



Commonwealth of Australia
APSJobs - Vacancies Daily
PS33 Daily Gazette Tuesday - 19 August 2025.pdf

Australian Government Published by Commonwealth of Australia

APSJobs - Vacancies Daily

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

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

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

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0761992

Australian Law Reform Commission

Closing Date: Tuesday 09 September 2025

Job Title	Compliance and Administrative Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	\$98,381 - \$114,049
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 6
Position Number	0264/25_ALRC-EXT
Agency Website	

Job Description

<https://agcareers.nga.net.au/?jati=E9A9A404-73AD-49E1-9C16-E41E25AFFE03>

To obtain a copy of the Vacancy Information Kits for this vacancy, please click on the 'Apply Now' button to the left of this advertisement.

Duties

Our Opportunity

The Compliance and Administrative Officer ('the Officer') will report to the Director of Operations and Finance and assist the ALRC Executive in the administrative and operational functions of the agency, with a focus on governance, financial, and audit and risk reporting obligations. The Officer will also oversee a range of administrative tasks, including some human resource management, IT and building management.

Who are we looking for?

Specific requirements of the role

We seek a candidate passionate about working in a hands-on, varied, and proactive role, operating in a fast-paced and agile environment. The Compliance and Administrative Officer will work across a broad range of tasks for the ALRC, including:

Governance and Parliamentary

- Secretariat support for ALRC Audit & Risk Committee (3+ meetings annually), Consultative and Health & Safety Committee (quarterly), and Commissioners meetings (biennially).
- Assist the Director of Operations and Finance to review internal controls, corporate policies, risk and control registers, Fraud and Corruption Control Plan, Business Continuity Plan, and other internal registers.
- Coordinate and respond to Parliamentary Senate Estimates and Questions on Notice.
- Prepare reports for the Attorney-General's Department, other agencies, and external organisations.
- Support corporate reporting, including Annual Audit, Annual Report, Corporate Plan, and registers (e.g., Gifts & Benefits, WHS, Conflicts of Interest, FOI, Public Interest Disclosure).
- Maintain staff training and compliance records.

Financial and Procurement

- Process accounts and invoices, obtaining approvals.
- Assist the Director of Operations and Finance with budgetary and financial reporting to the Attorney-General's Department and other agencies.
- Apply Commonwealth procurement rules and report contracts via AusTender.
- Manage new and existing service contracts.

Administrative

- Monitor and respond to queries in external-facing mailboxes.
- Maintain the records management system (e.g., SharePoint, Microsoft Lists, spreadsheets).
- Provide operational support across the ALRC to achieve business objectives.

Eligibility

Selection Criteria:

1. Experience at an APS 6 level as an Executive Officer/Executive Assistant or Business Manager, preferably within an Australian Government agency.

2. Awareness of Australian Government legislative and financial frameworks, particularly governance, performance and accountability legislation, and procurement policy.
3. Strong organisational skills and able to manage and complete a high volume of work within timeframes.
4. Ability to problem-solve, use good judgement and attention to detail to deliver on tasks
5. Ability to capably use IT systems, including MS Office to proactively facilitate work throughput in a timely, effective, and professional manner.
6. Ability to work independently but also collaboratively, particularly with the Senior Executive of the ALRC and other staff.

The range and nature of work within the ALRC requires a workforce that reflects our diverse society, and the department provides a number of support mechanisms for employees.

As an ALRC employee, you will:

- be part of an inclusive and diverse work environment;
- receive a generous starting salary and work conditions;
- benefit from supportive learning and development; and
- benefit from supportive learning and development.

Notes

How to Apply

Applications are to be emailed to **HR@alrc.gov.au**.

Application close at **11:30pm AEST on Tuesday 09 September 2025**

As part of your application, you will need to provide:

- your current résumé (no more than three pages)
- a statement of claims (max. 500 words) explaining why you are suited to the role and the ALRC with reference to the Selection Criteria as outlined above
- the names and contact details of two referees, one of whom should be a current supervisor.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please email **HR@alrc.gov.au**

For further information about the role please contact:

Name: Mandeep Bahia

Email: HR@alrc.gov.au

About the Australian Law Reform Commission

To Apply

Position Contact	Mandeep Bahia, Not Applicable
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=E9A9A404-73AD-49E1-9C16-E41E25AFFE03

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Vacancy VN-0761864

Department of Home Affairs

Closing Date: Monday 08 September 2025

Immigration Compliance Policy & Int
Immigration Compliance Intelligence Compliance Liaison and Engagement
(CLE)

Job Title	Assistant Director, Compliance Liaison and Engagement
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$115,443 - \$134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	Executive Level 1
Position Number	138735
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/138735/>

The Immigration Compliance Liaison and Engagement (CLE) section is based in Canberra and has two principle national security functions.

First, CLE enables security and law enforcement partners to identify and respond to national security threats in the Immigration Program. This involves frequent liaison across multiple business areas in the Department and ABF domestically and abroad. It also requires profile and alert refinement, the management and adjustment of systems, and the implementation of novel ways to tackle emerging and unfolding threats.

Second, CLE supports partners' sensitive operations where there is an immigration or border component. This ensures risks are identified and managed while operational phases proceed smoothly.

In CLE, we pride ourselves on an inclusive and innovative team culture where we take our jobs seriously but not ourselves.

Due to the high level of security required in the role, candidates must be willing to work **on site** in the Canberra office. Interviews are expected to take place in person in Canberra during September 2025.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

- Demonstrated ability to build, develop and lead a high performing team.
- Demonstrated ability to lead and mature stakeholder relationships with external partners, and to actively collaborate across multiple business areas internally.
- Excellent communication skills including experience or demonstrated ability to brief senior executives.
- Willingness to learn, adapt, and re-prioritise, in response to a changing security environment.
- Exemplifies behaviours that shape and influence positive workplace culture.

Duties

- Leads and manages a small, high performing team that performs intelligence related activities across two functions.
- Delivers tactical outcomes on time and delivers longer term, complex initiatives.
- Drives collaboration with internal and external stakeholders across jurisdictions and portfolios to achieve tangible results.
- Applies critical thinking skills to tactical (immediate), operational (ongoing) and strategic issues, including developing advice and delivering briefings on a range of complex issues.
- Maintains tight control of highly sensitive information.

Additional information

- This role is based in Canberra.
- A PV security clearance is mandatory for this role, so candidates must hold, or have the ability to acquire, a PV clearance.
- PV holders are eligible to apply for a 10% Individual Flexibility Agreement (IFA).
- Working from home arrangements may be approved for some days depending on the team's coverage in the office, workflow, and section priorities.
- A tertiary degree in a related field is desirable but not mandatory.
- Relevant experience in an intelligence field is desirable but not mandatory.
- Relevant experience in an immigration or border related function or role is desirable but not mandatory.
- A willingness to learn, adapt and develop is mandatory.

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the

Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information
www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Ben Hamilton, 02 5127 8373
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138735/

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Vacancy VN-0761930

Department of Home Affairs

Closing Date: Monday 01 September 2025

Customs Compliance Enforce & Target
Trade Risk and Enforcement

Job Title	Trade Risk Supervisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - SA SA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - WA WA
Salary	\$94,563 - \$107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	JR 139512
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/139512/>

About our team

Opportunities exist in the following teams in the Trade Risk and Enforcement section:

The Revenue Analysis Unit (RAU) are responsible for revenue threats at the border with a focus on customs revenue evasion & systemic fraud. RAU are a dedicated targeted development capability focused on revenue evasion through research and analysis identifying targets through a Revenue Risk Analysis assessment informing activities for operational compliance and enforcement teams.

Key Functions:

- Dedicated targeted development capability focused on revenue evasion
- Research and analysis of revenue related risks
- Identify behavioural changes and risk indicators through analysing trade data

- Product development for further Compliance Targeting activities

The Regulated Goods Analysis Unit (RGAU) team conducts analysis of regulated goods relating to both restricted and prohibited imports and exports covering a wide variety of goods for the ABF and other government agencies. The team also create and manage the profiling capability for the Trade Compliance program.

Key Functions:

- RGAU is a dedicated targeted development capability focused on goods that are regulated at the border by The Department of Home Affairs and many other Commonwealth Agencies.
- The team ensures compliance with the framework of controls that seeks to maintain and facilitate the integrity of goods moving through the border.
- This includes the regulating and enforcing of legislative requirements regarding preventing, and disrupting the illegal diversion of goods and subversion of border controls.
- The specific role of RGAU is to identify vulnerabilities and risks in the cargo environment in relation to regulated goods and revenue risks, and to develop profiles and targeting advice to mitigate those risks through pre and post border intervention in the cargo stream

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#).

Our ideal candidate

- Sound critical analysis, reasoning and problem solving skills that can address complex issues
- Analytical and inquisitive mindset with a rational approach to work, whilst being impartial and having an understanding of own biases and acting objectively
- A strong appreciation of data and analytical trade craft and an ability to progressively improve the application of data as core input to the function; and
- Knowledge of the Integrated Cargo System (ICS) and relevant Customs-related systems.
- Highly developed communication skills, including good attention to detail and accuracy levels as well as the ability to communicate findings clearly and succinctly to a broad audience.

Duties

Duties and responsibilities

- Utilise multiple trade reporting systems and other relevant databases to conduct research and identify instances of non-compliance.
- Action referrals and conduct the necessary trade data analysis to identify targeting opportunities and vulnerabilities in relation to regulated goods and revenue risks.
- Undertake analytical work identifying non-compliance, trade crime, supply chain offences and cross-border illicit financial flows.
- Design, develop and ensure effective implementation of cargo profiles and targeting products to detect and deter the circumvention of border controls relating to cargo and non-compliance.
- Assist in the gathering and analysis of information from a variety of sources to aid in the assessment of offences against relevant legislation including the Customs Act 1901.

Additional information

- Sound critical analysis, reasoning and problem solving skills that can address complex issues
- Effective management of stakeholder relationships including engagement with domestic and international partner agencies
- Ability to work autonomously and with limited supervision
- Working knowledge of the import and export cargo environment, governing legislation and policies and broad knowledge of the customs compliance continuum.
- Experience in border related operations including intelligence and/or compliance.
- Efficient in the use of Excel and other Microsoft Office products.
- Competent user of systems to extract large data sets.
- Demonstrated ability to achieve high-level results and work under pressure to meet tight deadlines across a range of investigation projects and compliance programs.
- Identify and monitor all-source information, including classified reporting, development of cargo alerts and profiles, and/or assisting ABF and partner agency operational activity.

Eligibility

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

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

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

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Notes

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

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

About the Department of Home Affairs

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To Apply

Position Contact	Inspector Sondra Gagliardi, .
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139512/

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Vacancy VN-0761959

Department of the Senate

Closing Date: Wednesday 03 September 2025

Legislative Scrutiny Unit
Procedure Office

Job Title	Principal Research Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Barton ACT
Salary	\$131,204 - \$146,967
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Employees are entitled to request flexible working arrangements under the department's enterprise agreement
Classification	Executive Level 1
Position Number	30
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_Senate

Job Description

<https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-b8c9-9bc90>

The Department of the Senate is seeking applications from those interested in joining the Legislative Scrutiny Unit within the Procedure Office, in the role of Principal Research Officer.

The Principal Research Officer is responsible for major legislative analysis, research and writing tasks supporting the work of the Senate Scrutiny of Bills Committee. This includes high-level legislative scrutiny of bills or legislative instruments, analysis and research as well as preparing complex reports and briefs for consideration by the chair and the committees.

The Principal Research Officer is expected to take carriage of the preparatory work for meetings of the committees, assist with other committee business, and is responsible for the supervision of lower level employees.

The Principal Research Officer may also be required to act as secretary to the committee on occasions and may support the work of the Parliamentary Joint Committee on Human Rights and Senate Scrutiny of Delegated Legislation secretariats.

Duties

1. Undertake major legislative scrutiny, analysis and research for the legislative scrutiny committees, including producing draft reports, briefing papers and background material.
2. Assist the committee secretary in the planning and management of the work of the Legislative Scrutiny Unit, including scrutiny work, meeting preparation and reporting to the Parliament.
3. Manage individual aspects of committee business under limited direction and help lead a small team in the provision of secretariat services to the committees.
4. Act as committee secretary when required.
5. Provide advice and information to committees, including at committee meetings and, as needed, liaise with officials and the general public on committee business.
6. Develop and maintain knowledge of Senate procedure and parliamentary law and practice, particularly in relation to the work of committees.
7. Complete corporate and administrative tasks in a timely manner.

Eligibility

Desirable

- Relevant tertiary qualifications (or progress towards relevant tertiary qualifications).
- Familiarity with, and knowledge of, legislation and legislative processes.
- Understanding of administrative law and rule of law principles.

Notes

To apply, you are asked to provide a one-page pitch detailing your suitability to perform the duties of the position with reference to the selection criteria. You are also asked to provide a copy of your CV or résumé and details of two relevant referees.

The Department of the Senate is committed to being an inclusive employer. We aim to provide a supportive, flexible, and fair workplace that recognises the diversity within the Australian community, where all employees feel respected, valued and supported to best contribute to our work. We encourage applications from First Nations' people, people with disabilities, neurodivergent people, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and people with caring responsibilities.

About the Department of the Senate

The Department of the Senate provides the secretariat to the Senate – enabling its legislative and accountability activities – and to dozens of parliamentary committees, whose work encompasses the Senate’s scrutiny functions and its exercise of Parliament’s broad inquiry powers. In doing so, departmental officers provide the Senate, its committees, the President and other senators expert, impartial advice about Senate and committee operations. We publish the Senate’s records, and produce an array of information resources so that people may understand and engage in its work. With our colleagues across the Parliamentary Service we also provide specialised advice and logistical support to senators so they may undertake their duties.

To Apply

Position Contact	HRM.Sen@aph.gov.au, 02 6277 5924
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-

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Vacancy VN-0762007

Future Fund Management Agency

Closing Date: Sunday 31 August 2025

Job Title	Senior Security Vulnerability Specialist
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	The Future Fund requires staff to attend office minimum 3 days per week.
Classification	APS Level 5
Position Number	JR100242
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

Reporting to the Security Operations Manager, the Senior Specialist, Security Vulnerability will lead our vulnerability management program and drive uplift in the Agency's technology security posture. This key position partners closely with Technology and business stakeholders to support the secure implementation, operation, and continual improvement of systems and infrastructure. The successful applicant will shape platform enhancements, deliver risk insights, and help embed leading vulnerability management practices across the Agency.

The position is offered on a full-time basis in Melbourne. The Future Fund operates a hybrid work model, with employees typically combining remote and in-office work to support flexibility, collaboration, and high performance, in line with organisational needs. Employees are expected to be in the office a minimum of three days/week in the office, with Tuesday and Wednesday being anchor days.

Key Responsibilities

AS Senior Specialist, Security Vulnerability, you will:

- Lead and govern the Agency's vulnerability management program, including strategy execution, improvement initiatives, and platform (Qualys) administration.

- Collaborate with Technology teams and business stakeholders to triage, resolve, and escalate vulnerabilities and incidents, ensuring effective remediation and compliance with standards.
- Automate vulnerability scanning and reporting processes and ensure integration with associated security tools and workflows.
- Generate timely, tailored reporting for technical, business, and executive audiences; track and communicate key security metrics, mitigation actions, and remediation trends.
- Mentor and support Agency teams in uplift of vulnerability management capability; socialise processes and provide training on using the platform.
- Maintain and continually enhance documentation of all vulnerability management processes, standards, and best practices.
- Monitor the security threat landscape; recommend and drive integration of relevant enhancements to improve the Agency's risk posture.
- Contribute to agency-wide governance, policy, and incident management activities as required.

Eligibility

The ideal candidate will demonstrate comprehensive expertise in the Qualys enterprise vulnerability management platform, with hands-on experience across one or more core modules. They will have a solid grounding in Microsoft Defender Vulnerability Management and a strong understanding of how to interpret and prioritise vulnerability risk using standard frameworks such as CVSS and related security metrics. Technical proficiency should span multiple environments—from public cloud platforms like AWS and Microsoft Cloud to operating systems including Windows 11, Windows Server, Linux, and containers—with a working knowledge of patch management processes and solutions. In addition, the candidate will have deep experience performing host, cloud, web application, and network vulnerability assessments, and will be comfortable triaging and investigating multiple, often complex, findings.

Familiarity with industry standards and benchmarks (for example, ISM, ACSC, CIS) is required, with exposure to ServiceNow ITSM solutions considered advantageous. Beyond technical proficiency, they must be credible, risk-conscious, and outcome-oriented, with strong analytical skills and the ability to communicate and collaborate effectively across technical and non-technical colleagues.

A passion for continual learning, rigorous documentation, and maintaining awareness of emerging threats and relevant controls is essential, with a proven ability to drive secure implementation, uphold best practice standards, and support the organisation's investment and operational objectives. Candidates should be able to obtain AGSV Baseline clearance.

Please note that this opportunity is only open to 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 seven public asset funds: the Future

Fund, the Medical Research Future Fund, the Aboriginal and Torres Strait Islander Land and Sea Future Fund, the Future Drought Fund, the Emergency Response Fund and the DisabilityCare Australia Fund. Each fund has an investment mandate that is determined by the Australian Government under legislation. Our role is to generate strong, risk-adjusted returns over the long term.

To Apply

Position Contact	John Campanaro, +61 3 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Attorney-General's

Vacancy VN-0761983

Attorney-General's Department

Closing Date: Sunday 07 September 2025

Independent National Security Legislation Monitor (INSLM)

Job Title	Senior Legal Advisor
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$119,142 - \$144,964
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	0263/25_INSLM-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=A6890991-EB76-717E-9F5D-E41E249A2764>

To obtain a copy of the Candidate Information Kit for this vacancy, please click on the 'Apply Now' button to the left of this advertisement.

Duties

Employment Opportunity

The Independent National Security Legislation Monitor (the Monitor) is a statutory office holder whose primary function is to independently review and report on the operation, effectiveness and implications of Australia's national security and counterterrorism laws in accordance with the *Independent National Security Legislation Monitor Act 2010* (INSLM Act). The Monitor currently has two major reviews underway – one into Australia's espionage, foreign interference and sabotage laws and one into the definition of terrorism.

The Monitor is seeking an EL1 Senior Legal Advisor (SLA) to assist in the delivery of these functions. Working in a small team led by a Principal Legal Advisor, the SLA will conduct legal research and analysis, identify issues, consult and engage with stakeholders and contribute significantly to the development of recommendations and preparation of reports. An INSLM SLA has an analytical mind, strong technical legal skills and great attention to detail. They will be a collaborative team player, outcome-driven, proactive and display advanced interpersonal and communication skills that will facilitate effective engagement with government and non-government organisations, including civil society groups, in a law reform context. Demonstrated experience in providing legal advice, litigation or independent legislative scrutiny is highly desirable for this role.

The position may be offered as ongoing or non-ongoing, or as an extended secondment. We welcome applications from the private and public sectors, including Commonwealth employees not engaged under the *Public Service Act 1999* (see s 33 of the INSLM Act).

How you can help is make a difference

The INSLM Office's high-performing staff are our greatest asset, shaping a positive workplace culture that celebrates success and embraces diversity. The INSLM Office is based in Canberra and while flexible working arrangements will be supported where possible, candidates should note that for security reasons some elements of this role cannot be performed remotely.

Our ideal candidate will have:

- a law degree and demonstrated experience in legal advising, litigation or independent legislative scrutiny. Prior experience in criminal law, human rights or counterterrorism and national security legislation would be particularly valuable
- the ability to conduct high quality legal research, undertake critical analysis, identify issues and formulate advice
- well-developed communication skills, the ability to work collaboratively and engage positively with internal and external stakeholders

- demonstrated ability to draft clear, concise legal reports and communicate complex ideas in writing
- a commitment to ongoing professional development, and willingness to both accept and provide feedback in the context of a small team environment committed to continuous improvement.

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at the Negative Vetting 1 level. The successful applicant must be willing to disclose all relevant and required information.

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

Certain positions require formal legal qualifications. For these positions, applicants must hold a degree in law from an Australian tertiary institution or comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office, or admission in Australia as a legal practitioner.

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak contact the INSLM Office recruitment@inسلم.gov.au.

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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

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, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	INSLM Office, (02) 6141 4590
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=A6890991-EB76-717E-9F5D-E41E249A2764

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Attorney-General's

Vacancy VN-0761784

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Tuesday 09 September 2025

Chief Operating Officer
Corporate Governance and Communication Enterprise Portfolio Management
Office

Job Title	EPMO Account Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$117,662 - \$141,853
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	6168_08/25_CGC
Agency Website	https://www.acic.gov.au/

Job Description

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

As an Account Manager you will play a key role in aligning portfolio functions across the enterprise, building internal capability, and delivering timely insights to inform decision-making at the highest levels of ACIC governance.

You will contribute to the development, implementation, and continuous improvement of best practice Portfolio, Program and Project Management (P3M) across the ACIC. You will provide and support governance, oversight, and assurance functions by driving awareness for risk management and benefits realisation.

Duties

- Collaborate and engage with other Account Managers to ensure workplans and dependencies are monitored and managed appropriately.
- Ensure that the initiatives within the business area have the required resources to deliver.
- Build strong, trusted relationships with stakeholders to establish program, project and change initiatives, coordinating cross portfolio activities, and assist in developing portfolio plans, strategies, and objectives aligned with the ACIC’s strategic direction and enterprise outcomes.
- Maintain knowledge in EPMO practices and processes, to ensure consistent advice and guidance is being provided for the program, project and change initiatives. This also includes providing governance and assurance leadership to ensure delivery of value, risk management and compliance against project management standards.

- Identify and mitigate strategic risks and interdependencies impacting program success and agency priorities, and applying compliance with quality standards and best practices in project management and portfolio governance.
- Represent the EPMO in governance forums and project boards, championing ACIC's enterprise delivery approach and supporting the alignment of operational activity with strategic direction.

Your Skills and Capabilities

- Demonstrated understanding and experience of providing support in a program/project lifecycle and the ability to apply quality assurance measures to support the stakeholders with their project and/or program's.
- Advanced communication skills with demonstrated ability to provide advice, consult and negotiate, whilst also having the ability to influence and negotiate with senior management and a diverse range of stakeholders on complex and strategic issues, build effective client and stakeholder relationships in an environment of change.
- Strong analytical and conceptual skills, including the ability to examine information and contribute to the planning and delivery of initiatives whilst working in a fast-paced environment.
- Demonstrated organisational skills and experience working in a busy and evolving professional environment with a capacity to prioritise, multi-task and work collaboratively across the branch.
- The ability to work with a level of independence, under broad direction, with a concurrent need to resolve issues and deliver quality outcomes.
- Manage a small team and manage work across streams.

Desirable Skills and Experience

- Whilst program and project management experience are well regarded, this role is not a delivery lead role, but a role focused on providing delivery support and exceptional stakeholder engagement.
- Sound understanding of portfolio, program and/or project methodologies, such as: PRINCE2; Managing Successful Programs; Management of Portfolios; Portfolio, Program and Project Offices; Scaled Agile Framework (SAFe).
- Experience within a small to medium Portfolio Management Office.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

Notes

The ACIC is committed to [diversity and inclusion](#). We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our [website](#).

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Sarah - please contact from 26/8, 0477 898 376
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0761848

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Wednesday 03 September 2025

Policing Information and Checking Services
National Police Checking Service

Job Title	National Manager, National Police Checking Service
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	To be negotiated
Classification	Senior Executive Service Band 1
Position Number	6170_08/25_PICS
Agency Website	https://www.acic.gov.au/

Job Description

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

The National Manager, National Police Checking Service (NPCS), is responsible for the leadership and strategic direction of the NPCS. The NPCS facilitate a nationally coordinated criminal history check service by receiving check applications from Australian police agencies and Accredited Bodies matching and coordinating vetting of checks and returning appropriate criminal history checks (police checks).

You will be responsible for setting the strategic direction and driving the modernisation of the NPCS, including overseeing implementation of fraud prevention strategies, digital capability uplift and expansion of the function to pilot a National Continuous Checking Capability (NCCC) solution in partnership with police agencies and state and territory Working with Children and National Disability Insurance Scheme screening units.

In this role, you will engage with a diverse range of stakeholders including government departments, law enforcement partners and other not-for-profit and private sector external organisations, ensuring that ACIC remains a trusted partner in safeguarding Australia's national security.

The occupant of this position will apply visionary leadership, have an outstanding record of achievement in service delivery, underpinned by astute budget management skills. You must be forward thinking, ensuring that ACIC systems and capabilities anticipate and meet the agency's future strategic directions and needs.

You will report directly to Executive Director Policing Information and Checking Services (ED PICS) and be responsible for ensuring that the ACIC operates effectively and efficiently in a dynamic and high-stakes environment.

Duties

- lead and oversee our National Police Checking Service, driving change, operational performance, efficiency and reform
- ensure exceptional customer service by understanding stakeholder perspectives and delivering high-quality services that enable and enhance the performance of the agency
- exercise well-developed judgement and strategic thinking to manage high-priority projects simultaneously and anticipate and analyse issues from multiple perspectives
- thrive under pressure in a fast-paced and changing environment, ensuring high-performance and an agile service culture
- oversee the day-to-day operations, responsible for providing enterprise-level leadership and strategic direction to a large, multi-disciplinary workforce
- provide impartial and clear advice to the Executive Director, Deputy CEOs and other stakeholders and to make challenging decisions to achieve enterprise-wide outcomes
- engage with internal and external stakeholders, applying high-level negotiation skills, diplomacy and influence to understand their requirements and foster collaborative relationships.

Core capabilities

To be successful in this role, you will demonstrate:

- Extensive experience in public sector management with expertise in strategic planning, service delivery and program management, including leading complex projects and making evidence-based decisions.
- Exceptional leadership and people management capabilities with a proven track record of championing whole-of-agency change management and leading multi-disciplinary teams
- Outstanding interpersonal and communication skills with the ability to represent the ACIC in diverse forums, build enduring stakeholder relationships and demonstrate political awareness
- High degree of business acumen with demonstrated ability to drive business development, manage budgets, and deliver customer-focused services that meet stakeholder needs
- Ability to develop and implement strategic forward plans that align with organisational objectives and anticipate emerging challenges and opportunities
- Strong negotiation skills and capacity to provide honest, evidence-based advice while making challenging decisions in the national interest
- Experience fostering a culture of innovation, collaboration and accountability while driving operational performance and organisational reform.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

Notes

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To Apply

Position Contact	Amy, 02 6268 7264
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Department of Defence

Closing Date: Sunday 31 August 2025

Associate Secretary Group
Defence Legal

Job Title	Senior Legal Officer - International Government Agreements and Arrangements
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	ASG/06245/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5BB4BE31-9717-8A49-0DB2-E40843F683D4>

Duties

The Role

Defence Legal is a national organisation, which provides legal advice and other legal support services to Defence. We draw upon the professional talent of our people to pursue excellence in support of Defence operations, command, management and administration. The Senior Legal Officer role provides legal support to the Directorate of International Government Agreements and Arrangements (DIGAA) within Defence Legal.

The Senior Legal Officer role in DIGAA will include responsibility for drafting, reviewing and negotiating proposed treaties and international arrangements sponsored by Defence in close collaboration with a wide range of Defence stakeholders:

- Providing legal advice to Defence clients on the interpretation and application of Defence sponsored treaties and international arrangements;
- Working closely with other parts of Defence Legal, and other parts of Government, to facilitate the provision of legal advice affecting Defence activities; and

- Supervising and/or mentoring junior members of the team, and contributing to the team's corporate initiatives.

To be successful, you will need:

- Experience in providing legal advice to clients in a high tempo operational environment,
- Experience in drafting, reviewing and negotiating treaties and international arrangements and participating in multi-lateral international forums, and
- Excellent communication, relationship management, client engagement and team building skills.

About our Team

The Directorate of International Government Agreements and Arrangements (DIGAA) in Defence Legal facilitates and coordinates with Defence stakeholders and international partners in the development of Defence specific treaties and international arrangements.

DIGAA is responsible for the coordinating, drafting and negotiating treaties and international arrangements sponsored by the Department of Defence. DIGAA plays a key role in Defence's international engagements with other nations and international organisations.

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

Our Ideal Candidate

We are seeking experienced senior lawyers who have:

- Relevant post-qualification legal experience and/or qualification in international law or legal practice in an international context;
- Experience in drafting, reviewing and negotiating treaties and international arrangements and participation in international forums would be highly desirable;
- Excellent communication, relationship management and client engagement skills;
- Ability to lead and work collaboratively as a member of a team, and manage competing priorities in a high tempo environment; and
- Experience in working across Government and building productive working relationships.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The successful candidate must:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Ashleigh Light, 02 6132 7024
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5BB4BE31-9717-8A49-0DB2-E40843F683D4

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Department of Defence

Closing Date: Sunday 31 August 2025

Associate Secretary Group
Defence Legal

Job Title	Special Counsel - International Government Agreements and Arrangements
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	ASG/06260/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=97D52CC5-AE95-18D2-8543-E4087C064827>

Duties

The Role

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

The Special Counsel role provides senior-level legal support to the Directorate of International Government Agreements and Arrangements (DIGAA) within Defence Legal. The Special Counsel role in DIGAA will have responsibility for leading on legal drafting, reviewing and negotiating proposed treaties and international arrangements sponsored by Defence and providing advice on the interpretation and application of these instruments.

The role will also include managing, supervising and mentoring more junior team members. The role is also responsible for supporting the leadership of the Directorate and contributing to the ongoing development of staff and standards within the Directorate.

The role works closely with other areas in Defence Legal to facilitate the provision of legal advice affecting Defence operations and exercises.

To be successful, you will need:

- Experience in leading and managing staff in a high tempo operational environment;
- Experience in advising on, drafting, reviewing and negotiating treaties and international arrangements and participating in multi-lateral international forums; and
- Excellent communication, relationship management, client engagement and team building skills.

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

About our Team

The Directorate of International Government Agreements and Arrangements (DIGAA) in Defence Legal facilitates and coordinates with Defence stakeholders and international partners in the development of Defence specific treaties and international arrangements. DIGAA is responsible for the coordinating, drafting and negotiating treaties and international arrangements sponsored by the Department of Defence. DIGAA plays a key role in Defence's international engagements with other nations and international organisations. DIGAA drafts, negotiates and advises on the international instruments that underpin Defence and ADF international activities including capability acquisitions, international materiel, logistics, information sharing, intelligence, personnel, research and technology, and military exercises and operations.

Our Ideal Candidate

We are seeking experienced senior lawyers who have:

- Significant post-qualification legal experience and/or qualification in international law or legal practice in an international context;
- Experience in advising on, drafting, reviewing and negotiating treaties and international arrangements and participation in international forums;
- Excellent communication, relationship management and client engagement skills;
- An ability to lead work streams and manage staff, work collaboratively as a member of a team and manage competing priorities in a high tempo environment; and

- Experience in working across Government and building productive working relationships.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The successful candidate must:

- Hold a relevant degree in law or equivalent qualification;
- Have completed a graduate diploma in legal practice or equivalent requirement;
- Be admitted as a lawyer, legal practitioner, barrister, solicitor, or barrister and solicitor of the High Court and/or Supreme Court of an Australian State or Territory (upon commencement); and
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To Apply

Position Contact	Ashleigh Light, 02 6132 7024
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=97D52CC5-AE95-18D2-8543-E4087C064827

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Health

Vacancy VN-0761993

Aged Care Quality and Safety Commission

Closing Date: Tuesday 02 September 2025

Corporate
Digital Group ICT Operations

Job Title	Assistant Director, Digital Operations Specialist
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Adelaide SA, Perth WA, Hobart TAS, Melbourne VIC
Salary	\$118,588 - \$135,251
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	20048404
Agency Website	

Job Description <https://agedcarequalitycareers.nga.net.au/?jati=6A37611E-9BE3-AB80-D7CD-E41E240D9119>

About the Team

We drive excellence by ensuring the Commissions digital infrastructure and services are maintained, stabilised and improved. The role leads and develops tactical and strategic initiatives to ensure operational effectiveness of the ICT environment. Through proactive management, innovative problem solving, and a commitment to continuous improvement we ensure services meet industry and governance standards. The focus is on building a future ready operational foundation that supports growth, agility, and the success of the commission.

About the Role

The Assistant Director Digital Operations Specialist will be partner with digital architecture, security, ICT, Enterprise Service Management, business systems and vendors to provide cross-domain consultancy to meet, make and check overall designs for project or BAU related activities impacting ICT services. They provide specialist technology advice. They create detailed designs and documentation to support new initiatives within ICT. This role is primarily around managing, maintaining and enhance the aged care quality and safety commissions environment through the provision of high-quality infrastructure and services advice and expertise.

Duties

- Provide insights, advice, and support in the design and implementation of effective, consistent architectures for the ICT environment.
- Guide ICT programs, projects and BAU improvements to the broader digital strategy and ensure they align with the enterprise architecture standards, Governance, and industry standards.
- Provide subject matter expertise and guidance on complex infrastructure and related service challenges, developing proposals for recommended solutions to ensure future investment in ICT systems and process support Digital and the Commissions goals.
- Drive and evaluate operational performance outcomes which contribute to the achievement of the ICT Operations section, to drive opportunities for innovation.
- Oversight of root cause analysis and problem rectification activities, including system changes required to prevent a recurrence of the incident.
- Foster a culture which drives and encourages high performance, collaboration, agility, and accountability in the delivery of ICT services. Modelling and promoting a strong risk management focus in-line with technology and governance frameworks.
- Lead, motivate and mentor those within the Digital Operations team that you work alongside. Assisting with fostering ongoing professional development, knowledge transfer and career growth.
- Develop use cases to recommend for enhanced automated processes to release innovative solutions into the live environment in a timely, repeatable fashion.
- The ability to bring new ideas and innovation to the Commission.
- Reviewing technical documentation to ensure that applications and other key services can be maintained by the Commission.

Eligibility

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

- Understanding of Essential 8/PSPF in how they relate to Government regulatory requirements.
- Knowledge of Microsoft operating systems, domain, and Azure Administration
- Experienced in leading work through scrum and related project frameworks.

- Experience in the creation and development of technical documentation, including architecture and system designs, knowledge base, standard operating procedures, work instructions and other documentation relating to the governance of the system.
- Proven ability to prioritise and manage competing demands, excellent problem-solving skills in a fast paced and complex environment.
- Strong stakeholder engagement, relationship building and change management skills.
- Highly developed written and oral communication skills including the ability to negotiate and influence confidently.
- Understand and actively demonstrate the APS Code of Conduct and Values.
- Industry related qualifications or certifications.

Notes

- Salary offered will be between **\$118,588 - \$135,251** per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

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

Please complete the application and submit by **2 Sep 2025 at 11:59 pm**.

Please contact our recruitment team on **(02) 9633 3262** or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Linda Newman by emailing linda.newman@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

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

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

Further information:

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

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

About the Aged Care Quality and Safety Commission

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

To Apply

Position Contact	Linda Newman, 02 8366 3621
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=6A37611E-9BE3-AB80-D7CD-E41E240D9119

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Health

Vacancy VN-0761975

Australian Digital Health Agency

Closing Date: Saturday 06 September 2025

Digital Solutions
Connected Care Conformance and Assurance

Job Title	Business Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	\$98,045 - \$110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0503_08/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Role

The Business Analyst is responsible for delivering conformance service functions within the Connected Care branch. This role will be a full-time, ongoing APS6 opportunity that is available for an immediate start. The Business Analyst works closely with key stakeholders to develop and document business requirements aligned with the portfolio's vision.

This position involves applying sound judgment and decision-making to address issues, drive product design changes, and support strategic objectives. Operating under broad direction, the role requires a high level of autonomy and collaboration to manage complex service delivery and problem-solving activities.

Key Responsibilities

- Conduct detailed requirement analysis and produce clear documentation
- Perform risk assessments to inform decision-making
- Develop and document business processes to support service delivery
- Create and maintain conformance artefacts in line with the Conformance Framework
- Support the delivery of conformance services, ensuring alignment with established standards
- Communicate effectively with internal and external stakeholders
- Collaborate with project managers to facilitate successful project outcomes

Duties

Skills and Experience

- Proven experience as a Business Analyst, with a strong track record in delivering complex service.
- Demonstrated capability in gathering and documenting requirements, conducting risk assessments, and developing business processes.
- Experience in developing and maintaining requirement artefacts aligned with structured frameworks.
- Strong communication skills and ability to engage effectively with internal and external stakeholders.
- Familiarity with digital health project delivery and working knowledge of standards such as HL7 CDA, V2, and FHIR is highly regarded.

Eligibility

- Ability to obtain and maintain a Baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.
- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.

Notes

Order of Merit: Applicants rated as suitable will be placed in a merit pool that may be used to fill similar ongoing or non-ongoing positions throughout the Agency for up to 18 months.

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

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Yuki Yu, yuki.yu@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0760960

Department of Health, Disability and Ageing

Closing Date: Tuesday 02 September 2025

Regulatory Legal Services Division
Executive Branch Practice Management Section

Job Title	EL2 - Director Practice Management - Practice Management Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Fairbairn ACT
Salary	\$144,175 - \$170,695
Future Merit Locations	Fairbairn
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	Executive Level 2
Position Number	25-RLSDIV-29522
Agency Website	

Job Description

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

The Regulatory Legal Services Division is seeking a motivated and innovative Director to join their Practice Management Team. The Director plays a key role in providing strategic leadership to drive efficiencies, business improvements and innovative work practices ensuring compliance with frameworks, reporting requirements, business planning and workforce management practices.

Duties

The Director and the practice management team provide support to the Regulatory Legal Services Division (RLSD) in the following 4 key areas:

Operations management

- Work closely with the Division Executive to manage the Division generally, including by:
 - developing business, workforce, and risk management plans
 - analysing business practices to improve efficiencies in legal service delivery
 - managing and co-ordinating Office of Legal Services Coordination (OLSC) reporting
 - coordinating and producing various legal and financial services reports
 - managing staff and client surveys.
- Work collaboratively with the practice management team in the Department’s other legal division to manage common issues and processes.
- Liaise with internal and external stakeholders, including client areas and the Office of Legal Services Coordination in the Attorney-General’s Department.

- Organise travel for staff.
- Provide administrative support for legal and other staff.

Knowledge Management

- Oversee the management of legal subscription services.
- Maintain and update divisional intranet sites.
- Manage bespoke IT tools used by the Division, including the LEX matter management system.
- Work closely with divisional lawyers to:
 - improve processes for the capturing and retrieval of legal advice
 - co-ordinate the update of precedents, standard operating procedures and templates.

Finance and Procurement Management

- Manage the Division's compliance with the financial framework, including:
 - the Public Governance, Performance and Accountability Act 2013
 - the Department's Accountable Authority Instructions and Finance Business Rules.
- Manage the procurement of external legal and other services, including:
 - compliance with the Legal Services Directions 2017
 - compliance with requirements for the Legal Services Panel.
- Manage expenditure of the Division, including monitoring legal services work orders, reconciling and approving monthly cab charges, travel and other supplier expenses.
- Work closely with the Division Executive and the Finance Business Partner to set and manage the budget, including through forecasting supplier expenses and staffing levels.

Human Resource Management

- Work closely with the Division Executive to manage ongoing staffing needs.
- Support all recruitment within the Division, including by developing effective recruitment and selection strategies to attract and retain high quality candidates.
- Manage the onboarding, induction and training programs for new starters in the Division.
- Manage the graduate program for the Division.
- Develop strategies, policies and operational practices to support human resource management in the Division.

Eligibility

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

Notes

Applications close Tuesday 2 September 2025 at 11:30pm AEDT.

- Applicants are asked to quote reference number 25-RLSDIV-29522 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Bridget Gilmour-Walsh, (02) 5132 5858
Agency Recruitment Site	https://www.health.gov.au/

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Health

Vacancy VN-0761972

National Health and Medical Research Council

Closing Date: Monday 01 September 2025

Technology and Data Grant Systems

Job Title	System Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$95,475 - \$107,708
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Three days working from home and two days in the office each week.
Classification	APS Level 6
Position Number	29-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The National Health and Medical Research Council (NHMRC) is seeking an experienced and high performing candidate to fill the role of System Administrator in the Grant Systems Section (GSS). Our ideal candidate is someone who keeps an open mind and is keen to help maintain, grow and improve NHMRC's systems and services to its stakeholders.

Duties

Job specific duties

As the System Administrator, you will support the delivery of Technology and Data Branch's core mission: to harness technology and data to support NHMRC's operations and strategic goals. Including:

- Configure the Sapphire system, forms and workflows.
- Working with NHMRC grant team areas on their form requirements.
- Provide system support to internal staff and vendors.
- Manage software Releases and deployments.
- Liaise with internal and external stakeholders on areas of technical support issues, problem identification, providing advice and actioning the agreed solution.

- Liaise with service providers and monitor effective resolutions for issues and queries.
- Contribute to the identification and implementation of systems improvement initiatives.
- Contribute to NHMRC's Technology and Data branch.

Core capabilities

The successful candidate will demonstrate the following capabilities:

- Demonstrated capability in system configuration.
- Ability to work in a team and as an individual under limited direction.
- Highly effective in managing multiple priorities, understanding dependencies and risks.
- Contribute to the identification and implementation of systems improvement initiatives.
- Ability to build and maintain strong relationships.
- Excellent analytical and problem-solving abilities.
- Logical and critical thinking skills.
- Planning and organisational skills.
- Excellent communications skills, both written and verbal to different types and levels of stakeholders.

Eligibility

To be eligible for a position at NHMRC, you must be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to undertake a Nationally Coordinated Criminal History Check and hold or be able to obtain a Baseline security clearance.

Notes

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQ+ people, mature age people, people from culturally and linguistically diverse backgrounds.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the

health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than \$1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Triet Le, 02 6217 9234
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Health

Vacancy VN-0761711

Office of the Inspector-General of Aged Care

Closing Date: Sunday 07 September 2025

Executive

Job Title	Agency Executive Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$225,279 - \$271,793
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	Senior Executive Service Band 1
Position Number	25-2
Agency Website	

Job Description

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

Are you a forward-thinking leader, who is led by their values, with a strong track record of results? Do you hold experience in organisational strategy and shaping workforce culture? Can you bring energy, innovation and direction to the agency to ensure that our efforts are aligned with our strategic objectives? If you are passionate about shaping the future of aged care and improving the lives of older Australians, this is your opportunity to make a difference.

Duties

Reporting to the Inspector-General of Aged Care, as a key member of the executive leadership team, the Agency Executive Director provides strategic direction and agency-wide oversight across its corporate functions, a very active communications and engagement function, and the monitoring, complaints-oversight and strategic projects unit. The role also provides strategic support to the reporting teams. The role is key in aligning infrastructure, systems, and people to deliver on our strategic priorities. This role also ensures that the agency meets its statutory obligations, operates with integrity and transparency, and that it remains well-positioned for a sustainable future. The Agency Executive Director is the most senior support to the InspectorGeneral and a strong, trusting relationship between the role and the Inspector-General is vital.

The Agency Executive Director is responsible for:

- **Executive leadership:** Contributing to the overall leadership and direction of the agency, the Agency Executive Director provides trusted support to the Inspector-General of Aged Care and operates as a key member of the executive leadership team.
- **Strategic planning:** Collaboratively developing and implementing the agency's strategic framework, and delivering on whole of agency priorities, with key responsibility for the delivery of the OIGAC's strategic objectives, and strategic mentoring to all the business units of the agency. This is particularly important for the areas that directly report to the Executive Director with respect to the agency's influential communication, monitoring and complaints oversight, strategic projects and corporate functions.
- **Governance and operations:** Managing the efficient and effective operations of the OIGAC, across human resources, finance, procurement, ICT, and governance. Ensuring OIGAC's compliance with regulatory requirements and obligations and managing operational risk to protect the agency's assets and reputation.
- **Workforce management:** Taking accountability for leading, mentoring, and managing the performance of a highly capable and collaborative workforce, with a commitment to continuous improvement.
- **Cultural safety:** Setting the standard for diversity and inclusion and contributing to a culturally and psychologically safe workplace where people can perform at their best.

Eligibility

Values are the compass of our agency. The ideal candidate is values-driven and motivated by the opportunity to contribute meaningfully to public discourse—both directly and indirectly. As a small agency, we may not offer extensive career progression pathways, but we provide a unique environment for those who are passionate about the subject matter and committed to making a tangible impact through their work.

Our ideal candidate will thrive in playing a key role in setting the strategic direction of the agency through building the capability of our staff, corporate planning, culture initiatives, performance and governance, and building a high-quality workforce with a commitment to making a difference for those in aged care.

Success in this role requires:

- Significant experience in leading organisational transformation through high quality strategic and evidence based planning; and motivating teams to operate strategically
- Exceptionally strong analytical and problem solving capability in policy, monitoring and operations, ideally in aged care or other care contexts
- Demonstrated experience in leading multi-disciplinary high performing teams, which creating a psychologically safe workplace culture where people thrive
- Knowledge of best practice across a range of enabling functions, including financial management, people management, governance, ICT and risk.
- Strong background in building and maintaining partnerships through complex and sensitive issues, to achieve mutually beneficial outcomes.
- Demonstrated experience in researching and critically analysing complex information from various sources to provide high level written and verbal advice, reports, and recommendations that drive change.

Highly desirable

- Relevant tertiary qualifications in management, business, commerce (or similar)
- An understanding of, or the willingness to acquire, a broad understanding of the Commonwealth funded aged care system.

To be eligible for employment in the OIGAC applicants must be Australian citizens.

General suitability for employment will be assessed through preemployment checks.

The OIGAC supports inclusiveness and encourages all employees regardless of their gender, cultural background, disability, sexual orientation, or age to bring their authentic self to work. We foster a workplace where our people feel valued to participate fully at work. We embrace the variety of experiences, skills and perspectives that people bring to the workplace.

Notes

Some workers in this agency may be exposed to potentially distressing material. The degree of exposure to this material varies depending on the specific role. We encourage you to consider your personal circumstances and wellbeing when applying. If you have any concerns, please speak to the contact officer before submitting your application.

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

About the Office of the Inspector-General of Aged Care

Our vision is an aged care system in Australia, where every person receives kind, compassionate, high-quality care that promotes their rights, identity and independence. Led by the Inspector-General of Aged Care, the Office of the Inspector-General of Aged Care (OIGAC) is a non-corporate Commonwealth entity established in response to the Royal Commission into Aged Care Quality and Safety. Our purpose is to ensure integrity and accountability of the aged care system through independent, informed oversight. We drive meaningful change, by calling out serious barriers and holding up to the light, models that would create the meaningful improvement needed to achieve this vision.

To Apply

Position Contact	jobs@igac.gov.au, 02 5132 3682
Agency Recruitment Site	https://www.igac.gov.au/about-us/work-with-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0761982

Northern Land Council

Closing Date: Monday 01 September 2025

Regional Development
Operations

Job Title	Project Coordinator
Job Type	Full-Time, Ongoing
Location	Katherine NT, Katherine NT
Salary	\$115,194 - \$115,194
Future Merit Locations	Katherine
Office Arrangement	On Site
Office Arrangement Details	Work required from office, though work hours can be discussed
Classification	
Position Number	R106
Agency Website	www.nlc.org.au

Job Description

<https://jobs.nlc.org.au/job-details/query/Project+Coordinator+/in/Australia/9595638/>

- **Location:** Katherine
- **Status:** Full-time

Looking for a role where your coordination and communication skills can make a real difference on Country?

The Northern Land Council (NLC) is seeking a driven and capable Project Coordinator to join our Regional Development team based in Katherine. This is more than just a desk job—it's an opportunity to work alongside Traditional Owners, support sustainable land use, and help shape development outcomes across Aboriginal land in the Top End.

Duties

About the Role:

As Project Coordinator, you'll be at the centre of land use planning and project delivery under the Aboriginal Land Rights (Northern Territory) Act 1976 (ALRA). You'll manage third-party Expressions of Interest and Land Use Agreements, working closely with a multidisciplinary team to assess proposals, facilitate consultations, and support negotiations between Traditional Owners and external stakeholders.

From coordinating field visits and meetings to preparing high-level reports and managing budgets, this role requires someone who thrives in a fast-paced, people-focused environment and is passionate about supporting Aboriginal land rights and development.

Eligibility

What you will Bring:

You're a natural organiser with a strong background in project coordination and stakeholder engagement. You understand the importance of cultural sensitivity and collaboration, and you're comfortable working across disciplines to get things done. You're a confident communicator, able to navigate complex processes, and working across cultures. Experience working with Aboriginal communities or within a statutory framework like the ALRA is highly regarded, but your ability to listen, adapt, and lead with respect is what will set you apart.

In addition to this, you will have:

- Bachelor of Project Management, Business or a related field and/or minimum of four (4) years relevant experience in a related industry or sector working in project management and administration, land management and management of budgets
- A minimum of two (2) years practical experience coordinating and facilitating project administration
- Experience in financial planning and management including budgeting, cost recovery and corporate credit management in alignment with organisation systems and processes
- A current NT Driver's licence. Ability to travel to regional and remote areas safely driving a four-wheel drive (4WD) work vehicle on a regular basis.

Notes

What's in it for you?

At NLC, you'll be part of a team that's grounded in purpose and driven by respect. You'll contribute to work that matters—supporting Traditional Owners to make informed decisions about their land and future. In return, you'll enjoy a supportive workplace, opportunities for growth, and the chance to see the real-world impact of your work across the Northern Territory.

NLC offers competitive remuneration, flexible working arrangements, and the chance to grow your career while contributing to something bigger than yourself.

We offer:

- A base salary of **\$115,194 per annum** plus **15% superannuation** and **salary sacrificing** up to \$15,900 + **meal entertainment and holiday accommodation** benefits up to \$2,650 per year.
- Other benefits under our Enterprise Agreement include:
 - **District allowance** of up to \$9,750 per annum for individuals with dependents and \$6,036 without dependents.
 - **5 weeks annual leave**, leaving loading, 18 days personal leave;
 - **Paid Christmas** close down;
 - Upon completion of 12 months of service an **Annual airfare** with a net (in hand) value of \$3,177

Interested applicants should send a copy of their CV along with a cover letter outlining why you are interested in this position and what relevant skills and experiences you will bring to the role.

If you have any further queries please contact: Jeffery Yoelu on 0427 795 979

Applications Close: Monday, 1st September 2025

About the NLC

The Northern Land Council (NLC) is an independent statutory authority of the Commonwealth. The NLC is established under the Aboriginal Land Rights Act (NT) 1976 and its purpose is to serve its constituents who are Traditional Owners (TOs) and other Aboriginal people living in their region. Cultural knowledge and lived experience are central to the work that we do here at NLC. We are committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and amplifying their voices on a range of issues impacting on their lands, seas, culture and communities.

About the Northern Land Council

To Apply

Position Contact	Jeffery Yoelu, 0427 795 979
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Project+Coordinator+/in/Australia/9595638/

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Social Services

Vacancy VN-0761999

National Disability Insurance Agency

Closing Date: Monday 01 September 2025

Partners and Providers Division
 Partners Branch Partner Management - 61059131

Job Title	NDIA EL2 Partner Management (Affirmative Measures Disability)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Robina QLD, Richmond VIC, Geelong VIC, Deakin ACT, Surry Hills NSW, Newcastle NSW, Midland WA, Brisbane QLD, Adelaide SA
Salary	\$142,064 - \$161,291
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible; Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	2270_08/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Partners, Providers and Home and Living Group is working to ensure the NDIS market is performing well. The market is the broader ecosystem that allows participants' funding to be translated into tangible supports. It's a crucial part of the Scheme's design. It exists outside of the NDIA that administers the NDIS.

The Partners branch leads delivery of the Partners in the Community program. It is responsible for managing agreements with early childhood and local area coordination partners to ensure positive outcomes for people with disability.

The Director Partner Management is responsible for leading a team to ensure the objectives of the Partners in the Community program are achieved, through effective management of our agreements with partners.

We are seeking highly motivated professionals who are solutions focused and bring a strategic mindset. You will have superior capability to identify emerging issues, provide advice, and implement solutions.

Duties

In this role you will be responsible for leading a team of up to 15 staff to ensure partners effectively deliver services, through contract and performance management, driving operational improvements and building capability.

Responsibilities of the role include but are not limited to:

- Overseeing the governance and administration of high value, complex partner agreements, ensuring information, financial, risk and operational requirements are rigorous and transparent
- Managing the performance and practice of partners to ensure they fulfil their contractual obligations in accordance with legislative frameworks, and meet the requirements of the performance management framework
- Leading performance management conversations and negotiations and agree to action and formal improvement plans
- Manage the response to complex and routine issues and enquiries including the transition of partners in and out of the program, ensuring a smooth transition and continuity of services
- Communicate the agency's strategic direction and support partners to implement agency change and reform initiatives, ensuring alignment

Eligibility

Our ideal candidate will be solution focused and will bring a strategic mindset. You will bring experience leading teams, to deliver contract and performance management including governance, compliance and assurance activities. You will have the ability to communicate and make decisions based on professional judgement, in the context of a complex and changing operating environment and within contractual, legislative and policy environments.

Notes

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.
- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance
- Access to ongoing professional development and learning

While this role is ideally performed from Richmond/Geelong – VIC, Deakin – ACT, Surry Hills/Newcastle – NSW, Midland – WA, Brisbane/Robina - QLD, Adelaide – SA, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Donna Hood, 03 5223 5034
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0761981

Australian Securities and Investments Commission

Closing Date: Sunday 31 August 2025

Job Title	2026 Internship Program
Job Type	Casual, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Traralgon VIC
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, Sydney, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	50/50 work from home
Classification	APS Level 1
Position Number	ASIC/1879244
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226338235&in_organid=16529&

An internship position at ASIC is more than just a job. You will work directly to change behaviours in the sectors we regulate, address misconduct and drive positive outcomes for investors and consumers. We're proud of the difference we make to Australia's economic reputation and well-being.

- Kick start your professional career
- Contribute to meaningful work relevant to your studies
- Structured development and mentorship
- A starting pro-rata salary from \$68,915 plus 15.4% superannuation

Duties

From day one, you'll contribute to meaningful work as part of a well-established and exciting Internship Program. You will have the opportunity to work alongside experienced professionals who are committed to supporting your growth, and helping you build practical knowledge and skills that complement your studies.

For more detailed information on the program and our Internship Program, please visit [ASIC Internship Program](#).

Assessment centres will be held on the following dates:

- Sydney: Tuesday 7th October 2025
- Other locations & IT applicants: Wednesday 8th October 2025 (Virtual via MS Teams)
- Melbourne: Thursday 9th October 2025

Please note, our Sydney & Melbourne Assessment Centres on Wednesday 7th & 9th October 2025 will be held in-person at each respective office. Details will be sent out to successful candidates beforehand.

Eligibility

ASIC is seeking current 2nd to penultimate year students from the following disciplines across our national office locations:

- Mathematics, Statistics, Data and Analytics
- Information Technology
- Law
- Finance, Economics, Business and Accounting
- Arts, Communications and Humanities

We are looking for interns who can bring our values of accountability, professionalism and teamwork to everything they do.

ASIC is leveraging data analytics to become a more proactive and forward-looking regulator. That's why we are seeking interns who can analyse trends, extract insights from complex data, and understand how analytics can drive smarter financial oversight.

If you're a motivated high achiever with sharp analytical skills and a genuine interest in the vital work ASIC does, then you're the kind of intern we're looking for.

You need to have completed a minimum of one year of your degree and be enrolled in the upcoming semester to be eligible.

View the position description for more information or click 'apply' to start your application. Applications close at 11:59pm on Sunday, 31st August 2025 AEST.

Notes

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander descent are encouraged to apply.

ASIC offers a range of development programs which include a focus on gender equity and women in leadership.

We offer a range of employee benefits including:

- Attractive superannuation
- 50/50 hybrid work-from home model
- Flexible work arrangements

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

This vacancy has been nominated for filling within the agency's internship program. An internship designed to provide university students with a taste of work in the APS and, if applicable, an opportunity to gain academic credit through a work placement which is usually unpaid. Participants may receive mentoring and on the job support, and complete a work-based project as part of the placement.

About the Australian Securities and Investments Commission

To Apply

Position Contact	Emerging Talent, emergingtalent@asic.gov.au
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226338235&in_orga

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Treasury

Vacancy VN-0761989

Australian Securities and Investments Commission

Closing Date: Monday 01 September 2025

Job Title	Procurement Specialist, Technology & Data
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Hobart TAS, Melbourne VIC, Traralgon VIC, Canberra ACT, Brisbane QLD, Adelaide SA, Perth WA, Darwin NT
Salary	-
Future Merit Locations	Sydney, Hobart, Melbourne, Traralgon, Canberra, Brisbane, Adelaide, Perth, Darwin
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 1
Position Number	1878520
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226338638

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians.

This is a great opportunity to take charge of technology and digital procurements, ensuring compliance and efficiency while managing ongoing contracts.

- **Sydney, Melbourne, Traralgon, Canberra, Brisbane, Adelaide, Perth, Darwin or Hobart**
- **\$123,444- \$144,386 (depending on experience), plus 15.4% superannuation**
- **Permanent role**
- **Applications close at 11:59 pm AEST, Monday, 1 September 2025**

The team

The Enterprise Services Group consists of four teams including Finance, Procurement, Property and Contracts, Performance Reporting and Planning and the Enterprise Resource Planning (ERP) Program. The Group provides a range of support, advice and analysis services across ASIC.

The Procurement, Property and Contracts team is a consolidated procurement support area of expertise to propel efficient, visible procurement and contract management. The team provides category support for Technology, legal and professional services, oversight of high value/risk procurement, and an advisory and educational service to ensure a cost-effective procurement process.

The role

As a Procurement Specialist, you will collaborate with technology managers and Senior Executive Leaders to deliver compliant and value-driven procurement solutions. You will manage end-to-end delivery of both high-value and simple procurements, assess procurement risks, manage tender evaluations and ensure timely project delivery. Your role will involve conducting procurement activities using Australian Government Panels, staying updated on technology trends, and maintaining strong relationships with internal stakeholders. You will also provide specialist advice on contract models, facilitate contract change control processes and advise on indemnity and insurance levels in contracts.

Additionally, you will build relationships with peers in other government agencies to influence procurement policies, negotiate terms and pricing with suppliers and legal representatives, and provide ongoing contract management advice. Your expertise will ensure financial and non-financial implications are assessed and value for money is maintained. Supporting the Senior Manager, Technology & Digital, and undertaking additional responsibilities as required will also be part of your role.

Duties

About you

To thrive in this role, you should have a relevant tertiary qualification in procurement, supply chain management, business administration or logistics. You will need experience in leading and managing procurement activities, using Government Panels like Digital Transformation Agency (DTA) Marketplace, and interpreting the Commonwealth Procurement Rules (CPR) and PGPA legislation. Your ability to navigate complex technology landscapes, execute large-scale procurement strategies, and deliver optimal outcomes is essential.

Additionally, you should possess deep expertise in **technology procurement**, including high-value contract negotiations and commercial management within large enterprises. Your skills in interpreting complex data, business requirements and legal issues will ensure successful contract negotiations for major IT contracts. Excellent communication skills are crucial for simplifying complex concepts and influencing decision-makers. Experience in resolving complex client and stakeholder queries will also be highly valued.

View the position description for more information or click 'apply' to start your application.

Applications close on Monday, 1 September 2025

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Employment and Workplace Relations

Vacancy VN-0761920

Comcare

Closing Date: Sunday 31 August 2025

Claims Management Group
Reconsiderations and Appeals Team Appeals

Job Title	Senior Instructing Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$99,985 - \$110,946
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	03134
Agency Website	

Job Description

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

About the team

The Reconsiderations and Appeals team is responsible for the statutory reconsiderations of Comcare claims decisions and management of Comcare's response to Administrative Review Tribunal (ART) applications and court appeals. The team works closely with the Senior Director, Claims, the Claims Operations teams and Comcare's Legal Group to achieve positive outcomes for employees and employers.

Duties

The Senior Instructing Officer (SIO) works as part of the team with responsibility for litigation related to workers' compensation claims. As an instructing officer, this role advocates Comcare's position in litigation and works to improve claims management through lessons learned. The Senior Instructing Officer reports to the Assistant Director Appeals and will assist with the supervision of other team members.

Primary Responsibilities:

1. Contribute to Comcare's purpose, Corporate Plan and claims management strategy and operating model.
2. As part of a team, deliver litigation instructing services in line with the claims management strategy and claims litigation strategy including the achievement of claims management

targets and contributing to successful completion of improvement projects. This includes monitoring claims management activities and compliance with Comcare's rules and objectives.

3. Provides on-the-job training; provides feedback, support, advice and guidance to less experienced colleagues proactively and when required.
4. Make decisions on how medium to high-risk ART applications will be managed and support the management of complex or sensitive matters through research, support, drafting and communications.
5. Work across Comcare and our client agencies, to focus on consistent claims management, positive claim outcomes, sharing information and better practice, and resolving conflicts. Accountable for driving the strategic direction of the work area and ensuring its activities are aligned with agency goals.
6. Act in accordance with APS and Comcare requirements including human resource, financial management and procurement requirements. Coach and develop team members.
7. Connect and integrate litigation instructing with other functions of Comcare and across the APS.

Desirable Qualifications and experience

- Tertiary qualifications in law
- Experience in an insurance or injury compensation environment

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.

Notes

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

About the Comcare

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

To Apply

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

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