vacancies within the Trade and International division. 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

Knowledge and experience

The successful applicants will demonstrate all or some of the following:

- Knowledge or experience in policy development, negotiations, and the preparation of cabinet documents.
- Experience in the coordination, planning, liaison, and preparation for meetings and high-level dialogues.
- Previous experience working in a policy, project, program or advisory position.
- Experience working collaboratively and being part of a high performing team.

- Experience or interest in international engagement policy topics is desirable.
- Experience in administering grants programs and projects.

Skills and capabilities

The successful applicants will demonstrate all or some of the following:

- The ability to develop and provide policy advice and research on agricultural trade policy, market access and cross-cutting trade policy issues.
- The ability to strategically analyse and interpret complex material and to distil key issues.
- Well-developed communication and negotiation skills, including an ability to effectively communicate more complex ideas to a range of audiences in a range of styles (e.g., reports, ministerial submissions, correspondence and presentations).
- The ability to establish and maintain productive working relationships with a broad range of internal and external stakeholders
- The ability to manage competing priorities and deliver within tight timeframes
- A demonstrated ability to work effectively in a team and contribute positively to team culture.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Matthew Hughes, matthew.hughes@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-0746000

Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 25 August 2024

Biosecurity Operations
Traveller Policy & Operations, Human Health and Response Biosecurity
Reports & Response

Job Title	Team Leader - Post Biosecurity Detections & Response Team
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/3084
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Biosecurity Operations Division delivers nationally integrated biosecurity and imported food regulatory activities to ensure goods, conveyances and travellers meet Australia's import requirements. Division operations include policy and regulatory control setting across imported food and biosecurity risk pathways, as well as the delivery of assessment, inspection, community engagement and contact centre services. The division also partners with industry to improve the delivery of regulatory functions. The division spans a range of regulatory activities that plays a critical role in reducing risk and shaping our nation to become one of the few countries in the world to remain free from the world's most severe pests and diseases.

Traveller Policy & Operations, Human Health & Response develops and implements policy and controls to manage biosecurity and human health risks at the border. The pathway also works to address emerging post border biosecurity detections and deliver integrated system solutions to facilitate/support effective regulation across all pathways.

The **Post-Biosecurity Detection & Response** (PBD&R) teams are responsible for undertaking departmental responses to post-biosecurity detections of exotic pests and non-compliance. This includes critical and diverse biosecurity response functions such as investigations of referrals, field work across a variety of locations and heavy involvement in High Priority Pest responses. There is occasional involvement in Targeted Operations, as well as Biosecurity assistance with Compliance and Enforcement responses. The teams receive biosecurity referrals from a diverse range of stakeholders including, but not limited to:

- Other Government departments (e.g. ABF, State departments)
- Industry participants
- General public
- Compliance and Enforcement Division (CED)

The PBD&R teams also collaborate very closely with a range of internal and external stakeholders including, but not limited to, Government departments and Operational Science & Surveillance (OSS). **Duties**

The Job

Work in this role will be undertaken both in the office, and out in the field. The successful applicant will work flexibly in-office and in-field depending on workloads and response priorities and will undertake a broad variety of functions. This exciting role will provide opportunities to develop your regulatory mindset and expand greatly on your knowledge of biosecurity management and ability to communicate high priority biosecurity matters with clients. Attention to detail, good analytical and reporting skills, excellent communication skills, the ability to problem solve and work in a fast-paced environment are essential. Duties may include some or all the following:

- Providing leadership and management to the regional PBD&R teams.
- Managing resources, including staff, equipment and vehicles required to complete PBD&R activities effectively and safely.
- Coordinating, and providing advice to PBD&R officers during a response.

- Undertaking PBD inspections and investigations, undertaking analysis during inspections and drawing accurate, evidence-based conclusions.
- Supporting the PBD&R teams to complete pre and post response activities.
- Liaising between the PBD&R teams and senior management and providing regular updates on operational activities during a response.
- Management of the shared PBD inbox to appropriately triage cases.
- Responding to internal/external enquiries.
- Ensuring that the PBD&R team is up to date on training and safety requirements.
- Completing a variety of administrative work such as actioning emails, answering phones, updating case notes, electronic filing of records, non-compliance reporting, issuing directions in AIMS and updating ICS.
- Managing competing priorities and organising workflow for self and others while maintaining strong attention to detail and delivering within timeframes.
- Maintain knowledge of and compliance with legislative, financial, and administrative department principles.
- Actively contributing to the development of the team's standard operating procedures by implementing and/or suggesting improved work practices.
- Effectively communicating, liaising, negotiating with and responding to internal and external clients, including senior management, policy, government agencies and industry parties• staying up to date on training and safety requirements.
- Promoting, and ensuring effective implementation of Australian Public Sector (APS) Values, Employment Principles and Code of Conduct, Work, Health & Safety (WH&S) and Rehabilitation policies.

Eligibility

Knowledge and experience

The successful applicant will have:

- Experience in participating in post biosecurity pest, disease and non-compliance responses.
- Experience in working under pressure and ability to work to critical deadlines, take initiative and exercise sound judgment.
- Experience with, or the ability to quickly acquire, knowledge and understanding of Australia's national biosecurity response arrangements.
- Strong knowledge and understanding of the Biosecurity Act 2015.
- Demonstrated leadership, management, and development of staff, and a clear capability to lead a diverse team of staff, to deliver high quality outcomes.

Highly desirable

- Logistics capability to manage response equipment and expenditures

Skills and capabilities

The successful applicant will have the ability to:

- Lead teams and maintain positive team environments.
- Work within defined frameworks to interpret complex data and information, and make recommendations based on judgement, knowledge, and skills.
- Research, analyse, problem solve and make decisions based on evidence.
- Monitor changes in the broader work environment that may impact on work objectives.
- Establish clear work plans, as well as prioritise workload and timeframes for self and others.
- Cultivate strong internal stakeholder relationships by collaborating with others including negotiating to achieve optimal outcomes.
- Mentor staff including supporting them to adapt to a changing environment.

- Communicate effectively and adapt communication styles appropriate to the audience.
- Identify areas for efficiency and improvement.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Krutika Sen, krutika.sen@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-0746080

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 30 August 2024

Biosecurity Plant and Science Services
Science & Surveillance Indigenous Rangers and Business Management
Section

Job Title	Senior Project Officer - Training
Job Type	Full-Time, Ongoing
Location	Darwin NT, Cairns QLD
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/2666
Agency Website	https://www.agriculture.gov.au

Job Description

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

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

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 outcomes by engaging Indigenous Rangers on a fee for service basis through the Indigenous Ranger Biosecurity Program, to undertake biosecurity, ghost net and marine debris 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, oversees the implementation of the SSG Strategic Roadmap and undertakes secretariat for the Northern Australia Biosecurity Framework Reference Group.

Duties

The Job

In this role you will use your project management background to manage key training initiatives under the Indigenous Ranger Biosecurity Program. This includes:

- Coordinating the delivery of the Certificate IV in Tropical Biosecurity accredited course to Indigenous Rangers located across northern Australia (including remote locations).
- Implementing the Indigenous Biosecurity Officer Traineeship program which engages up to 5 trainees within the department (Cairns, Torres Strait and Darwin) for a 18-24 month traineeship.
- Monitoring progression and supporting the trainees to complete their studies.
- Assisting in the coordination of the department's annual Biosecurity Fundamentals training to Indigenous Rangers. Coordinating and managing external Registered Training Organisation's (RTO's)/trainers for the above initiatives.
- Contract management and procurement of goods and services for the above initiatives.

- Producing high quality, timely and accurate project plans, correspondence, briefings, minutes and other reports.
- Establishing and maintaining effective relationships with stakeholders including Indigenous Ranger organisations, RTO's and trainers, NAQS scientists and others.
- Coordinating general administration support including scheduling and organising face to face training, travel and logistics.

Eligibility

What we are looking for **Knowledge and experience**

- Project management experience coordinating, implementing and evaluating training initiatives for Aboriginal and Torres Strait Islander peoples in remote communities, including coordination and management of external RTOs/trainers.
- Commonwealth contract management and procurement experience including experience drafting contract/procurement documents.
- Knowledge or an understanding of the contemporary issues and/or protocols affecting Aboriginal and Torres Strait Islander peoples.
- Awareness or knowledge of biosecurity and / or land management related concepts would be desirable.

Skills and capabilities

- Demonstrated capability to coordinate and implement training initiatives to Aboriginal and Torres Strait Islander peoples in remote areas.
- Ability to support Aboriginal and Torres Strait Islander trainees and learners to complete their training and the traineeship program.
- High level organisational skills including the ability to set and manage multiple and competing priorities and meet strict deadlines.
- The ability to analyse information and prepare high quality, timely and accurate project plans, correspondence, briefings, minutes and other reports.
- Well-developed communication skills including the ability to develop relationships with internal and external stakeholders.
- Experience supervising staff - this position supervises the APS 5 Training Support Officer
- Ability to coordinate general administration support including scheduling and organising face to face training, travel and logistics

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Luke Drandic, 0417 254 568
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0746085

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 23 August 2024

Digital Services
Digital Enabling Services Commercial Management and ICT Procurement

Job Title	Procurement and/or Contract Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/2962
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
Digital Services Division (DSD) is responsible for enabling Information and Communication Technology (ICT) functions and activities in the department. The division provides a secure, modern ICT environment so that the department can conduct its business 24/7 and focus on achieving departmental outcomes. DSD staff work collaboratively across the department, taking advantage of advances in technology, to deliver end-to-end services and solutions that are nationally consistent and deliver organisational and business benefits. As a trusted ICT adviser, DSD aims to strengthen its partnerships with other divisions through the provision of professional advice, innovative solutions and high quality, timely and reliable ICT services. DSD staff are experts in ICT operations, ICT project planning and delivery, ICT applications development and support, ICT security, ICT contracts and vendor management, web services, information, data and records management and ICT governance and strategy. The division also includes the Shared Services Centre which allows organisations to leverage established and emerging infrastructure and capabilities of another organisation providing cost savings, increased ICT buying power and common tools and services.

The Digital Enabling Services Branch provides the Digital Services Division with program management and assurance, business engagement, human resource services, financial management and reporting, in-house commercial services and assistance in governance and strategic communication matters. The branch is also responsible for the Shared Services Centre which governs the provision of ICT services to participating entities.

The Commercial Management Section manages and oversees the contracts and commercial relationships with ICT vendors.

Commercial Management is made up of ICT Contract Management professionals who are responsible for providing high quality, cost effective and efficient advice to the Division, as well as facilitating contract management within a framework that meets statutory, accountability and reporting requirements. The team operates in a fast-paced environment with a diverse range of tasks, often with changing priorities and tight deadlines. The area provides oversight of contract management functions in the division by leading and undertaking contract formation and contract management activities. The team establishes and reviews commercial arrangements and provides advice on the interpretation of contracts and contractual solutions.

The ICT Procurement Section manages complex procurement and tender activities with ICT vendors. The Section is made up of ICT procurement professionals who provide high quality advice to the division and ensure all procurements, financial transactions and agreements are undertaken within mandated Commonwealth Procurement Guidelines and departmental procedures. The team build and maintain positive working relationships with various stakeholders and make decisions that are based on professional judgement, while evaluating and managing risks.

Duties

The Job

In this role you will:

- Provide professional and strategic leadership to deliver effective procurement and/or contract management support to the division, whilst building and enhancing the capability of the team.
- Develop and manage complex relationships with a variety of business areas, clients and outsourced service providers, ensuring collaboration to achieve outcomes.
- Use good judgement, expertise and knowledge to ensure decisions are based on risk and governed by the application of regulations, best practice principles or the agency operating instructions and procedures.
- Communicate and negotiate clearly on a range of complex issues
- Regularly evaluate processes and generate opportunities for improvement and implement strategies to ensure corporate support is fit-for-purpose and responsive to changes in business needs

Eligibility

What we are looking for

Knowledge and experience

- Demonstrated experience of the ability to lead and deliver services, particularly in a changing environment where innovation and new ways of working are a priority.
- Demonstrated experience in complex commercial contract management, procurement and/or commercial functions.
- A strong working knowledge of the Public Governance, Performance and Accountability (PGPA) Act, and broader Commonwealth Procurement Rules and policies.

Skills and capabilities

- Have extensive operational and professional procurement/contract management skills.
- Self-motivation, drive and the ability to deliver outcomes both independently and in a team environment.
- Ability to develop and sustain complex customer, business and stakeholder relationships.
- Highly effective negotiation and communication skills with the ability to present complex information to a variety of audiences.
- Ability to manage multiple competing priorities in a technical environment and lead a team to deliver quality outcomes.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Digital Workforce Section, 02 5156 5657
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0746169

Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 25 August 2024

Digital Services
Digital Platforms & Products Several

Job Title	ICT Service Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/2948
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Digital Services Division (DSD) is responsible for enabling Information and Communication Technology (ICT) functions and activities in the department. The division provides a secure, modern ICT environment so that the department can conduct its business 24/7 and focus on achieving departmental outcomes. DSD staff work collaboratively across the department, taking

advantage of advances in technology, to deliver end-to-end services and solutions that are nationally consistent and deliver organisational and business benefits. As a trusted ICT adviser, DSD aims to strengthen its partnerships with other divisions through the provision of professional advice, innovative solutions and high quality, timely and reliable ICT services. DSD staff are experts in ICT operations, ICT project planning and delivery, ICT applications development and support, ICT security, ICT contracts and vendor management, web services, information, data and records management and ICT governance and strategy. The division also includes the Shared Services Centre which allows organisations to leverage established and emerging infrastructure and capabilities of another organisation providing cost savings, increased ICT buying power and common tools and services.

Duties

What we are looking for

Experienced service management professionals who will be responsible for ensuring the smooth operation of ICT services, managing the performance of a team and service partners, and driving continuous improvement initiatives. You will work closely with other sections to ensure services meet the needs of customers and are delivered to the highest standards.

The Job

- Plan and manage the implementation of processes and procedures, tools and techniques for monitoring and managing the performance of technology services.
- Lead the delivery of services, ensuring agreed service levels, security requirements and other quality standards are met.
- Use good judgement, expertise and knowledge to ensure decisions are governed by the application of regulations, best practice principles or the agency's operating instructions and procedures.
- Communicate and negotiate clearly on a range of complex issues.
- Generate practical solutions and drive continuous improvement initiatives.
- Provide operational direction, support and guidance to the team.

Eligibility

What we are looking for

Knowledge and experience

- Demonstrated experience providing leadership and management of teams in an ICT environment.
- Relevant formal qualifications in an ICT discipline, and/or demonstrated equivalent skills and experience would be highly regarded.
- Sound understanding of service management frameworks such as Information Technology Infrastructure Library V4 (ITIL4) will be highly regarded.

Skills and capabilities

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

- Proven ability to coordinate and manage a team and service partner outcomes and ensure these are delivered within agreed time, cost and quality expectations.
- Collaborate, influence and maintain strong relationships with a variety of internal and external stakeholders, including service partners.
- Highly effective leadership skills to build and enhance the capability of a technical team and promote a customer focused, respectful, and supportive workplace culture.
- Strong problem-solving and decision-making abilities
- Highly effective communication skills with the ability to present complex technical information to various audiences.

Occupation specific skills

The follow set of skills from the Skills Framework for the Information Age (SFIA) would be beneficial for the role:

- Service level management: Level 5 (SLMO)

- Performance management: Level 4 (PEMT)
- Stakeholder relationship management: Level 5 (RLMT)
- Customer service support: Level 4 (CSMG)
- Technology service management: Level 5 (ITMG)
- Business process improvement: Level 5 (BPRE)

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Digital Workforce Section, Digitalworkforce@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-0746198

Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 18 August 2024

Finance & Investment
Funding & Revenue Levies Compliance

Job Title	National Compliance Director - Levies
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$141,563 - \$164,475
Classification	Executive Level 2
Position Number	2024/2955
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Finance and Investment Division supports the department to be efficient, effective, and financially sustainable. The division provides strategic financial advice and support to the department, the offices of the minister and to industry stakeholders. The division delivers on business objectives by partnering with the department, providing high quality customer service, advice and support and a nationally consistent approach to business, with consideration to the government's fiscal environment, its significant reform agenda, and the department's imperative to maintain financial sustainability.

The Funding and Revenue Branch (FRB) is the 'policy' arm of the FID. The FRB is responsible for leading and delivering cost recovery services and advice, external budgets and costing support, portfolio agency engagement on financial matters, levies policy and administration, levies compliance functions and oversee the delivery of the finance improvement strategy. Our work requires public service professionals in administrative, policy and financial roles to come together under the leadership of our directors. Our work is often high profile, and we engage directly with the department's external stakeholders including industry, representative groups, and our Minister. We are the perfect place to work if you are a policy, operational or administrative officer who is looking to add some corporate experience to your resume.

The Levies Compliance team is responsible for the delivery of an annual risk-based compliance program that encourages levy payers to voluntarily comply with legislation providing assurance to government and industry stakeholders that levy collections are materially complete. The Levies Compliance team mitigates the risks of non-compliance by establishing and undertaking effective compliance activities in line with the regulatory responsibilities outlined in legislation and the department's regulatory responsibilities.

Duties

The Job

The National Compliance Director will:

- Lead the development and delivery of the Levies National Compliance Program and the National Quality Assurance program, ensuring objectives and key deliverables and auditable consistency across compliance team is achieved.
- Lead a national team strategy to improve operational efficiency and productivity, fostering a collaborative environment to ensure a continuous improvement approach is taken to operational tasks and service delivery.
- Oversee the Levies Debt management and recovery program.
- Review, analyse and evaluate the program's effectiveness and performance in meeting regulatory and compliance outcomes, legislative obligations, and government priorities.
- Deliver accurate and timely reporting on the progress and outcomes of the program to key internal and external stakeholders.
- Ensure regional office operations and key tasks are fully accountable to industry and government while providing specialist levy advice to agents, industry organisations and other stakeholders.

- Strengthen relationships with internal and external stakeholders to build strategic alliances and achieve mutually beneficial outcomes.
- Contribute to the financial management of the Branch through budget management and efficient allocation of resources.
- Represent the department at meetings with both internal and external clients as required, including industry groups, levy payers and levy collection agents.
- Provide high level leadership and strategic direction to geographically dispersed compliance teams.
- Lead a geographically dispersed compliance team.

Eligibility

What we are looking for **Knowledge and experience**

- Demonstrated experience working with multifaceted, risk-based compliance programs.
- Operational experience in a compliance, regulatory, investigations or similar role(s).
- Experience in interpreting, applying, and making decisions in accordance with legislation.
- Experience leading and developing regionally dispersed teams in an evolving regulatory environment.
- Experience in building and sustaining strong working relationships with external stakeholders, senior management, and team members employing a consultative and influencing approach to achieve positive outcomes.

Skills and capabilities

- High level communication and interpersonal skills with the ability to represent the department, liaise and negotiate with internal and external stakeholders.
- The ability to communicate and present complex information to a variety of audiences.
- High level skills in research and providing technical advice and recommendations in relation to legislation, policy, and procedures in a regulatory environment.
- Strong problem-solving skills in a compliance environment with demonstrated skills and experience in identifying issues and analysing risks.
- Proven ability in the planning and implementation of projects and strategies designed to meet team goals in a cost recovered, regulatory environment.

The successful applicant must:

- Hold and maintain a valid Australian motor vehicle drivers' licence.
- Be able to undertake fieldwork in regional and remote locations for periods of up to a week at a time.

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>

To Apply

Position Contact	Maria Loyman, 0408 771 649
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0746194

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

Closing Date:Sunday 25 August 2024

Parks Australia
Kakadu National Park & Cultural Heritage Tourism and Visitor Services

Job Title	Permits Officer (Affirmative Measure - Indigenous)
Job Type	Full-Time, Ongoing
Location	Jabiru NT
Salary	\$52,000 - \$74,302
Classification	APS Level 1;APS Level 2;APS Level 3
Position Number	2024/1544
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=CB3E65A3-7C63-2584-45E5-DB0383130E3B>

Affirmative measure - Indigenous employment – 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 Islander people.

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.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

The Permits Officer is a member of the Tourism and Visitor Services team which manages commercial tour operations and communication, delivers interpretive and education programs, supports media activities, and manages events and festivals.

Duties

The Job

Under the general supervision of the Tourism Services Team Leader help maintain a vibrant tourism sector in Kakadu by:

- Being the point of contact for commercial tour operators, tourism partners and visitors by phone, email or face-to-face.
- Maintaining positive experiences by offering sound advice to tour operators and visitors regarding applications, access to areas, permit availability, and permit conditions.
- Administering, reviewing and processing permit applications for camping, bushwalking, commercial tour operations, and other commercial activities in a timely manner.
- Processing fee payments for camping and commercial activities.
- Assisting the Tourism Services Team Leader and Tourism and Visitor Services Manager on specified projects as required.
- Enter data from permit applications with attention to detail and maintain an accurate database.
- Assist with the analysis of data and provide reports as required.
- Effectively contribute as a member of a team to the joint management of a World Heritage National Park.
- Share the Traditional Owner's vision for the future of the park and participate in the exchange of knowledge, experience and skills between Indigenous and non-Indigenous staff, the community and public.

What we are looking for

Knowledge and experience

- An awareness of issues affecting Indigenous people in remote locations and the ability to contribute sensitively and effectively to the joint management of the park as well as developing and supporting relationships based on mutual trust, respect and consideration of values and culture.
- Experience with accurate database and record management.
- Proven excellent customer service skills and patience to educate customers on permit requirements.

Skills and capabilities

- Demonstrated strong administrative and organisational skills, attention to detail and the ability to interpret and apply relevant legislation, processes, and policies to field of work.
- Ability to manage time and priorities effectively to meet deadlines.
- Demonstrated verbal, interpersonal, and written communication skills and the ability to support and maintain productive relationships with stakeholders and staff.

Eligibility

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.

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

Pre-employment Check - 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 of 6 months.

Notes

Please note that this position is a broadband classification (APS 1-3). The successful applicant may be engaged at any level within the broadband.

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

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

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

To Apply

Position Contact	Adrian Buman, 0422 305 322
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=CB3E65A3-7C63-2584-45E5-DB0383130E3B

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Attorney-General's

Vacancy VN-0746040

Job Title	Member for the National Native Title Tribunal
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD, Cairns QLD, Perth WA
Salary	-
Classification	Statutory Appointment
Position Number	0323/24_AGD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=17DA1881-6B29-8D71-153F-DAEF7F108FB8>

The National Native Title Tribunal (the Tribunal) is a national independent statutory body constituted under the *Native Title Act 1993* (the Act). The Tribunal is comprised of the President and Members.

The Tribunal has a range of functions under the Act. Members are required to work closely with Aboriginal and Torres Strait Islander people as well as non-Indigenous parties in carrying out the functions of the Tribunal. The principal work of the Tribunal involves mediating and arbitrating in relation to certain proposed future acts (such as the grant of mining leases).

The Tribunal also assists parties wishing to make Indigenous Land Use Agreements to negotiate these agreements, as well as mediating native title claims referred to the Tribunal by the Federal Court of Australia. Members may also be required to conduct inquiries into issues connected with native title claims and contribute to community liaison and education around native title.

The Tribunal has offices in Perth, Melbourne, Sydney, Brisbane and Cairns. This position will be located in one of the Perth, Brisbane or Cairns offices.

Further information about the Tribunal is available at www.nntt.gov.au.

Duties

Members of the Tribunal are appointed by the Governor-General under section 111 of the Act. Members perform the functions set out under section 108 of the Act, and may also be required to conduct inquiries into issues associated with native title claims, and contribute to community liaison and education about native title. Members have a range of skills and qualifications to effectively perform the role. Their fields of professional experience include law, government, public policy, non-government organisations, academia and the private sector.

Eligibility

Section 110 of the Act provides that to be eligible for appointment as a Member of the Tribunal a person (other than a Judge or a former Judge) must have special knowledge about:

1. Aboriginal or Torres Strait Islander societies; or
2. land management; or
3. dispute resolution; or
4. any other class of matters considered by the Governor-General to have substantive relevance to the duties of a Member.

Section 110 of the Act also provides that a person is eligible for appointment as a Member of the Tribunal if the person is an assessor of the Federal Court of Australia or a Member of a recognised State/Territory body, as defined by the Act.

Applicants must have, or be able to hold, a security clearance. To be eligible for an Australian Government security clearance, you must be an Australian citizen and have a checkable background.

Notes

Assessment process

Applicants will be initially assessed by a panel on their written application. Shortlisted applicants will be further assessed by the panel at interview, and referees contacted.

How to apply

Complete the online application form online application form by 23 August 2024. Applications must include:

- a statement of claims, of no more than 2000 words, against the eligibility and selection criteria
- a curriculum vitae of no more than 4 pages outlining relevant qualifications, experience and expertise

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Appointments, (02) 6141 6111
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=17DA1881-6B29-8D71-153F-DAEF7F108FB8

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Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 01 September 2024

Intelligence
Covert Collections and Insights Collection Operations

Job Title	Senior Operational Advisor Covert HUMINT
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$113,355 - \$136,660
Classification	Executive Level 1
Position Number	5489_07/24_CCI
Agency Website	https://www.acic.gov.au/

Job Description

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

Senior Operational Advisors in the Covert HUMINT team fulfil a vital role providing independent advice, coaching and mentoring to operational areas within the Covert HUMINT (Human Source) operations environment. They assist in developing capability, promoting consistency of practice, and providing quality assurance across HUMINT operational activities by proactively engaging with operational teams in pre, during and post deployment processes.

Duties

- Provide strategic and operational advice and assurance on HS operations, with a focus on effective tradecraft and documentation to mitigate risk.
- Work collaboratively with operational teams in the development of HS deployment strategies, and translate trends and best practice into operational standards.
- Work collaboratively to provide HUMINT operational advice on emerging issues and contemporary lessons learned from the operational environment.
- Ensure ACIC provides a nationally consistent approach to the management and application of the HUMINT operations capability.
- Ensure ACIC remains abreast of national and international trends and positions itself at the forefront of HS operations, risk management and tradecraft standards.
- Administer, develop and update the HS Policy and Procedures in partnership with the Director Covert HUMINT.
- Participate in HS Panel Review and Revalidation to identify operational or security issues, counter intelligence or handling concerns.
- Engage partner agencies to identify opportunities for collaboration in the areas of HUMINT/HS operations central capability, methodology, tradecraft and standards.
- As appropriate, represent the ACIC at various national and international HS forums and working groups.

Our ideal candidate

- Demonstrated experience in overseeing and conducting operational HUMINT collection activities, including a sound knowledge of covert HUMINT methodologies and processes, domestically and internationally.
- Demonstrated ability to make sound judgements to deliver operational and strategic outcomes, under time and risk pressure and with competing priorities.
- Experience managing operational risk, protecting HUMINT and other covert capabilities, applying relevant legislative and policy and procedure frameworks in an operational context.
- Highly developed verbal and written communication skills, good negotiation skills and experience providing balanced advice to operational areas.
- Strong interpersonal skills, including the ability to lead, develop and maintain productive internal and external working relationships including with geographically dispersed teams.
- Highly developed stakeholder and liaison skills, including the ability to engage with multiple stakeholders across programs and interests to achieve operational outcomes. This role may represent the ACIC at various forums.
- Highly developed leadership skills, with the demonstrated ability to motivate and inspire others within their own team and across an organisation, and role model the APS values.

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 LGBTQ+, 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	Sarah, 02 6268 7252
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General’s

Vacancy VN-0746121

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 01 September 2024

Intelligence
Covert Collections and Insights Collection Operations

Job Title	Assistant Director Operational Compliance / Deputy Registrar - Covert HUMINT
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$113,355 - \$136,660
Classification	Executive Level 1
Position Number	5511_07/24_CCI
Agency Website	https://www.acic.gov.au/

Job Description

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

The Assistant Director Operational Compliance / Deputy Registrar works to the Director Covert HUMINT / National Human Source (HS) Registrar, to ensure compliance and quality assurance is maintained across operational activity within the Covert HUMINT (Human Source) domain.

Duties

- Through their engagement with operational teams and counterparts, establish an enduring operational compliance capability.
- Uplift and embed the ACIC’s HS Policy and Procedures, delivering strong and consultative operational outcomes.
- Conduct and oversee reviews of Covert HUMINT operational activity to ensure compliance and quality assurance is maintained across the operational HUMINT life cycle.

- Conduct and oversee the assessment of HUMINT holdings, for internal referral to the Oversight and Assurance Team, as part of the independent oversight frameworks within which the ACIC operates.
- Under the direction of the Director Covert HUMINT / National Human Source (HS) Registrar formalise the ACIC's Registrar capability in accordance with the ACIC's HS Policy and Procedures.
- Establish and maintain enduring relationships with ACIC Registrar counterparts at various levels, in line with the HS Procedures and principles of disclosure.

Our ideal candidate

- Demonstrated experience in overseeing and conducting operational HUMINT collection activities, including a sound knowledge of covert HUMINT methodologies and processes, domestically and internationally.
- Demonstrated ability to make sound judgements to deliver operational and strategic outcomes, under time and risk pressure and with competing priorities.
- Experience managing operational risk, protecting HUMINT and other covert capabilities, applying relevant legislative and policy and procedure frameworks in an operational context.
- Highly developed verbal and written communication skills, good analytical skills and experience providing thorough review findings and recommendations.
- Strong interpersonal skills, including the ability to lead, develop and maintain productive internal and external working relationships including with geographically dispersed teams.
- Highly developed stakeholder and liaison skills, including the ability to engage with multiple stakeholders across programs and interests to achieve operational outcomes. This role may represent the ACIC at various forums.
- Highly developed leadership skills, with the demonstrated ability to motivate and inspire others within their own team and across an organisation, and role model the APS values.

Eligibility

Essential qualifications

- Demonstrated experience as a Human Source handler or case manager / intelligence officer within law enforcement or an intelligence, national security or defence agency, and successful completion of advanced HUMINT training at a law enforcement or intelligence agency.

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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Notes

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To Apply

Position Contact	Sarah, 02 6268 7252
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0746179

Australian Federal Police

Closing Date:Thursday 22 August 2024

Job Title	SAP HR Functional Configuration
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA
Salary	\$122,072 - \$139,128
Classification	IT Specialist
Position Number	13292
Agency Website	https://careers.afp.gov.au

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- 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

The SAP HR Functional Configuration role will be based in the Chief Information Officer Command - SAP Team and will work closely with SAP development and testing resources and is responsible for translating the high level design and business requirements into detail design documents.

The SAP HR Functional Configuration role involves the creation of the solution in a development environment. The SAP HR Functional Configuration role is responsible for aligning SAP HR solutions to the intended business outcomes and defined requirements. Where required by the development team, they will configure the agreed solutions.

Technical Specialists provide expert consultancy within their area of specialism. They develop and promote technical solutions which support the business requirements of the AFP, within their area of expertise. A Technical Specialist role does not hold any leadership or financial delegations.

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.

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.

What will you do?

Responsibilities include:

- Reviewing business design documentation to ensure it is technically feasible and that constraints and assumptions are highlighted;
- Configuring agreed solutions and working with the test team to address defects and issues;
- Working collaboratively with other stakeholders to ensure there is an understanding and acceptance of proposed solutions and any limitations, constraints and risks.
- Reviewing test planning documentation to ensure it is aligned with the intended design.

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.
- Relevant SAP qualification or extensive experience and knowledge in area of expertise.

Desirable Requirements

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

- Experience in relevant HR modules in SAP, e.g. Personnel Administration, Organisational Management, Personnel Development, Time Management, Payroll and LSO.
- Tertiary qualifications in relevant field.

Notes

- This role is an AFP Technical Specialist Level 1 role, \$122,072 - \$139,128
- The position can be worked Australia wide & remotely from home.

- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

About the Australian Federal Police

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

To Apply

Position Contact	Craig Hall, 02 5126 7285
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13292/

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Attorney-General's

Vacancy VN-0746176

Australian Transaction Reports and Analysis Centre
(AUSTRAC)

Closing Date: Sunday 01 September 2024

Data

Job Title	General Manager, Data (Chief Data and Analytics Officer)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	-
Classification	Senior Executive Service Band 2
Position Number	34056
Agency Website	https://www.austrac.gov.au/

Job Description

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

Duties

AUSTRAC is Australia's anti-money laundering and counter-terrorism financing regulator and specialist financial intelligence unit. AUSTRAC strives to be a global regulatory leader and the primary source for financial intelligence in Australia.

The General Manager, Data (Chief Data and Analytics Officer) is responsible for the establishment and leadership of AUSTRAC's Data Division. They are accountable for enterprise-wide governance, management and use of data across AUSTRAC.

The General Manager will lead AUSTRAC's uplift in data culture and literacy, and will be champion data and analytics innovation across the agency and with our key partners. They will appropriately manage business planning, risk and quality to ensure the agency is accountable and well-positioned to adopt emerging analytical technologies and approaches.

The role is a member of AUSTRAC's Executive Leadership Group, and is expected to contribute actively to executive strategies, governance and decision making, including through advice and strategic recommendations to other executives and the CEO. In addition to contributing to the strategy direction and performance of the organisation, the role includes a particular focus on providing strong leadership of their Division and leading broader transformation change across the agency.

AUSTRAC is committed to implementing The SES Performance Framework, as a priority set out in the APS reform agenda to strengthen behaviour and outcomes-based performance management, starting with the SES. The SES Performance Framework progresses this initiative by providing an overarching set of requirements that will be applied across the APS to embed a culture of transparency and accountability for SES performance.

Eligibility

The successful applicant will be required to satisfy AUSTRAC's pre-engagement checks and obtain and maintain an ongoing Negative Vetting 2 security clearance. To be eligible for assessment, applicants must be an Australian citizen.

Notes

*Before applying, please obtain selection documentation from the Executive Intelligence Group vacancies page www.executiveintelligencegroup.com.au Ref. No. 946. If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** at **Executive Intelligence Group** on (02) 6232 2200.*

All applications must be submitted via the Executive Intelligence Group vacancies page: <https://executiveintelligencegroup.com.au/vacancies/>.

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 contribution and experience 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.

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

About the Australian 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	Tricia Searson or Karina Duffey at Executive Intelligence Group, (02) 6232 2200
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Attorney-General’s

Vacancy VN-0746205

Commonwealth Ombudsman

Closing Date:Friday 23 August 2024

Defence, Investigations, ACT & Legal ACT Strategy and Inspector

Job Title	APS 5/6 - Senior Strategic Policy/ Strategic Policy/ Senior Strategy & Investigations Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Perth WA, Adelaide SA, Canberra ACT
Salary	\$82,038 - \$101,786
Classification	APS Level 5;APS Level 6
Position Number	035_08/24
Agency Website	https://www.ombudsman.gov.au/

Job Description

<https://ombudsman.nga.net.au/?jati=85C938D1-DE47-59DD-56B5-DB0382C4EBD8>

The ACT Strategy & Inspector Team is responsible for key aspects of the Office's ACT Ombudsman functions:

- managing the ACT Ombudsman's strategic functions, including monitoring and analysing complaint trends, identifying systemic issues, providing policy advice, undertaking own motion investigations and strategic engagement.
- supporting the ACT Ombudsman's role as Inspector of the ACT Integrity Commission under the Integrity Commission Act 2018 (ACT), including monitoring and reporting on compliance, data analysis and reporting, investigating complaints, undertaking own

initiative investigations and making recommendations.

- supporting the ACT Ombudsman's role as part of the ACT's multibody National Preventive Mechanism (NPM) under the Optional Protocol to the Convention against Torture (OPCAT).

Duties

What you'll do:

Duties are to be performed under broad direction of your supervisor and in accordance with the APS Code of Conduct, upholding the APS Values and upholding the office values of independence, impartiality, integrity, accessibility and professionalism.

Senior Strategic Policy Officer (APS 6)

This role requires a strong all-rounder with the ability to move between strategic communications and engagement, strategic policy and report writing.

Duties include:

- analysing and monitoring ACT Ombudsman complaint trends, to identify strategic issues, risks and opportunities.
- helping to build community and agency engagement and representing the ACT Ombudsman to external stakeholders, including the ACT Legislative Assembly, ACT agencies, ACT oversight bodies and community stakeholders.
- liaising, coordinating and providing advice across the Office on ACT Ombudsman matters.
- providing strategic policy advice and contributing to written briefs, reports, papers and submissions, including reviewing proposed ACT legislative changes and drafting submissions on behalf of the ACT Ombudsman.

Strategic Policy Officer (APS 5)

This role requires strong all-rounders with the ability to move between strategic communications and engagement, strategic policy and report writing.

Duties include:

- helping to analyse and monitor ACT Ombudsman complaint trends, to identify strategic issues, risks and opportunities.
- helping to build community and agency engagement and representing the ACT Ombudsman to external stakeholders, including the ACT Legislative Assembly, ACT agencies, ACT oversight bodies and community stakeholders
- working as a team member with other ACT areas within the office
- providing policy advice and contributing to written reports, papers and submissions.

Senior Strategy & Investigations Officer (APS 6)

This role requires strong all-rounders with the ability to move between strategic investigation, communications and engagement and report writing.

Duties include:

- undertaking own motion investigations into agencies within the ACT Ombudsman's responsibilities
- identifying strategic issues, risks and opportunities.
- helping to build community and agency engagement and representing the ACT Ombudsman to external stakeholders, including the ACT Legislative Assembly, ACT agencies, ACT oversight bodies and community stakeholders.
- drafting written reports, papers and submissions.

Strategy & Investigations Officer (APS 5)

This role requires strong all-rounders with the ability to move between strategic investigation, communications and engagement and report writing.

Duties include:

- contributing to own motion investigations into agencies within the ACT Ombudsman's responsibilities
- helping to analyse and identify strategic issues, risks and opportunities.
- helping to build community and agency engagement and representing the ACT Ombudsman to external stakeholders, including the ACT Legislative Assembly, ACT agencies, ACT oversight bodies and community stakeholders.
- contributing to written reports, papers and submissions

Eligibility

The successful candidate must:

- be an Australian citizen
- be a current Commonwealth employee under the PS Act,
- be able to obtain and maintain a baseline security clearance.

Some work can involve exposure to potentially distressing information and materials. It is important we are confident you will be able to engage with this work without experiencing harm to your wellbeing. This means we may require the successful candidate for certain positions to undergo a preemployment psychological assessment as part of this selection process.

The successful candidate for **Senior Strategic Policy Officer** will have experience in providing policy advice, interpreting and analysing legislation, and a demonstrated ability to:

- support and promote their team to achieve organisational goals
- communicate with influence, including to produce complex and high-quality written briefs, correspondence, and reports suitable

for publication and written guidance materials

- well-developed communication skills to develop and support productive working relationships with internal and external stakeholders to influence outcomes, anticipate stakeholder expectations, and achieve work area and organisational goals
- strong analytical skills and experience assessing complex information and providing accurate policy advice
- think strategically to identify factors, trends and influences and implement well-considered solutions, and
- work effectively under pressure, independently or as part of a team, to achieve results.

The successful candidate for **Strategic Policy Officer** will have experience in providing policy advice, interpreting and analysing legislation, and a demonstrated ability to:

- support their team to achieve organisational goals
- communicate with influence, including to produce complex and high-quality written briefs, correspondence, and reports suitable for publication and written guidance materials
- well-developed communication skills to develop and maintain productive working relationships with internal and external stakeholders to support effective liaison and respond to stakeholder expectations
- strong analytical skills and experience assessing complex information
- think strategically to identify areas for focus and implement well-considered solutions, and
- work effectively under pressure, independently or as part of a team, to achieve results.

The successful candidate for **Senior Strategy & Investigations Officer** will have a demonstrated ability to interpret and analyse legislation, analyse complex matters, conduct investigations, and discretionary decision-making. A Certificate IV in Government Investigations is highly desirable. In addition, they will also have an ability to:

- support and promote their team to achieve organisational goals (including applying subject matter expertise)
- communicate with influence, including to produce complex and high-quality written briefs, correspondence, reports suitable for publication, and written guidance materials
- well-developed communication skills to support productive working relationships with internal and external stakeholders to influence outcomes
- strong analytical skills and experience assessing complex information
- think strategically to identify factors, trends and influences and implement well-considered solutions, and
- work effectively under pressure, independently or as part of a team, to achieve results.

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- well-developed communication skills to support productive working relationships with internal and external stakeholders to influence outcomes
- strong analytical skills and experience assessing complex information
- think strategically to identify factors, trends and influences and implement well-considered solutions, and
- work effectively under pressure, independently or as part of a team, to achieve results.

Notes

How to apply

Your application should include:

- A 1-page (600 word maximum) statement of claims of your suitability to the position, ensuring that you include specific examples of your skills and experience relevant to the job advertised and the qualities referenced in our ideal candidate information.
- A current Resume, including contact details for two referees.

Your application must be submitted via the link in the [current vacancies page](#) by 11:30pm AEST on 23 August 2024.

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

To Apply

Position Contact	Kate Burmester, 02 6243 1604
Agency Recruitment Site	https://ombudsman.nga.net.au/?jati=85C938D1-DE47-59DD-56B5-DB0382C4EBD8

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Attorney-General's

Vacancy VN-0746138

National Anti-Corruption Commission

Closing Date:Sunday 25 August 2024

Enabling Services

Job Title	Vulnerability Management Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW, Perth WA
Salary	\$90,199 - \$102,860
Classification	APS Level 6
Position Number	079_07/24_PN
Agency Website	https://nacc.gov.au/

About the National Anti-Corruption Commission

The NACC enhances integrity in the Commonwealth public sector by deterring, detecting, and preventing corrupt conduct involving Commonwealth public officials. It does this through education, monitoring, investigation, reporting and referral.

Working with us

This is an exciting time to join the NACC. We are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

NACC staff work in a complex and dynamic setting where exceptional judgement and an ability to achieve results is critical.

Successful candidates will have the ability to cooperate, manage, lead, and perform successfully across corporate and operational functions

Duties

Key activities of this position include:

- Conducting regular vulnerability scans using tools hosted within Azure.
- Building custom scans based on the current ICT environment and threat landscape as well as threat actor intelligence (such as 0-day vulnerabilities).
- Analyzing scan results to prioritise vulnerabilities based on severity, exploitability, and potential impact.
- Generating reports on vulnerability management activities and status, including scan results, remediation progress and overall risk posture.
- Remediating identified vulnerabilities based on priority, working closely with internal and external stakeholders.
- Working with service providers to implement remediation plans of identified vulnerabilities.
- Ensuring the Commission complies with relevant government frameworks and policies.
- Developing and managing a vulnerability management methodology and guidance to the Cloud environment team during the implementation of various cloud tools.
- Assisting the Assistant Director ICT Security in undertaking systems risk assessments.
- Working with project teams and service providers to define and implement systems logging requirements

Eligibility

Employment with the Commission is subject to the following conditions:

- Citizenship – Applicants must be an Australian Citizen.
- Security Clearance – This is a Designated Security Assessment Position (DSAP). The occupant of this position must obtain and retain an AGSVA security clearance to the specified level.
- Suitability assessment – The Commission must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but not limited to) detailed background, character, employment, police and financial checks.
- Probation - A probation period will apply to any new ongoing engagement to the Australian Public Service.

Notes

We offer attractive rewards and benefits to eligible employees, including:

- competitive rates of pay and 15.4% superannuation.
- generous paid parental leave for primary and secondary caregivers.
- an additional 3 days paid leave between Christmas and New Year.

- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.
- an option to purchase additional leave, up to 4 weeks per year.
- access to salary sacrificing, and
- access to studies assistance.

The NACC provides a service allowance of \$1,900 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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

About the National Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	Penelope Filippidis, 0477 060 220
Agency Recruitment Site	https://nacc.nga.net.au/

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Defence

Vacancy VN-0746188

Australian War Memorial

Closing Date:Thursday 22 August 2024

National Collection Collection Services

Job Title	Registration Officer
Job Type	Full-Time, Ongoing
Location	Mitchell ACT
Salary	\$63,810 - \$78,001
Classification	
Position Number	60003020
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

Registration Officers work on a variety of specialist collection management tasks and programs including storage, transport, documentation, loans, audit, acquisitions, exhibition installation and warehouse management. These roles are broad band from APS 3 to APS 4 level with progression depending on skills, qualifications, experience and requirements in the team.

Registration Officers can be required across three specialties within the team:

Storage, Movement and Assurance – work in this team involves the physical management and audit of the collection including Large Technology Objects (LTO), artworks and small collection.

Loans and Exhibitions – work in this team involves administering collection loans, reporting, coordinating photography and condition reporting, packing, transport, exhibition install and coordination of temporary displays and changeovers.

Acquisitions – this team is the central point of contact for all collection donation offers to the National Collection. They also coordinate purchases and transfer of collection. Work involves correspondence with donors, coordination of curatorial assessments, receipt and documentation of collection and detailed documentation in the CMS of the whole acquisition process.

A core responsibility across the whole team is performing gallery changeovers, providing showcase and collection access and leading aspects of exhibition installations and displays.

A good level of physical fitness is required for collection movements and exhibition installation work and a driver's licence is essential.

The current vacancy is in the Loans and Exhibitions team. A flexible outlook is required and the ability to work across teams in future is essential.

Duties

APS 3:

At this level staff will assist with collection management tasks, build skills in specialty areas, collaborate across the Collection Services section, assist in exhibition preparation and installation and maintain accurate documentation in the CMS. Staff at this level are expected to do all relevant training including asbestos awareness, forklift and elevated work platform licences (for the Storage and Movement team), radiation safety and CMS training.

Tasks under general direction, depending on specialty team, may include:

- Prepare collection items for storage or dispatch and physically locate material in storage
- Assist with the packing, rehousing, audit, relocation and storage of collection items
- Assist with the physical management of collection material for conservation, photography, access, accessioning, loan and exhibition
- Administrative tasks relating to collection management
- Handling donor enquiries and processing hazard and purchase evaluations
- Coordinating curatorial assessment of acquisitions

Progression to the APS 4 pay point will be dependent on:

- Relevant qualifications depending on specialty team requirements that may include:
 - o Tertiary degree in a relevant discipline
 - o Medium Rigid truck licence
 - o Dogging and rigging qualifications
- Advanced skills in CMS documentation
- Demonstrated ability to coordinate and lead team tasks as listed above
- Demonstrated ability to lead external stakeholder communication
- Demonstrated ability to coordinate internal stakeholders and produce high level correspondence and reports
- Demonstrated ability to coordinate collection management programs including loans and audit

There is a barrier at the APS 5 pay point and progression will be based on requirements across the Registration team. An internal process will be conducted when staff are required at this level and a separate job description and selection criteria will apply.

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

Eligibility
Notes

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

About the Australian War Memorial

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

To Apply

Position Contact	Robert Fisher, (02) 6206 9862
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0744662

Job Title	Cost Assurance, Cost Estimation, Cost Recovery (Multiple Roles)
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DFG/05557/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5D02D364-512C-3E09-02D1-DB021B3F6109>

Duties

The Role

Cost Estimation (Position Location - Canberra ACT)

The APS 6 Cost Estimation Manager would be working with variety of projects to develop life cycle cost estimates.

Responsibilities would include:

- Building cost estimates to support capability gate review and investment committee decisions;
- Working through tender submissions to extract the relevant cost data;
- Working with project managers, schedulers and risk managers to understand the cost implications of schedule, uncertainty and risk;
- Presenting the models for capability gate review, investment committee and external stakeholder reviews; and
- Working closely with financial and portfolio stakeholders to convey high-level summaries of the estimates.

The APS 6 Cost Estimation Manager role provides candidates with the opportunity to rotate between projects, providing exposure and experience across multiple service groups and types of projects. Candidates will have the opportunity to learn the nuances of building simple and complex cost estimates and be a key part of project teams as they build their cost estimate model.

Cost Assurance (Position Location - Adelaide SA and Canberra ACT)

The APS 6 Cost Assurance Manager would be providing technical cost advice and support to cost estimators and project teams developing cost estimates.

Responsibilities would include:

- Responding to general enquiries about cost estimation, the application of Defence costing; standards, policy and processes and cost estimation tools used in Defence;
- Reviewing cost estimates to ensure they comply with the Defence Cost Estimation Standards;
- Providing advice and recommendations to improve the quality of cost estimates; and

- Support senior CCB team members in the preparation of briefs for senior decision makers.

Cost Recovery (Position Location - Adelaide SA and Canberra ACT)

The APS6 cost recovery manager would manage cost recovery models and clear international agreements.

Responsibilities would include:

- Developing and updating Cost Recovery Models;
- Reviewing Other Defence Cost Models for compliance with standard best practice and policy;
- Facilitating and collating Portfolio Charging Survey and Portfolio Charging Review; and
- Reviewing and clearing International Agreements.

About our Team

The Capability Costing Branch works in partnership with the Defence community to drive better practice and transform capability costing. The Branch connects and supports a professional costing community by developing policy and technical solutions, providing strategic and technical costing advice, and building a sustainable costing workforce.

Our Ideal Candidate

The capability-costing branch is growing and expanding to support Defence through a period of growth to develop accurate and fit for purpose cost estimates. We are looking for people who can work closely with projects to support the development of project cost estimates.

If you have a background in accounting and finance or a STEM field we would love to have you onboard. We are looking for people with experience in projects, cost assurance, estimation and project finance.

Cost Estimation (Position Location - Canberra ACT)

Do you enjoy working in a dynamic environment and working with complex projects?

Our ideal cost estimator would:

- Enjoy working closely with projects to deliver successful outcomes;
- Have a curious nature to investigate and provide advice on requirements in an estimate using best practice methods;
- Be comfortable with change and working with projects of differing complexity and scope; and
- Able to articulate and condense multiple sources of information into a cost estimate document suite.

Cost Assurance (Position Location - Adelaide SA and Canberra ACT)

Do you have a curious mind and enjoy thinking creatively about complex problems to find innovative solutions?

Our ideal cost assurer would:

- Have a love of numbers, and costing that drives their curiosity;
- Enjoy learning and building new skills and knowledge;

- Have strong stakeholder management skills;
- Be willing to learn about the organisation and interconnectedness of projects; and
- Be able to analyse information, data, and synthesis this and articulate findings to others.

Cost Recovery (Position Location - Adelaide SA and Canberra ACT)

Do you enjoy working with stakeholders to deliver successful outcomes?

Our ideal cost recovery manager would:

- Have strong stakeholder skills;
- Be proficient at excel and other modelling tools; and
- Be able to work independently and as part of a team.

Eligibility

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

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a 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	Lynda Marsden, 02 5131 3573
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5D02D364-512C-3E09-02D1-DB021B3F6109

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Defence

Vacancy VN-0745521

Department of Defence

Closing Date: Sunday 25 August 2024

Defence Finance Group
Financial Performance & Management

Job Title	Financial Advisor
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DFG/05456/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=71CE0821-4988-BDD9-3CC1-DAF0313C16B8>

Duties

The Role

Defence Finance Group (DFG) is seeking experienced and enthusiastic finance professionals to join the Navy Acquisitions team for current vacancies in Canberra, Adelaide and Sydney.

The APS 6 Finance Advisor is a customer facing role who will work in a small and dynamic team in the provision of strategic financial advice to key clients, both uniformed and civilian. The Finance Advisor will also assist clients in the identification of financial risks and opportunities, understanding of cost drivers and impacts on capability, and forecasting of End of Financial Year achievement.

Some of the key duties of this role include:

- Use business knowledge and financial skills to provide expert advice on Defence and Government financial matters.
- Build and sustain effective working relationships with key clients across the Fleet and Maritime domain.
- Coordinate financial governance requirements and promote compliance with the financial management frameworks.
- Contribute to budget preparations, evaluation of financial performance and general financial management across a variety of budgets and capabilities.
- Identify financial issues and apply financial management knowledge to deliver objective and systematic analysis and conclusions.

About our Team

Our embedded teams provide finance support to the Navy Head Quarter and partnered Naval Shipbuilding and Sustainment Group. The recent Defence Strategic Review (DSR) and the 2024 National Defence Strategy (NDS) set out a blueprint to deliver a transformation of the Australian

Defence Force (ADF) to an integrated, focused force capable of safeguarding Australia’s security for decades to come. The work reflects a comprehensive recalibration of Defence’s priorities with a significant focus on enhancing maritime capabilities.

Our Ideal Candidate

We are seeking enthusiastic individuals with a passion for finance/accounting work, who can operate independently under broad direction to perform and achieve complex financial management work within an integrated workforce.

Our ideal candidate will have the following skills and attributes:

- Strong interpersonal skills that can service a variety of customers of varying financial literacy.
- Enthusiastic and determined to achieve meaningful results within a team-based environment.
- Ability to operate and produce high quality outcomes in a fast-paced environment with competing priorities.
- Demonstrated financial skills and experience to achieve outcomes and deliverables.
- Understanding of core financial principles.

Eligibility

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Michelle Ma, 02 5108 1274
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=71CE0821-4988-BDD9-3CC1-DAF0313C16B8

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Defence

Vacancy VN-0745760

Department of Defence

Closing Date:Thursday 22 August 2024

Joint Capabilities Group
ICT Operations Division

Job Title	Chief of Staff OHCO
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	JCG/06387/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=5D023D92-0D3C-F933-73CD-DAF192CF4289>

Duties

The Role
We are seeking a dynamic, experienced leader to be the next Chief of Staff (CoS) to the Defence 2-Star Major General (MAJGEN) of Cyber Operations Division (COD). The CoS will operate with a high degree of autonomy and serves as an advisor, driving organisational communication, collaborations, and alignment. The role is ideally suited to a proactive, detail-orientated and well-organised strategic thinker with a high level ability to communicate across all levels of Defence.

The key functions performed by the CoS include:

- Providing strategic advice to the MAJGEN on current and emerging issues relevant to the COD and the Defence enterprise;
- Advising the MAJGEN and the COD executive leadership team and staff on matter relating to governance, risk and public sector accountabilities;
- Undertaking internal and external engagement and representation to advance the COD strategic intent and business objectives;
- Attendance with, or representing, the MAJGEN at internal committees and meetings;
- Maintaining the awareness of, and delivering support to, Government priorities including through media enquiries, ministerial briefs, and cabinet submissions;
- Oversight and management of the COD office and support staff, ensuring that diary management, travel, guest management, etc. are professionally delivered, including the reprioritisation of arrangements at short notice due to emerging issues;
- Oversight of Human Resources, Governance, Information and Knowledge Management, and Work Health and Safety functions; and

- Being adaptable, resilient and a model of Defence and APS values to deliver timely and excellent results.

About our Team

The CoS manages a team of one Executive Level 2 and four Executive Level 1 officers with supporting APS staff who provide a range of broader enabling functions. The team works to support Defence's Cyber Operations area with numerous Directorates that provide support to Defence personnel nationally and internationally. The CoS works closely with the COD Executive team to help plan, administer and facilitate organisational outcomes and priorities and work closely with Director General (DG) J6 Operations Support. COD has a blended workforce (APS, ADF, contractors) in excess of 1,000 personnel who support the Defence mission globally.

Our Ideal Candidate

We are looking for an enthusiastic, professional, and experienced candidate who is able to think strategically, set and prioritise busy workloads, identify risks and opportunities and collaborate effectively in a Whole of Government setting to achieve results. Our ideal candidate must have a very high level of understanding of governance, risk, compliance and ministerial acumen as well as a sound understanding of the machinery of Government and a proven ability to achieve results in a Whole of Government setting.

While beneficial, there is no direct requirement for a background in ICT or national security. The successful candidate will be able to work effectively with a full range of senior stakeholders across multiple fields to drive results. They will be capable of independently identifying where business improvements can be made regardless of where they may exist. Additionally, the successful candidate must have exceptional analytical, written and oral communication skills (with experience with key briefing formats) and a proven ability to manage relationships. They must be flexible, agile and able to multi-task in a busy environment. **Eligibility**

Notes

Security Clearance:

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

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

About the Department of Defence

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To Apply

Position Contact	COL Edmund Wunsch, 03 9290 2543
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5D023D92-0D3C-F933-73CD-DAF192CF4289

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Defence

Vacancy VN-0745767

Department of Defence

Closing Date:Sunday 25 August 2024

Joint Capabilities
ICT Operations Division

Job Title	ICT Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	JCG/06193/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=DC5E2299-CC7D-8FE5-4D6E-DAF15ABA7480>

Duties

The Role
Digital Identity Services (DDIS) is seeking an experienced and innovative EL 1 Operations Manager.

You will lead a team that shapes Identity and Public Key Infrastructure (PKI), from requests for information, to troubleshooting complex interactions with digital certificates and data pipeline issues around identity matters.

This role provides leadership for Defence to the Combined Communications and Electronics Board (CCEB), the five-allied national military coordination and interoperability organisation, with respect to Digital Identity and PKI systems.

The role is responsible for ensuring security, integrity and correct operational effectiveness of the PKI and Directory and Data Management (DDM) services as well as supporting the team by handling much of the administrative and reporting tasks. This a great opportunity to extend your technical knowledge in PKI and Identity arenas.

The role is also a Trusted Role within the Defence PKI (PKI Operations Manager) and represents the team to the PKI Management Authority (PMA) and other relevant parties.

Whilst the role suits someone with a technical background, it is not a specific requirement.

The role requires a combination of leadership, strong written and verbal communication, service and project management, technical knowledge and procurement skills.

Joint Capabilities Group (JCG) is interested in applicants who can demonstrate an aptitude and ability to develop the skills to become a high performing Operations Manager.

About our Team

The Directorate of Digital Identity Services (DDIS) brings together key identity management, Public Key Infrastructure, Smartcard, Physical Access Control (credentialing), network account provisioning and de-provisioning services and systems and security principles for Defence.

Digital Identity Services provide a framework of technology encompassing digital certificates, identity, security, access, and data management essential to ensuring Defence:

- Identities and resources are appropriately protected.
- Users are granted appropriate access to Defence resources.

The Data and Directory Management (DDM) section is responsible for maintaining the servers, applications and infrastructure that supports Defence's current Identity Management system and Integration services. The PKI section is responsible for maintaining the servers, applications and infrastructure that supports Defence's PKI used to secure and assure Defence's network, system, and business processes.

Our Ideal Candidate

We are looking for multi-disciplinary collaborators who will be able to understand both the tactical and strategic needs of Defence. You will support the people and systems in place in DDIS that delivers a highly available and reliable Identity and PKI service.

The role requires a strong service delivery focus, a desire to find resolutions for our daily operational challenges and flexibility to respond to the changing context and shifting priorities as they occur throughout the day.

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	Chrisafina Rick, 02 5109 9690
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DC5E2299-CC7D-8FE5-4D6E-DAF15ABA7480

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Defence

Vacancy VN-0745769

Department of Defence

Closing Date:Sunday 25 August 2024

Defence Digital Group
Enterprise Systems

Job Title	Chapter Lead - Business Analysis
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - ACT ACT, Various locations - SA SA, Various locations - TAS TAS, Various locations in WA WA, Various locations - NT NT
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	DDG/06519/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=EDE79337-FE67-598B-3215-DAF193CC4C63>

Duties

The Role
As a Chapter Lead in the Defence Digital Group you are a leader with deep knowledge in a technical profession and experience in coordinating and coaching teams. You will be responsible for leading a team of Chapter Members who will be embedded in project teams but report to you as their line manager. You will guide Chapter Members' professional development, and align how they work. This is a "player/coach" role, where about a third of your time will be spent on project delivery and the remaining two-thirds will be dedicated to managing and supporting Chapter Members.

Through your subject matter expertise and commitment to professional development you will foster world-class technical skills within your Chapter, and serve as a promoter of new ways of working. You will maintain and develop your own expertise, bringing the latest thinking to your work, and empowering others to spread knowledge throughout the Group.

You will:

- Be responsible for developing Chapter Members to help improve domain knowledge, including providing feedback, developing/sourcing training, coaching, and assessing performance
- Provide input into strategic workforce planning and Chapter Member allocation to work based on demand, skills, experience and individual learning objectives
- Drive continuous improvement of Chapter specific standards, guidelines and artefacts, taking industry standard frameworks and applying them to the Defence environment
- Be responsible for enabling Defence Digital Group's new ways of working by modelling agile delivery and leadership behaviours
- Act as an expert member of a project team, including to guide team members to capture business needs, evaluate solutions, and recommending changes to processes and tools.

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 Military Systems and Enterprise Systems Divisions' deliver and enhance ICT capabilities that meet Defence's needs and ensure Defence is ready to fight and win in the digital age.
- The Chapter Lead – Business Analysis will work alongside other Chapter Leads in the Program Management Office Branch to deliver capability within the Military and Enterprise Systems Divisions', The Program Management Office increases productivity by building proficiency, matching our resources with the right skills to the right work at the right time and continually improving how we work so that outcomes are consistently delivered on-time, within-budget and to-scope.

Our Ideal Candidate

An energetic leader who blends deep domain expertise with a passion for coaching and developing people. You will have strong communication skills and an ability to successfully motivate and influence at all levels of the organisation – from team members to senior leaders. You bring an ability to effectively enact change in complex organisations.

To be successful in this role you will ideally bring:

- Proven experience in leading business analysis activities.
- Proven track record of coaching and developing individuals and teams to grow professional and technical skills.
- Strong technical background as a business analyst and experience in creating or improving frameworks, procedures and toolsets.
- Ability to drive outcome and develop and execute on complex delivery initiatives.
- Advanced communication, stakeholder engagement and influencing skills, including the ability to manage competing priorities and initiatives.
- Experience in resource planning and allocation.
- Intellectual curiosity and passion for learning new professional and technical skills.
- Knowledge in the application of agile ways or working.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	DDG Recruitment, Not provided
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EDE79337-FE67-598B-3215-DAF193CC4C63

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Defence

Vacancy VN-0745895

Department of Defence

Closing Date:Sunday 25 August 2024

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Project Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Southbank VIC
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/05830/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2DCAA36E-5DE7-9E71-C3A7-DB021ABF00AB>

Duties

The Role

Land Systems Division (LSD) is seeking experienced and passionate Project Managers looking for a challenge, and to be part of a growing team. As an APS 6 Project Manager, you will have the unique opportunity to be part of a multidisciplinary team delivering Australian Defence Force systems that are at the leading edge of Defence capability.

You will support the delivery and management of complex, large-scale projects within LSD. Your responsibilities will require you to apply your project management skills and experience throughout the project lifecycle, from conception through to introduction into service.

Your support will be fundamental to the delivery of Defence projects through project reporting, briefings, financial management, and submissions to Government. You will be required to build effective and collaborative stakeholder relationships, as you will engage regularly with internal, stakeholders and suppliers to support project delivery. More information about our projects can be found on our website: <https://www.defence.gov.au/projects#land>.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to 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

Land Systems Division is at the forefront of ADF capability delivery, ensuring our members have the latest equipment and technology to perform effectively and safely across a diverse range of duties. Our people work collaboratively on the delivery and sustainment of capability, such as armored and general transport vehicles and tanks.

We are dedicated to providing our staff with a healthy work-life environment, and support flexible working arrangements that may be tailored to meet individual needs. We are committed to ongoing learning, and will invest in your training and development to ensure your work with us is deeply rewarding. Land Systems Division aims to create a workplace culture that is inclusive and diverse, reflecting contemporary workplace practices.

Secure your next role with us as a Defence APS employee for generous employment benefits including 15.4% superannuation, paid parental leave, and career focused learning and development opportunities.

Our Ideal Candidate

The right person for this role will be an experienced and committed project management professional who is able to undertake complex project management work, and manage and develop a high-performing team to achieve results.

You will be responsible for the management of a range of project activities and coordinate project inputs in accordance with practices and standards appropriate to the complexity of the project. You will have the ability to shift priorities as demand arises, and be able to make informed decisions and proactively resolve problems. As a dynamic team member, you will use your strong interpersonal and communications skills to build collaborative stakeholder relationships, influence change and drive continuous improvement.

You will support and motivate your team to come together and excel to meet organisational objectives. You will be committed to continuing your own self-development, and pursuing career development for yourself and your team.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Sarah Somogyi, 0438 063 555
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2DCAA36E-5DE7-9E71-C3A7-DB021ABF00AB

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Defence

Vacancy VN-0745901

Department of Defence

Closing Date: Sunday 25 August 2024

Air Force
Air Force Headquarters

Job Title	Business Manager
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	AF/06599/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=FD382ECA-C13B-CE53-AE1D-DB021AAFC47B>

Duties

The Role

As an APS Business Manager, you will provide project management oversight of governance in resource, contract, and budget management of Air Force Events while supporting the Director Air Force Events to manage the organisation's allocated resource budget. Allocated resources include approved annual budgets and reservist budgets.

This exciting opportunity delivers assurance activities for Commonwealth resources in accordance with government legislation and department policy, as well as reporting within Air Force Headquarters and to external stakeholders. Importantly, Air Force will be commencing the introduction-into-service of Enterprise Resource Planning (ERP), a Defence-wide transition from numerous reporting and management systems (including finance and resource management platforms) into a single SAP platform, which is being released incrementally from 2024 until 2029. This APS 6 Business Manager will be central to achieving the Directorate's ERP integration.

The duties of the APS 6 Business Manager in the Directorate of Air Force Events include the following:

- Support the Director and staff to remain aware of issues that will impact the resources allocated to the Directorate.
- Provide detailed options to resource the Directorate's annual program of activities – options to include choices available to decision makers to manage risk within the allocated resource budget.
- Monitor and assess resource usage against the business plan, and update decision makers on emerging risk for future activities.
- Manage multiple adjustments to the resource plan following changes to the activity program during execution.
- Coordinate with other staff members, Defence auditors, and Air Force Headquarters to plan and deliver a program of compliance and assurance activities within the organisation.

About our Team

Established in 2018 the Directorate of Air Force Events provides Air Force with one centralised area of expertise for the planning, management and delivery of significant Air Force events such as Avalon International Air Show, Pitch Black and Air and Space Power Conference.

These events typically involve the coordination of multiple Air Force units at on and off-base locations across Australia and are hosted by a star-ranked officer. Attendance will often include senior ADF, Vice-Regal, ministerial, parliamentary and international guests

Our Ideal Candidate

We are seeking an individual who is able to plan, manage and coordinate Business functions while fostering good working relationships with personnel at all levels across different functional areas. As the Business Manager:

- You will be a self-starter, well-organized and possess a sound knowledge of vendor and personnel management.
- You will have well-developed communication skills, both written and verbal, and be comfortable collaborating with multiple stakeholders.
- You will be required to prepare instructions, reports and presentations, as well as provide advice to the Director and principle staff to support decision-making.
- You will be adaptable in meeting the needs of a changeable work environment.
- You will embrace the requirement for necessary change, identify improvement opportunities and coordinate directed business and resource policy improvements.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Olivia Todkill, 02 5130 7788
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FD382ECA-C13B-CE53-AE1D-DB021AAFC47B

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Defence

Vacancy VN-0745925

Department of Defence

Closing Date: Sunday 18 August 2024

Security and Estate Group
Service Delivery Division

Job Title	Service Delivery Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	\$67,399 - \$74,197
Classification	APS Level 3
Position Number	SEG/06105/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9E3903C0-19B2-9765-01DB-DB021C4B3CF0>

Duties

The Role

Come join the Service Delivery Division to be at the forefront of enhancing Defence capabilities and personnel readiness through innovative service delivery and support mechanisms.

Here, your work directly contributes to the operational excellence and welfare of our Australian Defence Force (ADF) members, offering supreme opportunities to make a meaningful impact. As a Service Delivery Officer (SDO) you will answer customer enquiries regarding a broad range of internal products and services through a wide range of communication mediums. SDOs engage with serving ADF members, ex serving and Reservists, the Australian Public Service, and the public in their daily interactions.

To be successful in the role, it is essential for you to be able to build effective working relationships with all stakeholders to enhance and provide a quality customer experience. Now that we have your attention!

Here is what a day would look like as a SDO:

- Switch as required by our workforce planning team; between answering our 1800DEFENCE phone enquiries, responding to emails in our National email inbox or assisting walk-in customers (Navy, Army, Air-force, contractors);
- Interpret our extensive knowledge articles to effectively assist enquiries and provide advice;
- Listen carefully to identify our customers' needs and provide relevant information to them within agreed performance metrics;
- Complete basic research and analysis activities as required;
- You will complete administrative duties such as data entry, processing, filing, entering details of customer engagements into Defence records systems, which all require accurate and effective processing in line with various legislative requirements.

SDOs are supported with a modern adult learning principled approach to ongoing training, coaching and performance development through our Quality Framework. This framework is designed to ensure every SDOs skills and knowledge are expanded to enhance and maintain the delivery of quality and consistent customer service excellence.

With over 16,000 civilians employed Australia wide, Defence offers dynamic public service careers across our diverse and unique internal groups. Although these roles are predominantly full time positions, we will also consider part-time work hours. We do offer flexible work arrangements for the right candidates within operational requirements of the customer service network.

About our Team

Defence's primary mission is to protect Australia and its national interests, promote security and stability in the world and support the Australian community as directed by the Government.

Our team enables Defence personnel to focus on performing their core responsibilities/functions through delivery of excellent customer services through our phone, email and face-to-face access channels. We are a part of a broader Customer Service Network, which includes teams providing: access to ADF personnel records, travel services, printing and distribution services, and library services.

One of the best things about our team is the variety of our work; every day is different, with new puzzles to solve and interesting work crossing our desks.

Our Ideal Candidate

The successful candidate will be a team-orientated and customer service focused individual.

To be successful in the role, you will have:

A passion for customer service delivery with excellent communication skills;
A commitment to learning new skills and participation in activities to build and maintain customer service skills, systems knowledge and product understanding;
Ability to communicate with all customers across various channels, including face-to-face, email and phone queries;
Ability to work collaboratively and actively participate in group activities, both in person and remotely via platforms such as Skype or MS Teams;
Initiative to resolve customer enquiries through accurate interpretation of internal knowledge articles, policy and procedures; and
Be comfortable working in an environment where you are required to meet Key Performance Indicators and contact centre metrics, as part of the service centre environment. **Eligibility**

Security Clearance:

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

Indigenous employment:

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 Islander people.

As per the eligibility requirements outlined in this information pack, proof of Aboriginal and Torres Strait Islander Heritage is required from all applicants.

Working Arrangements:

Flexible (within operational requirements of the customer service network)

Please note: Negotiated flexible work arrangements within our span of hours (7am and 7pm)

Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.

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.

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To Apply

Position Contact	SEG sequential recruitment, seg.sequentialrecruitmen@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9E3903C0-19B2-9765-01DB-DB021C4B3CF0

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Defence

Vacancy VN-0745946

Department of Defence

Closing Date: Sunday 25 August 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Platform Systems Requirements Manager
Job Type	Full-Time, Ongoing
Location	Garden Island NSW, Potts Point NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	NSSG/06553/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9DD9879C-3A48-93C7-34D5-DB021ECFBBC8>

Duties

The Role

Reporting to Principal Engineer- DDGSPO EL 1 Platform Systems Requirement Manager is accountable under broad direction to perform and achieve very complex Mechanical engineering work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to 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 Destroyer System Program Office (DDGSPO) has been established to sustain the Air Warfare Destroyers (AWD). The DDGSPO is an integrated workforce consisting of ADF, APS and industry personnel based at Garden Island in Sydney. Given the integrated nature of the workforce, positive relationships, collaborative behaviours, and an agile and flexible approach will be fundamental to the success of the DDGSPO. The DDGSPO is a dynamic and challenging work environment supporting the Royal Australian Navy's most capable Hobart Class warships.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to 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.

Our Ideal Candidate

We are looking for someone who will be a team player with highly developed communication and stakeholder management skills.

They will genuinely foster a curiosity for innovative possibilities and an enthusiasm to learn and drive change in order to gain efficiencies. They need to display an ability to learn rapidly and adapt quickly to changing complex situations and uncertainty. They need to take ownership of outcomes and lead tasks to success. They will exercise a considerable degree of independence and perform a subject matter expert role. They will exercise sound decision-making and judgement to provide expert policy advice. They will have in-depth knowledge of the engineering function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

Please note: A Baseline clearance is required to be obtained initially, with the expectation that this will be upgraded to NV1 once engagement has commenced.

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 Mechanical/marine 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>

About the Department of Defence

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To Apply

Position Contact	Build The Future, Build The Future
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9DD9879C-3A48-93C7-34D5-DB021ECFBBC8

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Defence

Vacancy VN-0745996

Department of Defence

Closing Date: Sunday 25 August 2024

Joint Capabilities Group
ICT Operations Division

Job Title	ICT Support Engineer
Job Type	Full-Time, Ongoing
Location	Reid ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/06563/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BF5C2B9C-8074-727A-80C5-DB02CFE1DE99>

Duties

The Role

Defence Mobility is seeking a motivated and high performing individual to lead our technical engineering team in delivering Mobile ICT capability to Defence. This role is ideal for someone who has a good understanding of technical elements of mobile ICT technologies, with a can-do approach and a desire to grow their career in a technical engineering stream. You will be working with a supportive, skilled and diverse team dedicated to the delivery and support of Defence's ICT mobility capability and will be supported in training and development to complement your current, relevant skills.

As an APS 6 ICT Support Engineer, you will:

- Lead a team of engineers to manage in-house iOS application development, packaging, testing and deployment;
- Manage document governance for complex mobile applications using supplied specifications, standards and tools;
- Liaise with stakeholders such as application developers and system owners to understand and assist with application development to meet technical requirements;
- Manage the release of Defence public mobile applications by assisting with the packaging, signing and submitting to the Apple and Google application stores;
- Manage mobile application vetting including preparing security assessment reports, seeking relevant approvals and implementing the respective deployment on various mobility systems;
- Manage testing of mobility system updates, new mobile operating systems, new mobile devices, preparing assessment reports, seeking relevant approvals and deploying on various mobility systems;
- Co-ordinate the research, collation and recommendation of options for a solution to issues or capability improvements to achieve desired outcomes.

About our Team

The Defence Mobility Team is responsible for providing Mobility capability to Defence. This includes mobile phones, tablets, laptops, mobile applications, remote access solutions and mobile communication services across the various security classifications whether that be standalone or network connected. It is our mission to deliver leading edge sovereign capability to support Defence's mission. Due to the nature of the work, our successful candidate will predominantly work on-site, but we can offer unique, challenging and rewarding work, access to training, development and mentoring program and work life balance. Collectively we rely on each other's knowledge and strengths to achieve the end result.

Our Ideal Candidate

To be successful in this role you will:

- Have experience in leading a team of technical specialists to provide outputs in line with business requirements.
- Have experience in technical tasks such as patching, troubleshooting, configuring and testing;
- Have experience with any mobile application development language (i.e. Swift or any other coding language), deployment to in-house and public app store;
- Be able to work in a fluid environment by remaining flexible and working with multiple stakeholders;
- Have excellent verbal and written communications skills.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Harkaran Chadha, 02 5130 1146
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BF5C2B9C-8074-727A-80C5-DB02CFE1DE99

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Department of Defence

Closing Date: Sunday 25 August 2024

Defence People Group
Reserve & Cadet Support

Job Title	Senior Regional Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	DPG/06640/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A5B6D42D-A69E-5DE9-8437-DB02CFDF898D>

Duties

The Role

The APS5 Senior Regional Support Officer ACT SENSW reports to a Regional Engagement Manager. The ACT team works within a nationally dispersed team, under the direction of the Assistant Director Regional Engagement in the Directorate of ADF Reserves and Employer Support (ADFRES), to meet future Defence capability needs.

The Senior Regional Support Officer is accountable under limited direction of the Regional Engagement Manager to perform duties such as:

- Assist in planning and conducting stakeholder engagement and immersive activities of a broad scale, to meet Defence objectives.
- Assist in planning and conducting formal events such as awards and or commemorative activities which will attract senior Defence leaders, government representatives and key strategic partners.
- Meet the requirements of the Directorate for the submission of reports and returns including governance, administration, finance and measurement of outcomes of engagement activities and events.
- Complete complex procedural, operational, administrative and business support work, including managing travel requirements and financial acquittals.
- Assist in the national administration requirements of the Regional Engagement team, such as; monitor stock, order stock, assist in the development of standard operating procedures.
- Work collaboratively in a team-based environment, operating as an effective team member, building and sustaining relationships with team members and stakeholders, and actively participating in team work and group activities at regional and national levels.
- Additional tasking as directed by the Regional Engagement Manager and the Assistant Director Regional Engagement.

About our Team

ADF Reserves and Employer Support (ADFRES) facilitates effective engagement with key stakeholders including Australian Defence Force (ADF) units, reservists and their civilian

employers. This is to build relationships by increasing awareness and understanding of the contribution reservists make when they are away from their civilian employment, the skills they are bringing back to their civilian workforce, and the support options available to assist employers during the temporary loss of an employee due to their Defence service.

Our Ideal Candidate

The successful candidates will have demonstrated experience in stakeholder engagement, experience in event planning and skills across broad APS functions. Knowledge of Defence and business will be highly regarded. The successful candidate will have the ability to translate strategy into operational outcomes through the application of leadership, problem solving and engagement skills. The successful candidate will work closely with the Regional Engagement Manager and Assistant Director to support the Director of ADFRES and the Head and Deputy Head of Reserve and Cadet Support Division (RCSD) in delivering organisational and business outcomes in line with the ADFRES mission. This is a challenging but rewarding role. **Eligibility**

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

Notes

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

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To Apply

Position Contact	susana.given@defence.gov.au, 0477 755 545
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A5B6D42D-A69E-5DE9-8437-DB02CFDF898D

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Department of Defence

Closing Date: Sunday 18 August 2024

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	\$76,277 - \$83,274
Classification	APS Level 4
Position Number	CASG/05603/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2C962DA6-B97C-47FD-2CAE-DB030A5E9966>

Duties

The Role

Several opportunities exist for highly motivated individuals to provide executive support to senior leaders who manage the acquisition and support of complex equipment for the Australian Defence Force.

As an Executive Assistant, you will independently manage the office of a senior executive and work collaboratively with other team members. With limited supervision, you will undertake duties including but not limited to, managing a busy mailbox, calendar management, preparation of correspondence, organising meetings, greeting guests, arranging travel, coordinating briefing packs and managing office systems and records using Microsoft Office, Objective and Financial Management Systems. In addition to primarily supporting a senior executive, this role will also provide general support to the branch with all relevant administrative support tasks when required.

The ability to proactively manage activities and anticipate the requirements of the senior executive is critical, as is a high level of discretion, judgement and the ability to manage competing priorities.

About our Team

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

Land 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 which directly reflects the needs and scope of Defence’s varied operational requirements.

Our Ideal Candidate

You will have relevant experience or demonstrable skills required in supporting senior executives and are able to work independently with minimal supervision. Your ability to interact with an integrated workforce (military and civilian) at all levels, in a fast paced environment, working under tight deadlines, while retaining a calm and good natured approach, will see you provide seamless support to the senior executive.

Experienced across all executive support knowledge areas, you will be able to use initiative to make informed decisions, take a collaborative approach and possess excellent communication skills to engage with a range of stakeholders. You will have an appreciation for confidential matters and an ability to demonstrate a high degree of professionalism. Additionally, you will have strong attention to detail, are task orientated, solutions focused and can work autonomously or as a team player. As an APS4 Executive Assistant, you will perform moderately complex administrative support tasks.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Trevor Esler, 0459 807 188
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2C962DA6-B97C-47FD-2CAE-DB030A5E9966

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Defence

Vacancy VN-0746063

Department of Defence

Closing Date:Sunday 01 September 2024

Air Force
Air Force Headquarters

Job Title	Aviation Safety Assurance Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	AF/06529/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9679B7DB-2DF2-8264-3012-DB03091DF01D>

Duties

The Role

Defence Aviation Safety Authority (DASA) is offering an opportunity to join the Directorate of Initial Airworthiness as an Aviation Safety Assurance Officer (ASAO). Working within the Design Organisation Approval (DOA) team, the role is critical in projecting the Authority's assurance function for those organisations that have been approved as either a Military Design Organisation or a Military Production Organisation supporting defence aviation. The role is multi-faceted and requires integration with adjacent product assurance teams within DASA and the regulated community. Being a safety assurance officer for the DOA team includes:

- Conducting assurance and oversight activities of Military Design Organisations including the continued airworthiness domain for aircraft design;
- Conducting assurance and oversight activities of Defence Military Production Organisations;
- Evidence sampling and performing assessments of organisational compliance against regulations; and
- Assessing applications for various DASA-issued Authorisations. Authorisations in the DOA team vary from individuals, organisations and product approvals.

About our Team

DASA's vision of 'Capability First, Safety Always' reflects our mission in supporting Defence aviation capability. Directorate of Initial Airworthiness (DIA) is providing assurance that safety risks are effectively managed. DIA-DASA contributes to this by:

- Promulgating initial airworthiness policy and regulation;
- Certifying Defence aviation systems; and
- Overseeing design and production organisations.

DASA is a dynamic organisation formed in recent years. You will be able to influence how aviation safety is managed into the future for Defence, and play a part in current aviation capability. We offer a diverse range of work to develop your career in aviation safety and beyond.

Working in the Defence Australian Public Service is both challenging and rewarding. You can make significant contributions to Australia, whilst supported by flexible employment conditions.

Our Ideal Candidate

DASA is looking for a professional engineer who is passionate about aviation safety in the Defence context. As an ASAO, your contribution will have a critical bearing on promoting aviation safety outcomes. Possessing experience in design, production or management of safety critical systems within the aviation industry will be advantageous; as will knowledge pertaining to type certification and initial airworthiness concepts in either a civil or military context.

For this role, you will draw on your broad experience to assess organisational performance and identify safety risks and therefore practical experience in evaluation of safety risks, or exposure to aviation safety is highly desirable. You are methodical in conducting oversight activities, and have a high attention to detail. You possess professionalism and a confident nature when providing high quality advice to senior engineering managers and key stakeholders. Your knowledge on the Defence Aviation Safety Regulations (DASR) and/or Aviation Safety Management Systems (ASMS) will be highly regarded. **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 Kous, 03 9200 0753
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9679B7DB-2DF2-8264-3012-DB03091DF01D

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Department of Defence

Closing Date: Sunday 25 August 2024

Joint Capabilities Group
ICT Operations Division

Job Title	Regional Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	JCG/06717/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BE4A3132-2332-2A2D-E7EA-DB030D4A25A3>

Duties

The Role

The Regional Manager, known as the Assistant Director ICT Services, leads a team of Australian Public Service (APS), Australia Defence Force (ADF) and contracted resources to provide customer focused, integrated ICT services to Defence personnel across their region. The Regional Manager is accountable for the service delivery of Deskside Support services, Customer Relationship Management, Regional Project Support, Communication Security services, VIP Support and Asset management, storage and logistics.

This position is accountable to lead a large workforce of distributed resources, and is responsible for the governance of all regional delivered ICT Services and will perform a senior leadership role for their local workforce, including leading learning and development, mentoring and performance management. In this role, you will be an exceptional executive leader promoting innovation and continual service improvement whilst focused on ICT service delivery, enabling Defence's War Fighter Capability across the Defence Estate within your Region. This role also provides you with an opportunity to experience and develop strategic skills in many areas of leadership in an agile environment.

You will be specifically responsible for:

- The management of the day-to-day operational requirements for all regionally based staff, including performance management.
- Developing approaches to ways of working and embedding Defence Culture within Regional ICT regionally based staff.
- Guide, mentor and lead a regional team providing strategic direction to team leaders in resolving challenges in a fast-paced environment.
- The management, assessment, response and escalation of business issues identified within your region. This may require gap analysis, high-level assessment, identification of reporting requirements and referral to locally based team members or national based experts.
- Understanding strategic direction to improve delivery of ICT services to the region.
- The reporting and escalation of contract management issues to appropriate teams for resolution.
- Develop strategies and approaches as required to support your region to respond effectively to surge ICT requirements outside normal work parameters and the evolution of the Defence environment.

- Have the ability to establish and maintain stakeholder relationships to ensure ongoing service delivery.
- Facilitate and manage the Regional Governance Forum.
- Regional liaison for COMSEC initiatives and communications.

The successful applicant will be required to undertake some regional and interstate travel.

About our Team

The Directorate of Regional ICT Services (DRICTS) acts as the Joint Capabilities Group (JCG) representative for all ICT products and services delivered to Defence regional bases and sites across Australia and internationally. The Directorate is specifically responsible for Deskside Support Services, Audio Visual Support Services, End User Advocacy and Relationships, Regional Project Support, Communications Security Services (COMSEC) and Regional Assurance and Governance Services.

Our team comprises a mix of Australian Public Service (APS), Australian Defence Force (ADF) and Contracted personnel located across approximately 56 major Defence bases Australia wide. We also have an Overseas Region where opportunity exists for APS to rotate through the United States of America and England.

Our Culture is one that is driven by a "One Team" approach "To be the most dedicated, trusted and proven Directorate in support of ICT Capability across Defence"

Our Mission is to enable the war fighter by advocating for their ICT capability needs and improve the enterprise ICT experience across Defence.

Our Ideal Candidate

Our ideal applicant would be a motivated self-starter with the following core skill set:

- Strong interpersonal skills with the ability to communicate clearly and with influence.
- Strong leadership skills and the ability to deliver outcomes across a dispersed geographical area.
- Strong oral and written communications skills.
- The ability to manage and coordinate teams.
- A strategic thinker with strong analytical and problem solving skills, including the ability to manage conflict and competing priorities.
- An appetite for creating positive change in a fast-paced environment.
- An innovative approach to work that applies holistic thinking towards the continuous improvement of our services.
- The ability to harness information and expertise to ensure support to strategic direction.
- The skills to identify and use resources wisely.
- Strong organisational skills, including the ability to monitor progress and deliver high-quality outcomes on time in the context of multiple competing demands.
- The ability to work with diverse stakeholders to deliver outcomes.
- A willingness to work independently and collaboratively as part of a high performing 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>

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To Apply

Position Contact	Kyle Murphy, 02 5130 1608
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BE4A3132-2332-2A2D-E7EA-DB030D4A25A3

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Defence

Vacancy VN-0746135

Department of Defence

Closing Date:Sunday 25 August 2024

ARMY
Forces Command

Job Title	HR Officer - National Integrated Panelling Authority (NIPA)
Job Type	Full-Time, Ongoing
Location	Paddington NSW
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	ARMY/06745/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6E132D4B-7237-ABD0-69A4-DB034788D3A5>

Duties

The Role

The National Integrated Panelling Authority (NIPA) is responsible for panelling soldiers, sailors, aviators, officers and civilians on individual training courses. The NIPA Team supports training establishments, units and individual members to manage requirements for courses from Individual Employment Training to the Pre-command Course. The role is accountable to perform and achieve procedural, operational, and business support functions. The role is accountable to gain and maintain a well-developed understanding of and compliance with relevant legislative frameworks, government decision-making and Defence’s mission and policy requirements. To be successful in this role, candidates will have strong organisational and interpersonal skills, attention to detail, and excellent communication skills with the ability to manage priorities, meet deadlines and exercise discretion.

In this role, you will interpret policy, legislation and procedures and provide support, guidance and advice to the work area. You will also provide assistance to personnel, including transfers and trainee management. This is a desk-based position involving computer use and working with others towards shared goals in a collaborative team environment.

About our Team

The position is a key role working in a high tempo and integrated work environment, comprising military personnel and Australian Public Servants at all levels. The work team is responsive to internal and external stakeholders to achieve outcomes on behalf of the Headquarters Forces Command.

As an integral member of the team, the successful candidate will be required to coordinate and contribute to the work of the team. There may be a requirement to coach or supervise a small team and be accountable to set work priorities, allocate work, and manage workflows and performance. The position is located in historic, Victoria Barracks, Paddington which is close to the Sydney CBD with public transport at the gate.

Our Ideal Candidate

Our ideal candidate will be a team-focused individual who is able to establish and maintain strong relationships within a network of internal and external stakeholders. They will be a results oriented self-starter, have good judgement and the ability to work independently or with limited guidance and will have great attention to detail with the ability to adapt to competing priorities and stay focused in a fast-paced environment. The successful candidate will be well organised with strong organisational skills and the ability to interpret and practically apply policy in a business context.

Strong problem solving skills, practical personnel administration and previous experience working in a personnel management database, ideally in a training environment will be an advantage. They must be able to demonstrate strong interpersonal skills, possess good written and verbal communication skills and enjoy a challenge. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	WO2 James Hamilton, 0447 427 790
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6E132D4B-7237-ABD0-69A4-DB034788D3A5

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Defence

Vacancy VN-0746154

Department of Defence

Closing Date:Sunday 08 September 2024

Defence Finance Group
Budgets & Financial Services

Job Title	Project Director, Australian Defence Consulting
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	DFG/06274/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AED82E11-CE1C-0C53-D89A-DB0382B470AC>

Duties

The Role

An exciting opportunity exists for a high-performing leader with experience in consulting to lead strategic consulting projects within Defence's newly established internal consulting function.

As a Project Director within the Australian Defence Consulting team, you will lead the delivery of end-to-end high quality strategic consulting projects that meet client needs. You will have the opportunity to shape Defence's approach to internal consulting, providing thought leadership and proposing innovative ideas and solutions. You will deliver market-quality work with a Defence DNA, combining the best of private sector consulting approaches within the Defence context.

As part of the Australian Defence Consulting leadership team you will be involved in developing its methods and tools, and influencing the work it does. As a Project Director in ADC you will be the delivery lead for engagements, defining the work plan, ensuring delivery to quality and working closely with stakeholders across the Department.

A development culture is central to the ADC, which is committed to building the skills and careers of our team and supporting business areas across Defence to build the capability to deliver work without the need for our support. Our Project Directors are central to both and will be driving how we upskill people across Defence and coaching and developing team members enabling them to have highly successful careers.

This is a consulting role unlike any other. If you are a driven individual motivated by delivering impact we offer a career path which combines the best opportunities consulting and Defence have to offer. As a Project Director you will be able to shape the work Defence does, the way it delivers and build the future for yourself and for Defence.

About our Team

The Australian Defence Consulting team has been established to deliver internal consulting services for the Department of Defence. The team is dedicated to delivering market quality consulting services and strengthening the APS-ADF workforce by building enduring capability across business areas. The team will be pivotal to the transformational change required to deliver the National Defence Strategy.

ADC is not here to just displace private consulting support and do work which otherwise would have gone to the market. It is here to uplift capability and reduce the use of, and reliance on, external consulting firms where it makes sense to do so. This will be achieved not just by doing projects but by enabling areas of Defence to be self-sufficient by transferring leading consulting practices and knowledge to the APS and ADF workforce.

Our vision is for Australian Defence Consulting to combine the best of private sector consulting practices with Defence expertise and culture, driven by a commitment to the mission of Defence. It will focus where our unique capabilities can differentiate and add the most value for Defence. It will support the organisation to get ever better at using private consulting support, where it makes sense to do so, in the right way for the most value.

Our Ideal Candidate

Our ideal candidate will bring:

- Leadership experience in a consulting services environment and the ability to motivate and inspire teams to deliver excellence.

- Experience building high-performing organisations with a positive culture.
- Highly developed stakeholder engagement and communication skills.
- Skills in structured problem solving with experience providing apprenticeship to teams to develop problem solving skills and proficiency.
- A track record of delivering complex consulting projects and client deliverables to the highest quality and outcomes.
- A demonstrated commitment to sharing knowledge, expertise and developing capability.
- The resilience to deliver results and manage expectations in ambiguous, high-pace work environments.
- A passion and commitment for Defence’s mission and outcomes.
- High levels of integrity and a commitment to act in accordance with the APS and Defence Values and Behaviours.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Rob Coffey, 02 5108 7689
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AED82E11-CE1C-0C53-D89A-DB0382B470AC

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National Gallery of Australia

Closing Date: Sunday 25 August 2024

CFO and Commercial
Financial Accounting and Operations

Job Title	Senior Financial Accountant
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Classification	APS Level 6
Position Number	3505
Agency Website	https://nga.gov.au

Job Description

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

The CFO Portfolio provides strategic advice to the Council, the Executive and partners with teams across the National Gallery to provide efficient, ethical and professional financial services to achieve the National Gallery's strategic outcomes, and through the provision of functional support.

The Financial Accounting Team is responsible for the National Gallery and the National Gallery's Foundation Financial Accounting and Reporting, including monthly actuals into the Central Budget Management System, preparation of the annual financial statements, external audit coordination, general ledger management, accounting policy, taxation, payroll and asset accounting. Additionally, the team undertakes accounts processing, accounts receivable, credit card and cash management and monitors compliance with the PGPA Act and the National Gallery's Council Instructions.

The Senior Financial Accountant position sits within the CFO and Commercial portfolio and is a full-time ongoing role reporting to the Financial Controller. This position has primary responsibility for:

- the accounting requirements for the National Gallery's non-financial assets, including the National art collection, building, property, plant and equipment, leases and IT assets
- accounting for employee benefits and employee provisions
- accounting for inventory
- monthly and annual actuals CBMS reporting

Duties

In accordance with the APS 6 work level standards, you will:

- Manage the accounting requirements for the National Gallery's non-financial assets, including the National art collection, building, property, plant and equipment, leases and IT assets.
- Manage the accounting requirements for the National Gallery's employee benefits and employee provisions.
- Manage the accounting requirements for the Gallery's inventory
- Prepare monthly and annual financial accounting journals, work papers and reconciliations, including monthly and annual reporting in CBMS
- Assist the Financial Controller in the preparation of annual consolidated financial statements.
- Assisting in internal and external audit engagements.

- Undertake other various ad-hoc finance duties commensurate with the skill and capability requirements at this level.

Eligibility

Citizenship: To be eligible for employment with the Gallery, you must be an Australian citizen.
Police Check: to be eligible for this role you must complete a police check.
Security Assessment: The successful applicant will be required to obtain and maintain a Baseline security clearance. Ongoing employment in this role requires the successful candidates to maintain a high-level security clearance. Loss of a security clearance at any time will lead to termination of employment.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations
Role specific mandatory qualifications certification and/or registrations include:

- Relevant qualifications in accounting, commerce or equivalent are essential
- Professional certification - Certified Practising Accountant / Chartered Accountant (CPA/CA), or significant progress towards certification, is desirable

Notes

HOW TO APPLY

To apply for this role please forward your **CV**, **statement** and [personal particulars form](#) to recruitment@nga.gov.au.

You should provide a tailored CV (**maximum of three pages**) along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the [personal particulars form](#) as well.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia’s leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Oliver Maroney, +61 2 6240 6709
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

Education, Skills and Employment

Vacancy VN-0746185

Tertiary Education Quality and Standards Agency

Closing Date: Sunday 25 August 2024

Corporate Services

Job Title	Director Corporate Services and CFO
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$136,701 - \$164,093
Classification	Executive Level 2
Position Number	18500
Agency Website	www.teqsa.gov.au

Job Description

<https://teqsa.bigredsky.com/page.php?>

About you

- Are you a strategic, experienced leader, able to provide high-quality, trusted advice and oversee internal enabling service functions and strategic projects?
- Do you want to work in a challenging, dynamic, and rewarding environment that is mission-focused?
- Are you passionate about contributing to the excellence of Australian higher education?

About the position

This opportunity sits in the **Corporate Services** Group, which provides strategic management of TEQSA's resources, including budgeting, financial management, project management, property and facilities, information management, and IT and Business Solutions.

The **Director** will set the strategic direction for the Corporate Services Group and lead high performing teams responsible for delivering core enabling services and providing specialist advice and operational management across this range of corporate functions. The role includes responsibilities as TEQSA's Chief Financial Officer and Chief Sustainability Officer.

They will provide strategic and trusted advice and guidance to the Chief Executive Officer, Executive Leadership Team and Accountable Authority, collaborate with key stakeholders across all areas of the Agency, and model the APS and TEQSA values and behaviours.

Duties

1. lead the Group's work to deliver high quality and timely outcomes, driving a positive team culture committed to continuous improvement.
2. build team capabilities by providing leadership to direct reports, including setting the strategic direction and work priorities, monitoring workflows and resources, developing, coaching, and mentoring staff, resolving conflict, and managing performance.
3. providing strategic and operational financial and budgetary advice to the Executive Leadership Team, the Chief Executive Officer and the Accountable Authority.
4. plan, coordinate and lead the delivery of financial management activities including but not limited to, development and reporting against financial budgets, preparation of financial statements, development and maintenance of financial policies and controls, and procurement advisory services.
5. lead the management of TEQSA's property and facilities and its obligations under the Climate Risk and Opportunity Program and the Commonwealth Climate Disclosure Reform, and champion initiatives that support the effective management of TEQSA's property, facilities, and sustainability.
6. lead the approach to identifying, and planning to address, TEQSA's current and future technology needs, including through planning and contributing to key strategic projects.
7. build and sustain productive and influential relationships with key external stakeholders including other government departments, suppliers, auditors, and APS agencies to facilitate cooperation, deliver high-quality support and services, and address future needs.
8. participate in TEQSA's Executive Leadership Team, actively contributing to corporate and project management, strategic planning, the development of TEQSA's culture and workplace climate, and management of compliance with legislation and Australian Government policies.

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 Negative Vetting Level 1 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 process is being used to fill a non-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>

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	Ankit Isaac, 03 8306 2489
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Finance

Vacancy VN-0746208

Digital Transformation Agency (DTA)

Closing Date: Sunday 25 August 2024

Strategy, Planning and Performance
Executive

Job Title	Executive Assistant
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$83,701 - \$91,207
Classification	APS Level 5
Position Number	152_07/24
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 Executive team and is part of the Strategy, Planning and Performance Division. The Executive Assistant (EA), who reports directly to the General Manager (GM), is essential in delivering high-level operational and executive assistance to the GM. The EA is tasked with overseeing the daily operations of the GM's office, serving as the initial point of contact for the GM, and ensuring that the GM is well-prepared and punctual to facilitate smooth operations throughout each day.

The role requires exceptional organisational skills, the ability to liaise effectively across whole of government with various external stakeholders, whilst maintaining a high level of sensitivity and discretion at all times. Working in a small agency, the role will be required to be flexible in the delivery and approach with internal stakeholders, demonstrating responsiveness, agility and flexibility in responding to business needs, whilst adhering to tight timeframes.

- Prioritise workflows, outcomes, and diary management on a daily basis, to ensure the GM is well prepared and aware of any emerging situations or issues of importance.
- Provide professional client service to internal and external stakeholders as a first point of contact for the division and manage these relationships effectively.
- Promote continuous improvement of the GM's office performance through implementing efficient and practical administration processes and systems.
- Coordinate the collation of agendas, briefing papers, reports and presentations for meetings with a focus on timeliness and attention to detail, ensuring that all materials are ready for the GM.
- Provide secretariat support for meetings as required, including minute-taking, appropriate scheduling of meetings, preparing and coordinating papers, reports and briefs.
- Arrange and coordinate meetings and events, encompassing all logistical aspects such as catering and venue arrangements, with a focus on ensuring a high-quality experience for participants.
- Oversee all aspects of domestic and international travel, including acquittal of travel expenses, booking flights and accommodation.
- Conduct research for the GM and prepare as well as reply to less complex correspondence on their behalf.
- Manage records in accordance with approved processes and security.

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.

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

About the 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	Emma Crowe, 0407 143 436
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Foreign Affairs and Trade

Vacancy VN-0746201

Australian Secret Intelligence Service

Closing Date:Monday 26 August 2024

Not specified
Not specified

Job Title	Security Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$81,457 - \$90,946
Classification	APS Level 3
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

<https://www.asis.gov.au/Careers/Current-Vacancies/>

THE OPPORTUNITIES

ASIS has opportunities for people to join our Canberra-based security team. Our Security Officers work on a 24/7 roster and duties include maintaining a safe and secure environment by monitoring personnel access, security equipment and alarms within ASIS. They will also be responsible for conducting security patrols, detection and response to security vulnerabilities, and providing a 'front of house' point of contact for ASIS staff and visitors.

As a Security Officer you will be a reassuring presence, conducting searches where necessary, monitoring security systems and responding to alarms and incidents as they arise. You will deal with emergencies, acting as incident control officer until relieved, and contribute to health and safety in the workplace, delivering first aid if required.

To be successful in these roles, you will need sound judgement, a reasonable level of fitness, excellent people and customer service skills including the ability to communicate with others clearly and concisely. You will stay calm under pressure and have a proven track record in time management, organisation and basic IT skills.

Most importantly we will need people with a strong team ethic and an enthusiasm for self-development as you will be continually learning and sharing your experience with others.

Previous experience is highly regarded although not essential as training is provided. This training coupled with on the job coaching will familiarise you with our systems and procedures.

Duties

KEY RESPONSIBILITIES AND TASKS

- Contribute to the delivery of a safe and secure operating environment;
- Comply with and implement relevant policies, procedures and service standards;
- Develop and maintain significant customer and stakeholder relationships;
- Carry out duties as a member of a cohesive supportive team of Security Professionals; and
- Monitor and maintain a safe and secure operating environment for ASIS which may include:
 - Access control;
 - Monitoring and responding to security alarms;
 - Processing visitors and issuing passes;

- Detecting, responding to and reporting security vulnerabilities and incidents;
- Updating security databases; and
- Providing a 24-hour point of contact for communications including general staff enquires.

Eligibility

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

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

- Previous experience in monitoring specialist computer/security systems;
- Demonstrated experience in irregular work patterns (i.e. shift work);
- General understanding of security functions and processes;
- Current Driver's Licence;
- First Aid qualifications or the ability to undertake training; and
- Experience in customer service related roles.

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but your past experience doesn't align perfectly, we encourage you to apply.

Notes

ELIGIBILITY

Candidates must be Australian citizens.
The successful candidate will be required to obtain and maintain the highest-level security clearance.

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.

HOW TO APPLY

Please visit the ASIS website to view further job details and selection criteria.

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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Health

Vacancy VN-0746086

Australian Radiation Protection and Nuclear Safety
Agency

Closing Date: Saturday 07 September 2024

Medical Radiation Services Primary Standards Dosimetry Laboratory

Job Title	Radiation Scientist
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	\$93,130 - \$106,486
Classification	APS Level 6
Position Number	13397
Agency Website	https://www.arpsa.gov.au/

Job Description

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

Primary purpose of the role

This role delivers traceable calibrations for radiotherapy facilities and other users of radiation measurements at the highest level of accuracy. You will participate in the implementation of reference beams and the maintenance of Australian standards of kerma and absorbed dose. You will also contribute to experimental work and theoretical modelling using your critical data analyses and expertise in radiation physics and quality assurance methods.

Duties

Key accountabilities

- Improve the calibration services for radiotherapy by modelling radiation transport for the primary standards, sources and detectors of radiation
- Perform calibrations and irradiations of radiation measuring instruments traceable to Australian standards
- Participate in research and development activities associated with the improvement and maintenance of Australian standards for ionizing radiation, particularly for the medical use of radiation
- Maintain and develop the laboratory quality systems and procedures
- Communicate the work locally and internationally at workshops, conferences and journal publications

Eligibility

Our ideal candidate - job specific capabilities

To be considered for this position, you must possess a physical sciences degree, preferably at a post graduate level from an Australian University or comparable qualification. It is advantageous to have an in-depth knowledge of scientific computing, Monte Carlo techniques, and modern radiotherapy practice and quality systems.

You will require extensive experience performing careful and precise radiation measurements, and be comfortable applying effective judgement to solve complex problems. Excellent written and verbal communications skills will also be critical to your success in order to confidently present ideas and share work with a range of external and internal stakeholders.

You must hold Australian citizenship or possess permanent residency status leading to 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.

Selection criteria

There are five selection criteria for this role. Candidates are asked to limit their response to no more than 400 words per selection criteria.

1. Knowledge of ionising radiation physics, dosimetry and demonstrated competence in complex ionising radiation measurements.
2. Knowledge of Monte Carlo techniques for radiation transport and familiarity with computing codes for data analysis.
3. Ability to analyse results, recognise errors and assess uncertainties of measurement.
4. Ability to communicate results within ARPANSA and externally, through scientific presentations and reports.
5. Ability to work in a team, liaise with dosimetry standards users and take responsibility for project outcomes.

Notes

How to apply

To apply for an advertised role specific role:

1. **Read** the [guidance in preparing your application](#) and [general information for applicants](#).
2. **Prepare** your resume and a statement of claim to tell us your skills, experiences and achievements that demonstrate the selection criteria using no more than 400 words for each criteria.
3. **Submit** your application via [ARPANSA's recruitment portal](#).

For more information, please contact Chris Oliver at 03 9433 2333.

Application close: 07 September 2024

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	Chris Oliver, 03 9433 2333
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/

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Health

Vacancy VN-0745576

Department of Health and Aged Care

Closing Date:Friday 23 August 2024

People, Communication and Parliamentary Division
Aged Care Communication and Change Branch Change Management Office
Section

Job Title	Change Manager and Portfolio Change Support, Change Management Office Section (Several Positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Adelaide SA
Salary	\$116,418 - \$132,777
Classification	Executive Level 1
Position Number	24-PCPDIV-25970
Agency Website	

Job Description

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

In the Executive Level 1 Change Manager and Portfolio Change Support role in the Aged Care Communications and Change Branch (ACCCB), Change Management Office (CMO) you will play a key role in the Ageing and Aged Care reform (the reform), by supporting programs and projects to meet objectives on time and on budget by increasing adoption and usage.

You will also contribute to evidence-based intelligence about impacts, change transition, risks to adoption, and readiness as key contributors to decision-making. Your focus will be:

- The people side of change, which involves consulting, preparing, supporting and equipping the Aged Care sector, their workers and older people to understand and adopt the changes from the reforms.
- Supporting the CMO director to enable effective and coordinated change management across the reform by synchronising change managers and change activities across the group, to reduce silos and manage impact to stakeholders.
- Influencing policy, project and program areas to build change management activities and expertise into their scope, cost and schedule.
- Working directly with policies, project and programs to help them plan and manage their change.

Duties

The Executive Level 1 Change Manager will influence and drive strategies which improve the likelihood of change adoption. You will do this by:

- Applying the departments change management model and methodology and informing change management activities to support the change required by the policy, program or project area, while being adaptable and able to develop change management activities that are suitable for the area and audience.
- Identifying cumulative impact across the entire change portfolio and structuring change approach accordingly.
- Building change management capacity and capability within the group by contributing to the change management office functions including management of resources.
- Working alongside your communications account manager colleagues to identify communications activities through the design, development, delivery for policy, program and projects.
- Building strong working relationships with senior leaders and colleagues and working closely with other change managers to coordinate efforts.
- Contributing to the design and delivery of training programs to uplift change capability across the group.
- Evaluating readiness through:
 - Defining and measuring success metrics
 - Monitoring change progress through formal reporting mechanisms
 - Analysis and assessment of data
 - Using information to track and report issues and risks

Eligibility

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

An applicant's suitability for employment with Health and Aged Care 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 on the 23 August 2024 at 11:30pm AEST.

Applicants are asked to quote reference number 24-PCPDIV-25970 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) 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 (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>

About the Department of Health and Aged Care

The Department of Health and Aged Care 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	Stevie George, (02) 5132 4011
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0746174

Australian Institute Of Marine Science

Closing Date:Sunday 01 September 2024

Job Title	Project Accountant SeaSim and Capital Works
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$93,934 - \$106,895
Classification	APS Level 5
Position Number	21673
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description

<https://aims.bigredsky.com/page.php?pageID=160&windowUID=0&AdvertID=797302>

About AIMS

The Australian Institute of Marine Science is Australia's tropical marine research agency. We are a trusted advisor, a partner and employer of choice, and we value integrity, innovation, collaboration and respect. AIMS' research of Australia's tropical marine ecosystems guides their effective environmental management and contributes to our understanding of similar ecosystems around the world. Our research seeks to deliver practical benefit to all Australians and supports the sustainable use of our tropical marine estate. Governments, reef managers, industry and the wider community look to our high-quality, long-term research for informed decisions about our iconic Great Barrier Reef, North-West Shelf, and Arafura and Timor Seas. AIMS expert teams at our locations in Townsville, Darwin and Perth have access to world-class infrastructure, unique datasets, cutting-edge laboratories, and a fleet of modern research vessels.

Duties

Working within the Finance Team, our Project Accountants utilise the business partnership delivery model to provide the holistic range of financial support service, advice and products to enable scientific, operational and corporate services staff to achieve successful outcomes. This role partners with the National Sea Simulator facility providing assistance with managing budgets/forecasts, preparing external costings, project milestones AR invoices, WIP reconciliations and identifying projects requiring capitalisation and answering general queries.

As an Accountant at AIMS you will deliver accurate and timely financial information for our operational and corporate service teams to enable the effective financial management of activities including producing financial reports, budget estimates and costings. Your role facilitates the transfer of financial information to and from the non-current asset registers, educating staff on asset procedures, and assistance with capitalisation. You will also assist with the preparation of the monthly and Annual Financial reports including responding to the audit questions and requests for additional documentation.

Eligibility

You will be a CPA or CA qualified accountant and have working knowledge of contemporary accounting principles and practices along with experience managing assets from capitalisation through to disposal. You will have a high-level attention to detail with the ability to produce accurate and timely financial information, you will have well-developed capabilities to work independently under technical direction on a variety of tasks with a commitment to a team approach. You'll be a master at juggling competing priorities and be resourceful and proactive in your work to ensure objectives are reached. Well-developed verbal and written communication and interpersonal skills are a must.

Previous experience with Technology One and MS Project along with experience producing financial reports and budgets would be highly advantageous.

Notes

Apply now and join a world leading organisation with attractive working conditions. In line with our [Enterprise Agreement](#), the successful candidate will be rewarded with:

- AIMS AOF Level 4 salary (\$93,934 to \$106,895 per annum) plus 15.4% superannuation
- Full-time, Permanent opportunity
- Located in Townsville, Queensland
- Access to Commuter car fleet arrangements to travel to site
- 9-day fortnight, enjoy a long weekend each fortnight
- Flexible Work Arrangements considered including hybrid working (where suitable)
- Generous and supportive **leave entitlements** including 25 working days of Annual Leave (pro-rata) and up to 21 days of paid Personal/Carers leave (pro-rata), Maternity and Parental leave, Long Service leave, Compassionate leave, Cultural leave, Defence leave, and Family & Domestic Violence leave
- Salary Sacrifice opportunities
- Access to Fitness Passport program, offering discounted membership to selected gyms
- Employee Assistance Program
- Relocation assistance available

Discover more about [Working at AIMS | AIMS](#).

Please note:

Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS from commencement and for the full term of the appointment, depending on the relevant [Department of Home Affairs](#) current policies.

Next Step

Further information about this exciting and challenging opportunity is outlined in the Candidate Information Pack which is available to download from our website www.aims.gov.au. If, after reviewing the position description and selection criteria included in the Candidate Information Pack, you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we encourage you to make an application via our website.

Submitting your Application: Please ensure that you have your completed documents (selection criteria responses, resume and cover letter) ready to attach to your online application form via our e-recruitment system which can be accessed via our website www.aims.gov.au.

AIMS acknowledges Aboriginal and Torres Strait Islander peoples as Australia's first scientists. We pay our deepest respects to Elders past, present and future, and the custodians of the land and sea Country on which we work.

About the Australian Institute Of Marine Science

AIMS is a world leader in tropical marine science and conducts research supporting environmental sustainability and economic growth in Australia's tropical oceans. Through our highly skilled and innovative staff, state-of-the-art infrastructure, strong national and international collaborative relationships and valued technical support, we are helping to build Australia's national marine science capability so that together we can meet the challenges facing our marine estate. The Institute operates from facilities in Townsville Queensland, Darwin Northern Territory and Perth Western Australia.

To Apply

Position Contact	Carl Lawback, 0747534444
Agency Recruitment Site	https://aims.bigredsky.com/page.php?pageID=160&windowUID=0&AdvertID=797302

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Industry, Science, Energy and
Resources

Vacancy VN-0745716

Department of Industry, Science and Resources
(DISR)

Closing Date:Sunday 01 September 2024

Australian Radioactive Waste Agency
Social License and Operational Support Communications and Engagement

Job Title	Communications and Engagement Officer, Australian Radioactive Waste Agency
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$95,102 - \$103,134
Classification	APS Level 6
Position Number	1704_07/24
Agency Website	https://www.industry.gov.au/

Job Description

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

Inspire business outcomes | Drive communication initiatives | Flexible work-life balance

The Communications and Engagement Officer supports the complex internal and external communications of the agency, provides expertise and technical knowledge, and works across the organisation to ensure stakeholder engagement is thorough, co-ordinated and maintained. The Communications and Engagement Officer is responsible for assisting with development and maintenance of all communication assets of the agency. The Communications and Engagement Officer will undertake parliamentary support activities, prepare and deliver clear and regular communication to the wider public.

"In my role at ARWA, no two days are the same. I get to work on complex challenges that allow me to think outside the box for solutions. Our culture of learning and ideas-sharing means I've had more development opportunities at ARWA than at any other point in my career.

I feel lucky to work with many experts in their fields at ARWA. I'm also lucky enough to collaborate with other communications experts in various Australian Government departments right across Australia. ARWA encourages me to find flexible work arrangements that suit my personal life while also supporting me to succeed in my career." ~ Catherine

Duties

- Support ARWA's overall communications and engagement strategy and plans, providing expertise and technical knowledge.
- Draft and coordinate relevant documentation in line with relevant DISR guidelines and approval processes.
- Contribute to ARWA's strategic communications and engagement planning.
- Act appropriately to the level of risk and opportunity and provide advice to the Manager on best approach and to inform decision making.

Eligibility

To be eligible for employment in the APS and the department, applicants must:

- Be an Australian citizen or going to be granted Australian Citizenship before commencement. You may be asked to provide evidence of this.
- Undertake a pre-employment security assessment and subsequent security clearance. All staff are required to have a minimum baseline security clearance however some roles will require a higher level security clearance. If you are offered a role and do not have a current security clearance, we will work with you to arrange for this to be undertaken.
- Be medically fit to undertake the duties of the job.

Notes

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

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

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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	ARWA Human Resources, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and
Resources

Vacancy VN-0745726

Department of Industry, Science and Resources
(DISR)

Closing Date:Sunday 01 September 2024

Australian Radioactive Waste Agency
Safety and Technical Planning and Implementation

Job Title	Assistant Manager Research and Development, Australian Radioactive Waste Agency
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$117,760 - \$125,059
Classification	Executive Level 1
Position Number	1705_07/24
Agency Website	https://www.industry.gov.au/

Job Description

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

Drive excellence in research and development | Progress your career | Access flexible working

The Assistant Manager Research and Development (R&D) will play a crucial role in fostering a collaborative and inclusive team environment, promoting knowledge sharing and the pursuit of excellence in research and development. Maintaining strong

relationships with contractors and educational establishments, the role will ensure alignment with ARWA's objectives, fostering a commitment to unbiased research, safety and technical excellence. The Assistant Manager R&D will continuously expand their knowledge and expertise in relevant areas, by actively contributing to developing and implementing long-term R&D strategies.

Reporting to the Manager Planning and Implementation, the Assistant Manager R&D will lead strategic research projects aimed at exploring possible methodologies and strategies to support the delivery of ARWA's programs and projects. The role is also responsible for seeking and maintaining key relationships with industry, universities and research organisations to strengthen ARWA's research outcomes. The role will work collaboratively across all work functions of ARWA to ensure the highest levels of safety, security and sustainability is achieved.

"I am proud to work for the Australian Radioactive Waste Agency and be involved in the program to dispose of Australia's radioactive waste. This is a significant long-term infrastructure project, and the role provides me an opportunity to collaborate with different national and international experts from a wide range of fields, and to learn and apply innovative thinking and solutions to support program delivery." ~ Steven.

Duties

- Lead development of an ARWA technical maturity analysis for radioactive waste disposal pathways.
- Provide direction in developing an ARWA Safety and Technical long term program and knowledge gaps supporting S&T Branch to identify and prioritise R&D projects and needs.
- Represent ARWA in international research programs to ensure ARWA has the latest information about radioactive waste management.
- Develop internal ARWA relationships regarding R&D program delivery, between S&T Branch and ARWA and external including resolving program conflicts and prioritisation.
- Oversee the scoping, procurement and delivery and monitoring of activities to deliver the ARWA R&D program.

Eligibility

To be eligible for employment in the APS and the department, applicants must:

- Be an Australian citizen or going to be granted Australian Citizenship before commencement. You may be asked to provide evidence of this.
- Undertake a pre-employment security assessment and subsequent security clearance. All staff are required to have a minimum baseline security clearance however some roles will require a higher level security clearance. If you are offered a role and do not have a current security clearance, we will work with you to arrange for this to be undertaken.
- Be medically fit to undertake the duties of the job.

Notes

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

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

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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	ARWA Human Resources, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and
Resources

Vacancy VN-0745736

Department of Industry, Science and Resources
(DISR)

Closing Date:Sunday 01 September 2024

Australian Radioactive Waste Agency
Safety and Technical Planning and Implementation

Job Title	Assistant Manager Systems and Requirements, Australian Radioactive Waste Agency
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$117,760 - \$125,059
Classification	Executive Level 1
Position Number	1708_07/24
Agency Website	https://www.industry.gov.au/

Job Description

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

Innovate with new ideas | Learn from industry leaders | Access flexible working

The Assistant Manager Systems and Requirements is responsible for managing the systems engineering framework for all radioactive waste disposal pathways. The role will facilitate and enable the delivery of ARWA projects in the successful realisation

of waste management and disposal solutions through the application of systems engineering.

You will manage requirements and other systems engineering processes across ARWA projects and lead other technical disciplines in the application of these processes. This includes the elicitation and lifecycle management of requirements relating to disposal, treatment, and waste packaging systems. More widely, you will also contribute to developing a systems engineering approach within ARWA and implementing the relevant processes across programs and projects. The role will work collaboratively across all work functions of ARWA to ensure the highest levels of safety, security and sustainability is achieved in the delivery of technical work.

"I am proud to work for the Australian Radioactive Waste Agency and be involved in the program to dispose of Australia's radioactive waste. This is a significant long-term infrastructure project and the role provides me an opportunity to collaborate with different national and international experts from a wide range of fields and to learn and apply innovate thinking and solutions to support program delivery" ~ Steven

Duties

- Support the Manager Planning and Implementation in developing Systems Engineering capability across ARWA, including the development of procedures, tools and staff training.
- Manage Safety and Technical (S&T) requirements, assumptions, risks, and issues while contributing insights to broader ARWA endeavours.
- Promote ARWA's vision and strategic direction through key strategic relationships with a range of stakeholders.
- Contribute to the management of procurement in collaboration with teams across the Agency.

Eligibility

To be eligible for employment in the APS and the department, applicants must:

- Be an Australian citizen or going to be granted Australian Citizenship before commencement. You may be asked to provide evidence of this.
- Undertake a pre-employment security assessment and subsequent security clearance. All staff are required to have a minimum baseline security clearance however some roles will require a higher level security clearance. If you are offered a role and do not have a current security clearance, we will work with you to arrange for this to be undertaken.
- Be medically fit to undertake the duties of the job.

Notes

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

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To Apply

Position Contact	ARWA Human Resources, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and
Resources

Vacancy VN-0746022

Department of Industry, Science and Resources
(DISR)

Closing Date:Sunday 01 September 2024

Australian Radioactive Waste Agency
Safety and Technical Nuclear Safety and Security

Job Title	Occupational Health and Safety Officer, APS6, Australian Radioactive Waste Agency
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$95,102 - \$103,134
Classification	APS Level 6
Position Number	1750_08/24
Agency Website	https://www.industry.gov.au/

Job Description

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

Develop skills within the role | Drive a culture of safety | Learn from industry leaders

The Occupational, Health and Safety (OHS) Officer is responsible for providing professional expertise to support technical aspects related to work, health and safety (WHS) for future radioactive waste disposal solutions and facilities. The role is responsible for ensuring a high level of safety practices are established to manage and secure radioactive waste solutions based on ISO standards, Australian Industry, and international best practice. This includes embedding and promoting a culture for safety across the agency.

You will be required to provide OHS WHS advice and risk assessments to technical teams, in line with ISO standards and international best practice to support design and operational flow of the development and assessment, licensing, siting,

construction, operation, decommissioning and closure of any future radioactive waste disposal facilities solutions. ARWA seeks to establish and demonstrate the highest level of safety in future facilities based ISO standards, Australian Industry, and international best practice.

We are seeking a team member who brings enthusiasm for safety and is open to working with a multi-disciplinary team to embed safety by design for future national radioactive waste disposal pathways. As a relatively new agency, ARWA continues to develop its foundations and is seeking people willing to embark on an exciting journey of continued change and growth. The ideal candidate will be looking to move away from day-to-day OHS practice into a role that requires more highly technical safety analysis work. This maybe a highly experienced OHS practitioner looking to move into a specialised industry, or an early career practitioner who is willing to develop and grow with the Agency. ~ Emma

Duties

- Provide advice on best practice measures that safeguard the health and safety of programs and projects in accordance with ISO standard 450001, Australian Industry standards and International best practice for non-radiological hazards in a radioactive waste disposal facility.
- Assess and understand the Agency's safety and security culture and develop a Culture for Safety Framework strategy that outlines overriding priority, protection and safety issues to be considered in work programs and packages.
- Ensure Support managers and employees are supported to in their understanding how the ISO standard 450001, Australian Industry standards and International best practice relates to ARWA's of program of work. of and adherence to DISR WHS procedures.

Eligibility

To be eligible for employment in the APS and the department, applicants must:

- Be an Australian citizen or going to be granted Australian Citizenship before commencement. You may be asked to provide evidence of this.
- Undertake a pre-employment security assessment and subsequent security clearance. All staff are required to have a minimum Negative Vetting Level 1 security clearance however some roles will require a higher level security clearance. If you are offered a role and do not have a current security clearance, we will work with you to arrange for this to be undertaken.
- Be medically fit to undertake the duties of the job.

Notes

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

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To Apply

Position Contact	ARWA Human Resources, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and
Resources

Vacancy VN-0746113

Department of Industry, Science and Resources
(DISR)

Closing Date:Friday 30 August 2024

Chief Counsel and Integrity
Integrity Protective Security

Job Title	Security Systems and Projects Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$95,102 - \$103,134
Classification	APS Level 6
Position Number	1749_08/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=DD65DEBC-AB92-1BB5-315B-DB03452CF59D>

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 Integrity Branch is an exciting, fast-paced area that is a key enabler for the Department of Industry, Science and Resources (DISR). The Branch is responsible for the provision and development of protective security, probity, fraud and corruption and risk and integrity strategy. The Security Systems and Projects team is responsible for the maintenance of security systems and security-related projects across DISR sites Australia wide.

The opportunity

This is an excellent opportunity to contribute to enhancing the department's security posture. You will support the department deliver on its mission by engaging across the organisation to build a strong security culture and secure working environment. Working in a team of security professionals will provide opportunities to expand your existing skillset and apply your broader knowledge.

What's in it for you?

The position of **Security Systems and Projects Officer** will primarily focus on physical security, but the Protective Security Section also manage personnel security, information security, and security strategy and investigations functions. You will be exposed to all elements of security and the team has a depth of knowledge the candidate will be able to learn from and prosper. The role provides opportunities to develop and apply subject matter expertise in security (including working with the National Intelligence Community), security systems and project management.

Our ideal candidate

DISR is seeking a talented professional to perform the role of APS6 Security Systems and Projects officer, within DISR's head office located in Industry House in Canberra.

Our ideal candidate will have:

- experience in the operation and management of security system technologies and best practice including the implementation of physical security measures.
- the ability to successfully manage projects, including planning, execution, and monitoring.
- a strong sense of ethics and responsibility to protect sensitive information and assets.
- strong written and verbal communication skills, with the ability to effectively communicate with team members, stakeholders, and clients.
- demonstrated sound judgement in an environment of complex and competing priorities with a strong work ethic; flexible can-do attitude; outcome-focused; and a strong team player.
- an understanding of, and relevant experience in applying, Commonwealth Government security requirements, including the Protective Security Policy Framework.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way. **Duties**

The APS6 Security Systems and Projects Officer will assist in delivering security projects and maintaining the department's security infrastructure across Australia.

The successful candidate's principal responsibilities include:

- the maintenance of security equipment for all DISR properties, including but not limited to centralised intruder and duress alarm monitoring, security systems, key cabinets, security alarms, electronic access control, speed stiles, intruder detection and CCTV systems.
- assisting in the preparation and management of strategic frameworks to secure DISR tenancies, including strategic plans, policies, systems, technologies, procedures, and their associated budgets.
- providing security advice on compliance with specifications and building standards in line with the PSPF and other security guidelines.
- assisting in the management of complex cross-divisional projects with interdependent milestones to keep work on track and highlight issues early, while simultaneously administering local projects with a hands-on approach.
- the preparation of reports and briefing papers to assist in planning and supporting certification and accreditation of facility zones.

Eligibility

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

This position requires a minimum NV1 security clearance, and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

The department currently offers flexible work opportunities for many roles. Due to the nature of the role, the successful applicant will be required to primarily work from DISR's Canberra office, although flexible or remote work arrangements will be considered. Please reach out to the contact officer to discuss this further.

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.

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

About the Department of Industry, Science 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	Steven Rukavina, 02 6243 7605
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=DD65DEBC-AB92-1BB5-315B-DB03452CF59D

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Industry, Science, Energy and
Resources

Vacancy VN-0746228

Department of Industry, Science and Resources
(DISR)

Closing Date:Sunday 01 September 2024

Anti-Dumping Commission
Investigations

Job Title	APS 5 Investigator / Analyst and APS 6 Senior Investigator / Analyst
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$83,460 - \$103,134
Classification	APS Level 5;APS Level 6
Position Number	1783_08/24
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Commission

We are Australia's trade remedies authority - the Anti-Dumping Commission. The Commission is responsible for undertaking investigations into allegations of unfair international trade practices involving goods entering Australia and administering Australia's anti-dumping legislation. These investigations seek to deliver a level playing field for industry. Professionalism, excellence and independence underpins the Commission's world-class reputation.

The Commission is a connected team of professionals with investigative, accounting, auditing, legal, economic and international trade skills and experience. Our team works well together because we have a supportive and inclusive workplace culture. We prioritise collaboration, fostering an environment where skills, knowledge, and support are freely exchanged. Central to our ethos is the well-being of our team members, whom we empower to lead and manage with confidence. Our goal is for staff to reach their full potential through engaging work and career growth opportunities.

About the Branch

The Commission's Investigations Branch is made up four investigations teams and a quality assurance and verification team. The branch undertakes highly technical anti-dumping and subsidy investigations. Investigations teams engage with a wide range of stakeholders and prepare reports that apply relevant legislation, policy and practice. Investigations teams conduct detailed research and complex analysis of financial and economic data.

Duties

The Investigations Branch has multiple APS5 and 6 positions available. If you have relevant and/or transferrable skills and experience, we'd love to hear from you.

At the APS5 Level, we are looking for motivated and skilled candidates who have:

- The ability to engage, support and work collaboratively with other people, including the ability to contribute/respond/inform people.
- A demonstrated ability to research, investigate and analyse financial and economic data.
- The ability to interpret and apply legislation, policies, and procedures relevant to the Anti-Dumping Commission.
- Microsoft Excel skills at an intermediate level (highly desirable) – although training can be provided.

At the APS6 Level, in addition to the above capabilities, we are seeking candidates who can:

- Independently undertake investigative work and make decisions under general guidance.
- Prepare high-quality reports to support the Commission's decision-making processes.
- Lead and facilitate discussions with internal and external stakeholders.
- Supervise and train staff.

Skills, experience, or qualifications in one or more of the following areas, although not mandatory, would be highly regarded: international trade, regulatory compliance, auditing, commercial investigations, business, commerce, accounting or economics.

We are also seeking applicants who:

- can identify broader factors, trends and influences that may impact on the team's work objectives
- value specialist expertise and capitalise on the knowledge and skills of others within the organisation
- respond in a positive and flexible manner to change and uncertainty
- confidently present messages in a clear, concise and articulate manner, focus on key points, and use appropriate, unambiguous language.
- harness information and opportunities
- apply and build professional expertise

There's a lot of research showing how some groups of people may not apply for jobs unless they meet 100% of the qualifications. It is certain though, that if we don't hear from you, or you don't apply, we cannot offer you a position at all.

This role assists Investigations Branch by contributing to core outputs for the case. You will work within a team to contribute to anti-dumping and countervailing investigations.

APS5 Investigators/Analysts will:

- Examine and analyse trade, business, industry and financial data.
- Manage use of case management records (e.g., evidence, analysis, risks and issues, briefing Notes, meeting notes etc.)
- Support the coordination of case communications (circulation of critical information, formal Advice received, meeting requests, agendas, plans, relevant submissions etc.)
- Assist to draft reports and briefing papers.

- Work collaboratively within a team of investigators (analysts/auditors), policy, quality assurance and legal advisory staff.

In addition to the above, APS6 Senior Investigators/Senior Analysts will:

- Coordinate case communications (circulation of critical information, formal advice received, meeting requests, agendas, plans, relevant submissions etc.)
- Undertake complex analysis, operating with autonomy and accountability.
- Supervise a small number of staff.

Eligibility

The successful candidate is required to obtain and maintain a Baseline security clearance.

Notes

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

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

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

To Apply

Position Contact	Phillipa Crouch, 0467 960 406
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and
Resources

Vacancy VN-0746211

Geoscience Australia

Closing Date:Friday 23 August 2024

Space Division
Digital Earth Branch Digital Earth Africa

Job Title	Director, Digital Earth Africa
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$134,717 - \$167,888
Classification	Executive Level 2
Position Number	18428
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures: and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Our team

Digital Earth Branch enables access to over 30 years of free and open satellite data and derived information products that support decision-making across government and inform industry investment decisions in sectors ranging from mining, agriculture, environment to emergency management. The Digital Earth Branch oversees the development and implementation of Digital Earth Australia and Digital Earth Antarctica, as well as providing support for the in-country management of Digital Earth Africa.

The Digital Earth Africa (DE Africa) program services the Earth observation analysis needs for 54 countries, providing access to a wealth of free and open information available from satellite images. DE Africa empowers decision-makers across the African

continent, using Earth observations to deliver decision-ready products enabling policy makers, scientists, the private sector, and civil society to address social, environmental, and economic changes on the continent and develop an ecosystem for innovation across sectors.

The team shares a positive culture focused on the open sharing of knowledge, continuous improvement, being solutions focused, innovating without fear, and fostering and maintaining strong partnerships with all stakeholders.

Duties

You will lead the Digital Earth Africa team within Geoscience Australia, providing support for the program which is being managed by an interim host, with the strategic objective of ensuring the future of DE Africa is managed and maintained in country. You will lead a team of program support, Earth Observation, and technical experts to ensure the ongoing operations of the platform are maintained, and uplifted where appropriate, to prepare for eventual transition to a permanent host.

In this role you will:

- Set the strategic direction for the Digital Earth Africa program and ensure successful delivery of the program's key outcomes.
- Lead and build on a multidisciplinary team of scientists and technical professionals.
- Lead vendor management and contract management efforts, to manage the outcomes of multiple external providers.
- Work with a diverse team across multiple time zones spanning Australia, Africa and beyond on a regular basis.
- Promote a culture of open and transparent communication, collaboration, accountability, and delivery across the DE Africa program.
- Be part of a strategic, agile leadership team in the Branch, working collaboratively with peers across the organisation to support our broader leadership team through your expertise, problem solving, risk management and advice.

To be successful you will have:

- A proven track record in building and leading a diverse team, including through organisational change.
- Excellent communication skills, both written and oral.
- Strong business acumen to allow you to build and maintain a broad service offering through a range of in-house and contractor-delivered functions.
- Dedication to adhering to professional standards and ethical conduct, aligning with APS values and codes of conduct.

Required skills, knowledge, experience and/or qualifications

- 3+ years of experience leading program and/or project management.
- 3+ years of management and leadership experience.
- Experience with vendor and contracts management.
- Experience with working within and overseeing innovative technology and science streams.
- Relevant Program and/or Project management certifications, specifically Prince2, SAFe or Scrum are highly desirable.
- Postgraduate qualifications and experience in a relevant discipline are highly desirable.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit the [careers page](#) of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Sarah Pound on (02) 6249 5885 or email Sarah.Pound@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

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 position. For more information please visit the [Australian Public Service Commission website](#).

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

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.

About the Geoscience Australia

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

To Apply

Position Contact	Sarah Pound, (02) 6249 5885
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0746156

IP Australia

Closing Date:Sunday 25 August 2024

Customer Experience Digital Experience

Job Title	UX/UI Designer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NT NT, Various locations - TAS TAS, Various locations - WA WA, Various locations - VIC VIC, Various locations - SA SA, Various locations - NSW NSW
Salary	\$84,153 - \$90,182
Classification	APS Level 5
Position Number	494650
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

The UX/UI Designer role is key to ensuring the customer is at the centre of everything we do. This role will be an integral part of our growing team of designers in creating contemporary and government-leading digital customer experiences, whilst also aligning to modern best practice accessibility.

This role will work within our highly experienced Digital Experience team, who rapidly shape and deliver digital transformation for our customers. The UX/UI Designer will provide an active contribution to improving existing digital services as well as contributing to the delivery of projects and programs.

Duties

- Develop creative, inclusive, and implementable end-to-end prototypes that fit within the corporate style guide, from wireframing to hi-fidelity designs.
- Collaborate with other designers, user researchers, and developers as part of the design process.
- Participate in/coordinate/conduct user research projects and activities, from discovery research to usability testing.
- Work as part of a small dynamic team to deliver projects and programs that improve the experience for our customers.
- Undertake digital product scrum activities to deliver value rapidly and manage product delivery.
- Support the development and maintenance of our corporate design system.
- Develop and maintain relationships with key internal and external stakeholders.

For more information about this role, including the type of person we are looking for, please refer to the candidate kit available by clicking the 'Apply Now' button. **Eligibility**

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

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

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 LGBTIQ+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm Country) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. We have a shared hub in Sydney (Gadigal Country). Employees who are not located near an office, work completely remotely.

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

About the 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	Laura Exarhos, (02) 6283 2902
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0746129

National Archives of Australia

Closing Date: Sunday 25 August 2024

Collection Management Preservation

Job Title	Data Management Team Leader (Photographic)
Job Type	Full-Time, Non-Ongoing
Location	Chester Hill NSW
Salary	\$74,638 - \$80,426
Classification	APS Level 4
Position Number	496871
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The Collection Management Branch is responsible for transferring, storing, preserving and digitising the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research, and implements projects to ensure the care, management and accessibility of archival records. The Branch is also responsible for identifying information management requirements for Australian Government agencies to ensure Australian Government information assets (records, information and data) are created, collected and managed effectively.

The Preservation section is responsible for the preservation and long-term accessibility of the most significant records of the Commonwealth in both physical and digital form. We carry out daily activities and make long term decisions to ensure that the collection will be available years from now regardless of technology.

Duties

The position of Data Management Team Leader is responsible for carrying out duties to preserve the metadata associated with photographic materials held in the archives collection. The role requires a keen attention to details and a proactive approach to reporting, documenting and identifying resolutions in following up on data and/or system issues encountered.

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

- Catalogue and accession of records within an asset management system, maintain data entry standards and conduct data quality assurance of the National Archives' collection.
- Provide technical support to team members and colleagues.
- Supervise a small team responsible for the delivery of description projects; set priorities within the work area, monitor the quality of work and provide on the job training, advice and technical support to team members and colleagues.
- Provide administrative and project support including preparing statistics, procedures and correspondence; enter and retrieve data from electronic records systems within established procedures and practices.
- Undertake quality assurance activities on description activities and load intellectual data to electronic information systems to enable preservation and public access.
- Contribute to the development of user guides, procedures, specifications and guidelines relevant to the preservation, digitisation and storage management of the archival collection, ensuring best practices are in place.
- Work closely and productively with team members and colleagues; participate in section meetings; actively support positive working relationships across the organisation.
- Identify and recommend solutions to resolve or mitigate problems and provide feedback on procedures or workflows to make these efficient and effective.
- Assist in the training and development of staff including physical records handling training, retrieval and return of archival records and other tasks, ensure that Work, Health and Safety issues are identified, reported and monitored.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management practices and principles within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#).

Appropriate qualifications or experience in photographic preservation, archiving or photographic asset management (particularly related to photographic collections in archives, libraries, or special collections) are desirable.

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Negative Vetting 1 clearance level.

Notes

You need to apply through our [e-recruitment system](#).

Your application will need to include:

- the names and contact details of at least two referees, one of whom should be a current supervisor.
- your current resume.
- statement **(500 words maximum)**, describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the [“Performance Expectations”](#) at the relevant classification and the National Archives’ Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#)

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Shabana Khanam, 02 9782 5352
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0746207

National Film and Sound Archive of Australia

Closing Date:Wednesday 21 August 2024

collection Preservation Conservation and Collection Management

Job Title	APS5 Storage Project Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$80,430 - \$87,572
Classification	APS Level 5
Position Number	89893
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.

About the Team

The Storage Transformation team is part of the Conservation and Collection Management section of Collection Preservation branch. They are primarily responsible for the delivery of the Nitrate Extension and Refit Project, which will significantly improve storage capacity and collection care outcomes for the cellulose nitrate motion picture and still image collection.

The Opportunity

The Storage Project Coordinator plays a key role in project delivery, coordinating collection transport logistics and documentation, researching contemporary approaches to the storage of cellulose nitrate materials, and provides operational support to the Manager, Storage Transformation.

The NFSA is seeking an enthusiastic candidate with an established understanding of collection care and management principles, and project management experience.

Duties

Under general direction, this position is responsible for delivering the following functions:

- Lead small teams in the delivery of specific projects tasks, including monitoring workflows and processes.

- Assist the Manager, Storage Transformation in the development and delivery of project objectives including construction, collection documentation and collection relocation.
- Coordinate and participate in project administration tasks including but not limited to project planning, weekly reporting, setting meetings and agenda, budget tracking and coordination of contractors onsite.
- Consults and shares information, and ensures others are kept informed and project processes align with best practices.
- Build and sustain relationships; liaises with a range of stakeholders including team members, colleagues, stakeholders and clients.
- Operates as an effective representative of the organisation in internal and external forums.
- Conducts and supports research and analysis into the sustainable care and management of archive collections in particular cellulose nitrate.
- Ensures that the NFSA collection is managed in accordance with international best practice, including Indigenous Cultural and Intellectual Property requirements, and in line with relevant legislative, policy and workplace health and safety requirements.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated experience in collections management, including knowledge of professional standards, methodologies, and current practices.
2. Experience in project administration and support, with demonstrated capacity to achieve results in a collaborative team environment.
3. Proven ability to maintain productive working relationships, liaise effectively and negotiate with internal and external stakeholders through well-developed and clear verbal, written and interpersonal communication skills.
4. Demonstrated ability to undertake independent research and provide analysis in support of the successful delivery of a project.
5. Demonstrated knowledge of collection hazards and broader workplace health and safety requirements.

Desired qualifications and/or relevant experience required:

- Relevant qualifications in cultural heritage management and/or collection management are desirable.

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 1000 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

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 behaviors 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.

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 see: RecruitAbility | Australian Public Service Commission (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	Shannon Hutchinson, 02 6248 2103
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0746219

National Film and Sound Archive of Australia

Closing Date: Sunday 18 August 2024

Programs and Place Property and Security

Job Title	APS6 Property and Security Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	88139
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.

About the Team

The Programs and Place Branch includes all aspects of property, exhibitions, public programs, education, visitor experience and venue hire.

The Property and Security team sits within the Programs and Place Branch and is responsible for maintaining infrastructure and essential services related to the day-to-day operations of our facilities. The team manages and serves nine distinct locations and staff situated in Canberra, Sydney and Melbourne.

The role is an integral member of the small Property and Security team, and will assist with the delivery of property and security operational tasks at our Acton site.

The Opportunity

The Senior Property and Security Officer is an integral member of a small Property and Security team. The role is jointly responsible for overseeing the provision of base building services, delivering security activities, supervising minor capital works projects and managing the performance of contracts in the NFSA's owned and leased facilities.

The role requires delivering on a variety of activities with competing deadlines. The ability to analyse issues and work under pressure is vital, as is a commitment to producing high quality and safe outcomes. Direct experience in managing the delivery of building and security services is important and construction or project management experience will be highly regarded. An understanding of the Australian Government procurement framework and project management skills are essential.

The position will suit a highly collaborative, and well organised person with strong communication skills

Note: This opportunity is a 3-month temporary position.

Duties

Under limited direction, this position is responsible for delivering the following functions:

- In supervising a small team, coordinate and manage the operation and maintenance of base building and office services for NFSA owned and leased buildings through:
 - Ensuring building infrastructure is meeting performance requirements and are well-maintained and liaise with contract managers and contractors as required.
 - Triage building issues raised outside of normal operating hours to ensure a safe environment is maintained for the public and the collection.
 - Acting as a point of coordination for small to medium construction and asset replacement projects, working closely with contractors and ensuring that stakeholders are consulted and informed.
 - Responding to day-to-day maintenance requests and prioritising works appropriately. Allocate and action fault reports submitted via the Service Now fault reporting system, ensuring all faults are addressed in a responsive and customer focussed manner meeting agreed service level standards.
 - Maintaining a quality assurance and compliance program for all NFSA facilities and inspect facilities to ensure they are operating safely.
- As part of a roster with other Property and Security staff, undertake the 'on call' functions for after hours and weekend property and security issues and emergencies.
- Coordinate maintenance and minor capital works associated with base building services and undertake relevant project management and procurement activities to commission these works.
- Coordinate property and security policy reviews and business improvement implementations. Prepare and coordinate briefs, presentations or other documentation that may be complex in nature.
- Assist in operational and financial planning of the Property and Security section including asset management, undertaking procurement activities, monitoring and processing purchase orders and invoices; and maintaining files.
- Collaboratively work with NFSA teams to deliver a broad range of projects including exhibitions and special events and provide advice on property and security matters.
- Support Work, Health and Safety requirements, including preparation and review of safe work method statements and risk assessments and implementing WHS improvement.
- Undertake Emergency Control Organisation responsibilities of Deputy Chief Warden for the NFSA Acton ACT site.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. In managing a small team, demonstrated expertise and technical knowledge of managing base building infrastructure - including HVAC, BMS, fire protection, security and electrical services.
2. Demonstrated working knowledge and an in-depth understanding of relevant legislation and policy frameworks.
3. Demonstrated communication skills in managing a variety of stakeholders - both internal and external.
4. Demonstrated project management relating to various facility and security programs.
5. A strong understanding and practice of Work Health and Safety issues and risk management related to buildings and facilities operations.

Desired qualifications and/or relevant experience required:

- Experience in managing base building and security services in a public, cultural or collecting institution environment.
- Project management or construction qualifications.

Note:

- This role includes being 'on call' on a rotating roster to respond to building, security and access issues outside of normal operating hours including nights and weekends.
- There will be a requirement to be available after hours to supervise planned out of hours maintenance and unforeseen building issues.
- Manual handling duties are a requirement of this role. At times there may be a requirement to lift or move objects up to 20kg.
- Occasional interstate travel may be required.
- A current driver's licence is a necessity for this role. Other licences, for activities such as working at heights, may be useful in this role.

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.
- Obtain and maintain a Working with Vulnerable People registration.

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 1000 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

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- Great training and development opportunities.
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- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
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RecruitAbility

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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	Craig Revell, 02 6248 2092
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Australian Public Service Commission

Closing Date: Sunday 25 August 2024

APS Academy and Capability
People Insights Workforce Metrics

Job Title	Workforce Data Entry and Administration Officer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$74,287 - \$79,961
Classification	APS Level 4
Position Number	24_66
Agency Website	https://www.apsc.gov.au/

Job Description

<https://apsc.nga.net.au/?jati=DE2AE159-DD51-60EA-B3ED-DB0345EA2884>

About the team

The Workforce Metrics team manages and maintains data for the APS workforce, such as the APS Remuneration Survey and the Australian Public Service (APS) Employment Database (APSED). It also supports public sector workplace gender equality reporting. Data reported by the team assists in the management of a capable and effective APS workforce, and contributes to key publications such as the annual State of the Service Report

Duties

The Workforce Metrics team (within People Insights Branch) is looking for an APS 4 Workforce Data Entry and Administration Officer to join a busy and outcome-focussed team.

The duties of the Workforce Data Officer may include:

- Undertaking collection, checking, and entering of workforce data files from contributing APS agencies.
- Liaising with agency contacts to check submitted workforce data.
- Assisting in Quality Assurance processes, including checking data in published outputs such as the APS Employment Data Release and the State of the Service Report
- Contributing to the maintenance of information management in the team, such as monitoring the group email inbox and contributing to process and procedure documentation.

This role provides on-the-job training and development, with the opportunity gain a valuable understanding of the wider public service with visibility across portfolios from a central agency perspective. There is also opportunity to learn about the unique APS Employment Database, with exposure to the workings of a central data collection hub, learning valuable skills in a growth area.

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) 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>

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	Karen Bailey, 02 6202 3516
Agency Recruitment Site	https://apsc.nga.net.au/?jati=DE2AE159-DD51-60EA-B3ED-DB0345EA2884

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Job Title	Senior Finance Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$94,900 - \$103,027
Classification	APS Level 6
Position Number	24_68
Agency Website	https://www.apsc.gov.au/

Job Description

<https://apsc.nga.net.au/?jati=D5FCA95A-C85A-226E-252D-DB0380F849CB>

* The abovementioned salary range is based on the [Australian Public Service Commission Enterprise Agreement 2024-2027](#) . PWSS offer an Individual Flexibility Agreement to employees on commencement to align salary with the [Department of Finance Enterprise Agreement 2024-2027](#) .

About the team

The Finance team is seeking a highly motivated and solutions focused APS 6 Senior Finance Officer. As part of a small team the senior finance officer will deliver on a wide range of finance functions, the role offers the opportunity for real diversity in the finance roles undertaken and will involve significant involvement in establishing processes and policies for a new entity. Functions of the team include:

- Procurement of goods and services
- Management of PWSS treasury (including accounts payable and subsequent payment of accounts)
- External financial reporting
- Development and delivery of the internal budget and reporting for PWSS
- Preparation of external budget (including, any NPP activities)
- Management of PWSS Risk activities
- Provision of financial capability training for PWSS staff
- Ensure compliance with Public Governance, Performance and Accountability Act 2013 (PGPA Act) requirements
- Manage the shared services arrangements with the shared services provider.

Duties

The PWSS Finance team is a very small team managing all aspects of finance for the PWSS. Specific duties of the role will include the following:

- Provide advice and support in relation to procurement activities to business areas, including confirming availability of funds and updating of Austender for new procurements
- Manage a busy inbox, providing responses to queries, including investigation and analysis as required
- Provide training and advice to PWSS staff regarding budgets and accounting requirements at both month and year end
- Manage and support the acquittals of credit card and travel accounts for PWSS including provision of advice to business clients
- Work with the shared services provider to manage payments to suppliers from the PWSS bank accounts, including drawdowns from CBMS

- Provide support and advice regarding the use of credit cards and travel facilities
- Provide input into financial governance documents (including Accountable Authority Instructions, Delegations, Policy and Guidance materials)
- Support the CFO with audit activities
- Provide input and support in relation to PWSS Financial Statements and Budget submissions
- Other finance related duties as required.

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) 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.

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To Apply

Position Contact	Donna McKay, 02 6202 3975
Agency Recruitment Site	https://apsc.nga.net.au/?jati=D5FCA95A-C85A-226E-252D-DB0380F849CB

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Prime Minister and Cabinet

Vacancy VN-0746103

Department of the Prime Minister and Cabinet

Closing Date:Sunday 25 August 2024

Australian Government Consulting

Job Title	Deputy Chief Consulting Officer, Australian Government Consulting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	PMC SES/2024/009
Agency Website	

Job Description

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

About our team

Australian Government Consulting (AGC) is a new Australian Public Service (APS) initiative to deliver strategic management consultancy projects in-house, with a focus on strategy and organisational transformation. Situated within the Department of the Prime Minister and Cabinet (PM&C), AGC works in partnership with APS agencies on a wide range of high-profile issues that make a real difference to the wellbeing of Australians.

AGC's mission is to improve the lives of Australians by enhancing the capability of our APS to meet important current and future challenges. We attract, develop and retain excellent people who are inspired by our purpose and mission. As a foundational leader of AGC, you will have the opportunity to shape our strategy, service offer and ways of working. Our values:

- We relentlessly pursue enduring impact with humility
- We generate excellent solutions in partnership with our APS clients, and empower them to succeed
- We celebrate, support, and develop our exceptionally talented colleagues
- We have the same interests as our clients: to optimise public value with integrity
- We build trust through shared success.

What you'll be doing

We are seeking a high-performing leader with deep experience in strategy consulting and demonstrated capability in organisational design and delivery. Alongside AGC's Chief Consulting Officer (CCO) and Deputy Chief Consulting Officer (DCCO), you will oversee projects for APS clients and shape the future of AGC. As part of AGC's inaugural executive team, you will pioneer a new way of working and establish a new function for the APS.

AGC aims to combine the best of private and public sector approaches. AGC delivers three related functions:

- Delivering consulting projects to develop strategic advice and build high-performing organisations.
- Strengthening APS capability, including connecting existing APS expertise, and transferring consulting practitioner skillsets to client teams.
- Supporting agencies to achieve better value when engaging external consultants.

As a Deputy Chief Consulting Officer at AGC, you will:

- Work closely with the CCO and the other DCCO to design and execute AGC's strategy.
- Provide strategic direction and intellectual leadership for AGC projects, working across policy, strategy and organisational issues.
- Support the CCO to identify and cultivate a pipeline of project opportunities with APS clients.
- Develop, manage and mentor high-performing teams to deliver outstanding results at pace.
- Embed a culture that backs people to take calculated risks and allows for new ways of working, underpinned by efficient processes and systems.
- Attract and retain talented people to work in AGC.

SES leaders who make, or participate in making, decisions that affect the whole, or a substantial part, of PM&C (as the Person Conducting a Business or Undertaking, PCBU) are regarded as an Officer for the purposes of the *Work Health and Safety Act 2011* (WHS Act). To fulfil their duty under the WHS Act, Officers must exercise due diligence to ensure PM&C complies with its work health and safety duties and obligations. It is PM&C's expectation that all SES Leaders act in a way that is consistent with the obligations of an Officer under the WHS Act.

A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising. **Duties**

Why you're the ideal candidate

Our ideal candidate will bring:

- significant leadership experience in a consulting services environment
- experience building high-performing organisations with a positive culture
- the ability to think strategically and critically to across multiple portfolios simultaneously.
- astute judgement and well-developed engagement skills
- a demonstrated commitment to sharing knowledge, expertise and developing capability.
- flexibility and resilience to deliver results and manage expectations in ambiguous, high-pressure work environments
- high levels of integrity and a commitment to act in accordance with the APS Values and Code of Conduct. Candidates should exemplify behaviours that support modern systems leadership outlined in the Secretaries Charter of Leadership Behaviours, and encompass a stewardship approach to leadership.

In line with our dedication to an inclusive and safe workplace culture we are seeking candidates who are respectful of people's unique differences, backgrounds and cultures (including Aboriginal and Torres Strait Islander culture) particularly when communicating and working together.

Although this role is located in **Barton, ACT** we are open to applications from those located outside of Canberra and discussions around what flexible work may look like.

To demonstrate your fit for this role and put your best self forward, you are encouraged to tailor your resume and pitch to the role and qualities described above. It is strongly recommended that you review the "what you need to know – applying for jobs at PM&C" document attached to the job

ad prior to applying.

Identified position

This vacancy is Identified, meaning eligible candidates are expected to address in their application their level of cultural competency and their ability to relate to Aboriginal and Torres Strait Islander peoples.

This position has limited contact with Aboriginal and Torres Strait Islander peoples, communities and service providers, but is still required to have the capacity and willingness to further develop these skills. You will require capacity to attain cultural competency, including:

- 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 peoples, and
- willingness and commitment to continue to develop cultural competency.

The vacancy is open to all eligible candidates and is not restricted to Aboriginal and/or Torres Strait Islander applicants.

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 of up to 12 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 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>

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	Jonathan Beaumont or Lionel Riley, 02 6126 4500
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0746189

National Indigenous Australians Agency

Closing Date:Sunday 25 August 2024

Corporate
People Employee Health and Wellbeing

Job Title	Wellbeing Case Manager, People Branch
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Various locations - WA WA, Woden ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC
Salary	\$94,715 - \$106,438
Classification	APS Level 6
Position Number	NIAA/2024/110
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=715C9711-9B54-BC16-3B96-DB03822AC40C>

The Employee Health and Wellbeing Section within People Branch plays a vibrant and vital role in the National Indigenous Australians Agency (NIAA) by supporting employees and managers with a wide range of advice and services in both the compensation and non-compensation space.

An NIAA Wellbeing Case Manager provides holistic support strategies and advice to achieve agreed outcomes underpinned by clinical evidence and trauma-informed approaches within the Agency's legislative, policy and procedural frameworks.

The suitable candidate will enjoy building relationships with employees, their managers/work areas, medical professionals, Comcare and other stakeholders, to develop clinically underpinned support plans in the interests of both the employee and the Agency.

The Wellbeing Case Managers at the NIAA have a passion for supporting staff during vulnerable times, are proactive and focused on early intervention and have the ability to adapt and engineer solutions by thinking outside the square.

Key responsibilities of the role include:

- liaising, engaging and collaborating with managers and staff at all levels to assess, support, resolve and finalise matters relating to compensable and non-compensable injury or illness
- contributing to the development and implementation of tailored initiatives, tools and resources to prevent injury and support wellness and recovery in the workplace
- delivering sensitive and complex written material and presentations, including contribution to the development of reports, briefs and policies.

Duties

We are seeking candidates with the following attributes:

- comprehensive compensation and/or Rehabilitation Case Management experience
- strong and skilful communicator, experienced in undertaking sensitive conversations
- background in or knowledge of allied health, particularly psychological health
- ability to research and gather data to design evidence informed interventions
- attention to detail, highly organised, and is effective with time management
- committed to a professional standard of record-keeping
- high standard of preparing complex correspondence, briefs, reports and submissions
- respectful of confidentiality, privacy and sensitively dealing with personal information
- enjoys collaborating within a close and supportive team, sharing knowledge and experience.

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

Non-ongoing (for an initial period of up to 12 months) with possibility of extension up to a maximum period of two years.

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>

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	Kate Savage, (02) 6152 3448
Agency Recruitment Site	https://niaa.nga.net.au/?jati=715C9711-9B54-BC16-3B96-DB03822AC40C

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Prime Minister and Cabinet

Vacancy VN-0746204

National Indigenous Australians Agency

Closing Date:Tuesday 13 August 2024

Central Group
Arnhem Land and Groote Eylandt Region Groote and West Arnhem
Engagement

Job Title	Indigenous Engagement Officer, Arnhem Land and Groote Eylandt Region - Affirmative Measure Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Maningrida NT
Salary	\$77,558 - \$82,945
Classification	APS Level 4
Position Number	NIAA/2024/119 (AMI)
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=32EC5115-5CD8-540A-D5C0-DB0383C3A98F>

The Indigenous Engagement Officer (IEO) is the key connection between the Maningrida community and the NIAA to help shape programs and service delivery in the area. This role may include the following duties:

- bringing community members together to talk about government business
- facilitating local meetings with Traditional Owners and Elders in Maningrida as well as the homelands
- supporting colleagues to build cultural and language understanding
- looking for opportunities to create partnerships and to solve problems in Maningrida
- providing advice and connections to NIAA colleagues to help them achieve government goals
- contributing to the NIAA government engagement work program
- building and maintaining relationships and networks with NIAA and community, to deliver services and outcomes that contribute to the advancement of Indigenous Australians
- inputting to reporting and presentations for the Agency.

Duties

To be successful as the IEO you will have the following skills or the ability to develop them:

- good knowledge of the Maningrida community
- understanding of local protocols and cultural authority
- communication and engagement skills
- knowledge of local languages and interpretation abilities
- apply good judgement and seeks necessary assistance to navigate complex situations
- help team members to improve knowledge by sharing information
- seek the advice and guidance of others to ensure quality and accurate work
- take personal responsibility for delivery of tasks
- understanding of how Government works
- strong commitment to the Agency's values and behaviours and the APS Code of Conduct.

To help support the submissions of applications, NIAA will have a support person located in the Maningrida office on Tuesday 13 August 2024 between 10am and 4pm. If you would like assistance to apply for this role, please contact Ray on 0429 028 616 to make arrangements.

Eligibility

- 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 Islander people.
- 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 a Nationally Coordinated Criminal History Check.

Notes

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 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.

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

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

About the National 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	Mary Fall, (02) 6215 1000
Agency Recruitment Site	https://niaa.nga.net.au/?jati=32EC5115-5CD8-540A-D5C0-DB0383C3A98F

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Social Services

Vacancy VN-0746180

National Disability Insurance Agency

Closing Date:Thursday 22 August 2024

QLD Divison
QLD Service Delivery QLD Remote

Job Title	APS5 Remote Planner - Identified
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Cairns QLD, Mount Isa QLD, Townsville QLD
Salary	\$83,453 - \$89,839
Classification	APS Level 5
Position Number	0930_05/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

We have incredible and unique opportunities for Planners to join our Remote Services team. The team is responsible for engaging with participants and managing participant plans and supports across a wide and diverse community.

The APS5 Remote Planner will undertake planning activities and tasks related to the participant journey. You will have a significant level of contact with our internal and external stakeholders.

Duties

Where you can add value

The roles work in the remote service field. This may involve frequent travel to remote Indigenous communities over long distances in a 4WD vehicle and/or in a small aircraft.

The provision of service is often conducted outside of a "normal" office environment and requires walking within communities.

This work may require manual handling tasks e.g. lift/carry equipment and changing a 4WD tyre. Accommodation standards in remote communities are generally of a more basic standard than usually found in major cities and towns.

Some of the most important elements of this role include:

- regular travel to and from remote and very remote locations to undertake planning meetings and check ins with participants.
- build strong relationships with community organisations, groups and members to improve outcomes for participants in remote and very remote locations.
- use available evidence and an understanding of community ways of working to build fit for purpose NDIS plans for participants living in remote and very remote locations.
- utilising a range of resources such as interpreters and translated documents, communicate sensitively and effectively with Aboriginal and Torres Strait Islander participants, families and communities to explain the National Disability Insurance Scheme, mainstream supports and services.
- support the development and implementation of targeted service delivery approaches for remote and very remote areas.

Enough about us, let's talk about you

APS 5 Remote Planners are a key service delivery role for the NDIA and gather information from participants and planning partners over the phone and/or in person to build quality participant

plans. You will ensure all participant plans are compliant with relevant legislation, policy and practice guidance.

To join our team, you will:

- be a team player. When travelling remotely staff need to work in close proximity to each other, often in situations outside their normal comfort zones.
- have experience working with remote and very remote communities including travelling remotely.
- be resourceful – being able to think outside the box and be innovative.
- be open minded – approach all interactions with participants, communities, stakeholders and colleagues with kindness and respect.
- have values aligned to APS – integrity, commitment to service, accountability, respectful and ethical.

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

Eligibility

This position is an **Identified** position.

An Identified position refers to the job role. Candidates must have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communication skills. These roles usually involve developing policies or programs for Aboriginal and Torres Strait Islander peoples, or direct interaction with Aboriginal and/or Torres Strait Islander communities.

Vacancies for these jobs are open to everyone.

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

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.

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

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

About the National Disability Insurance Agency

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	Laura Dewson, 0436 860 648
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Parliamentary Department

Vacancy VN-0744747

Department of Parliamentary Services

Closing Date:Friday 23 August 2024

Information services
Digital Recording Service Branch Parliamentary Broadcasting Services

Job Title	PSL5 Broadcasting Systems Technical Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$86,137 - \$92,412
Classification	APS Level 5
Position Number	JR32338
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

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

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 5 Broadcasting systems Technical officer within Digital Recording Services Branch.

Parliamentary Broadcasting produces and distributes live audio and video coverage of all proceedings of the two chambers and the Federation Chamber, televises selected parliamentary proceedings in Parliament House and provides audio coverage of hearings held in other venues around Australia as well as multimedia and audio-visual services within Parliament House.

The Broadcasting Systems Technical Officer contributes to the smooth operation and maintenance of the technical equipment and systems involved in broadcasting, including audio and video production, transmission, and archiving. The role troubleshoots problems and faults, upgrades systems, engages with stakeholders, and provides technical support to users. The role may also be involved in planning and implementing broadcasting modernisation projects.

The Broadcasting Systems Technical Officer PSL5 works as part of a small team, undertaking work that is moderately complex to complex, and operating under limited direction. This role focuses on radio and television broadcast, communication and related equipment located within Parliament House.

Our ideal candidate will have:

- Experience in providing technical support, ideally within a broadcast context
- Demonstrated capability around analysing and troubleshooting issues.
- Ability to work under time restraints and prioritise in order of on-air importance.
- Willingness to work on a shift roster aligned with the commitments of the Parliament.

Duties

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

Eligibility

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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

About the Department of Parliamentary Services

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

To Apply

Position Contact	Les Hickey, 02 6277 5186
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0745694

Department of Parliamentary Services

Closing Date:Friday 23 August 2024

Information Services
Digital Recording Services Branch Parliamentary Broadcasting Services

Job Title	PSL4 Broadcasting Systems Technical Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$77,719 - \$84,450
Classification	APS Level 4
Position Number	JR32339
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

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

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 4 Broadcasting Systems Technical Officer within Digital Recording Services Branch.

Parliamentary Broadcasting produces and distributes live audio and video coverage of all proceedings of the two chambers and the Federation Chamber, televises selected parliamentary proceedings in Parliament House and provides audio coverage of hearings held in other venues around Australia as well as multimedia and audio-visual services within Parliament House.

The Broadcasting Systems Technical Officer contributes to the smooth operation and maintenance of the technical equipment and systems involved in broadcasting, including audio and video production, transmission, and archiving. The role troubleshoots problems and faults, upgrades systems, engages with stakeholders, and provides technical support to users. The role may also be involved in planning and implementing broadcasting modernisation projects.

The Broadcasting Systems Technical Officer PSL4 works as part of a small team, undertaking work that is less complex to moderately complex, and operating under direction. This role focuses on radio and television broadcast, communication and related equipment located within Parliament House.

Our ideal candidate will have:

- Experience in providing technical support, ideally within a broadcast context
- Demonstrated capability around analysing and troubleshooting issues.

- Ability to work under time restraints and prioritise in order of on-air importance.
- Willingness to work on a shift roster aligned with the commitments of the Parliament.

Duties

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

Eligibility

- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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To Apply

Position Contact	Les Hickey, 02 6277 5186
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0746076

Department of Parliamentary Services

Closing Date:Friday 23 August 2024

Information Services
Digital Customer Services Branch ICT Services Delivery

Job Title	Switchboard Operator
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$66,440 - \$71,327
Classification	APS Level 2
Position Number	32381
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

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

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 2 Switchboard operator within Digital Customer Services Branch.

The Australian Parliament is seeking enthusiastic and dedicated Switchboard Operators to join our dynamic team. As a Switchboard Operator, you will be the first point of contact for all incoming calls, providing essential support to parliamentarians, staff, and the public. This role offers a unique opportunity to be part of the inner workings of our nation's government, ensuring smooth and efficient communication across all levels.

We are building a pool of candidates interested in a variety of employment classifications, including non-ongoing and ongoing (full-time and part-time), and casual positions. Whether you are looking for a stable long-term role or flexible working hours, we have opportunities to suit your needs.

Our ideal candidate will possess exceptional communication and customer service skills, a professional demeanour, and have the ability to handle multiple tasks efficiently in a high-pressure environment.

The ability to handle multiple calls with professionalism and courtesy will be key to your success in this role. You will be responsible for directing calls to the appropriate departments, providing information, and assisting with general inquiries. This is a role that requires a calm and composed demeanor, as well as the ability to think on your feet in a fast-paced environment.

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

- There may be a need to work additional hours as required.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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To Apply

Position Contact	Sue-Anne McKeough, 6277 2588
Agency Recruitment Site	https://jobs.dps.gov.au/

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Employment and Workplace Relations

Vacancy VN-0746216

Comcare

Closing Date:Sunday 25 August 2024

Regulatory Operations Group
National Programs and Enabling Teams / Regional Operations QLD

Job Title	Business Support Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	\$76,640 - \$83,819
Classification	APS Level 4
Position Number	1438
Agency Website	

Job Description

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

Team and Group Overview

Comcare and the Regulatory Operations Group (ROG) has responsibility for achieving safer and healthier workplaces within its jurisdiction. As an effective national regulator, it does this by promoting continuous improvements in work health and safety practices and national/international monitoring and compliance as well as enforcement activities under the *Work Health and Safety Act 2011* (WHS Act).

The National Programs and Enabling teams are responsible for supporting the objectives of Comcare and the Regulatory Operations Group to be a nationally consistent, risk based WHS regulator by supporting and enabling the delivery of effective, consistent and targeted national regulatory operations to organisations within the Comcare Scheme.

The Regional Operations Queensland team administers the WHS Act through a variety of prevention, compliance and enforcement activities including workplace inspections, the provision of information and advice and through the conduct of investigations.

Duties

The Business Support Officer provides administrative support to the Senior Director National Programs and Enabling Teams and the Director, Regional Operations QLD to assist and enable efficient and effective administrative support to achieve business outcomes.

The Business Support Officer will build and cultivate relationships with a range of internal and external stakeholders. They will professionally manage relationships with stakeholders, senior executive leaders, Administrative Officers, teams within the group, Executive Officers and Executive Assistants.

The Business Support Officer works in a fast-paced environment often within rigid timelines. They exercise judgement, discretion and confidentiality in the management of information, including diary and schedule coordination. The Business Support Officer also provides secretariat support to a variety of strategic and operational meetings.

Primary Responsibilities

- Provide administrative support to the Senior Director, National Programs and Enabling Teams and Director, Regional Operations QLD.
- Manage schedules including diary and travel management, financial reconciliations, procurement documentation, preparation and coordination of relevant papers.
- Undertake the secretariat function for internal and external meetings including scheduling, governance and record keeping of documents, agenda development, coordinating/distributing papers, minute taking and drafting action items.
- Use initiative and judgement to prioritise work, coordinate matters appropriately, identify and escalate issues where required including email inbox management and assessing/prioritising correspondence for attention.
- Organise meetings including preparing slide packs, coordinating guests and publishing outcomes.
- Under direction, manage and respond to enquiries and requests by prioritising actions, identifying and undertaking related tasks including follow-up and monitoring.
- Provide administrative support and facilitate property services for the regional office including coordination of contractors, services and other administrative functions.
- Collaborate with Regional Operations Administration Officers and other business areas to closely support the regional team to achieve outcomes and facilitate the efficient operation of the team.
- Develop and maintain strong working relationships with a range of internal and external stakeholders.
- Manage confidential and sensitive information (including maintaining records), in accordance with agency policies and procedures.
- Develop and maintain an understanding of the work area's impact on strategic and operational outcomes for the agency.
- Uphold and promote a healthy and safe working environment, modelling and promoting ethical behaviour and practices consistent with the APS Code of Conduct and Values.

Eligibility

1. Australian citizenship.

- ## Notes

About the Comcare

To Apply

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

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