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APSJobs - Weekly Vacancy Notices

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

The date of publication of this Gazette is PS33 Weekly Gazette Thursday (Vacancy Notices) - 20 August 2026.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

For gazette lodgement inquiries email: contact@apsjobs.gov.au

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Public Service Gazette - Vacancy Notices

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[Job No] ISSN 1835-2480

2025/2026 Christmas / New Year arrangements (Gazette)

For promotion notices published in APS Gazettes PS49, PS50 and PS1 the Merit Protection Commissioner has extended the period of time applicants may submit an application for review. This decision was made in accordance with subsection 24(2)(a)(ii) of the Public Service Regulations 2023 which continues pursuant section 114 of the Public Service Regulations 2023, subsection 21(2)(c)(ii) of the Public Service Regulations 2023 and the Parliamentary Service Determination 2024 Clause 68(2)(a)(ii).

The new dates are:

Gazette PS49: Applications are accepted until 5pm local time, Thursday 8 January 2026.

Gazette PS50: Applications are accepted until 5pm local time, Thursday 8 January 2026

Gazette PS1: Applications are accepted until 5pm local time, Thursday 29 January 2026.

Local time means 5pm in the State or Territory in which the application is made. Applications made overseas must be received by the Merit Protection Commissioner by 5pm Australian Eastern Daylight Time. For questions about the timeframes for promotion review applications over the Christmas/New Year period, please email review@mpc.gov.au or phone (02) 8239 5330.

Vacancies

Vacancy VN-0771982

Australian Children's Education and Care Quality Authority

Closing Date:Sunday 30 August 2026

Workforce Engagement and Research
Sector Information Services

Job Title	Senior Officer Communications
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD, Tasmania TAS
Salary	$106,584 - $126,066
Future Merit Locations	Sydney, Melbourne, Adelaide, Perth, Darwin, Brisbane, Tasmania
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office.
Classification	
Position Number	579
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description *https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber*

Senior Officer Communications

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

About ACECQA

We want children in Australia to have the best start in life through quality education and care.

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

· implement changes that benefit children birth to 13 years-of-age and their families

· monitor and promote the consistent application of the Education and Care Services National Law across all states and territories

· support the early childhood education and care sector to improve quality outcomes for children

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

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

The Role

The Senior Officer Communications supports ACECQA's Manager Communications and Engagement by developing, delivering and evaluating digital communications and engagement strategies to promote the National Quality Framework (NQF). They provide excellent customer service to all stakeholder relationships to support quality assurance and collaborations across the organisation and project manage ACECQA's brands, websites, channels and content.

There are two roles available. One role is full-time and fixed term until 30 June 2028, and the other role is full-time and fixed term for up to 12 months at ACECQA **Band 5 ($106,584 - $126,066)**.

Duties

Key Accountabilities

· Prepare high quality content to support national promotion of the National Quality Framework (NQF).

· Provide marketing and publishing advice and quality assurance services across the organisation to support achievement of ACECQA's strategic priorities and project success .

· Facilitate collaborations and build relationships to implement ACECQA's Stakeholder Engagement Strategy

· Develop and perform user acceptance testing on updates to ACECQA's websites.

· Provide support to the Manager Communications and Engagement to ensure effective management of ACECQA website and ACECQA Intranet.

· Review and update ACECQA's branding and writing style guides regularly and provide training to ACECQA staff.

· Support the Manager Communications and Engagement to ensure successful digital marketing and publishing outcomes, team operations and reporting.

Eligibility

Key Selection Criteria

· Strong skills and experience developing, implementing and evaluating digital communication and engagement strategies, plans and publications.

· Skilled copy-editor able to quality assure content, distil complex information into plain English and ensure compliance with branding and AG Style Manual writing style, intellectual property and accessibility requirements.

· Skilled analytics user able to monitor and report on the effectiveness of online publishing and marketing.

· A can-do attitude, excellent communication and teamwork skills, experienced in developing and maintaining relationships with stakeholders and providing excellent customer service.

· Strong project management skills and ability to adapt to changing priorities.

· Experienced and skilled in using a range of online platforms including website content management systems, social media scheduling tools, electronic marketing software and M365 Sharepoint and Teams.

· Relevant tertiary qualifications in communications, marketing or journalism and relevant experience publishing for education and/or government organisations are highly desirable.

Notes

How to apply

The closing date for applications is **30 August 2026** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to **Senior Officer Communications** vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

· Attach a written response to the targeted questions below of no more than 2 pages.

Targeted Questions

1. Please describe a communications plan you developed and implemented, including

- Key considerations when drafting key messages.
- Digital channels used to reach target audiences.
- Engagement with internal and external stakeholders during reviews and approvals.
- Tools and methods used to measure and evaluate impact.

2. Please outline your experience in editing, and quality assuring content to ensure clarity, consistency, and accessibility for diverse audiences. Include:

- How you ensured compliance with branding guidelines, the Australian Government Style Manual, and WCAG.
- How you would apply this experience at ACECQA to deliver high-quality, accessible content across our websites, social media, intranet, and newsletters.
- How you would consider different users and device types.

All complete applications will be acknowledged.

More information

If you have any questions about the role or recruitment process, please contact Michelle Squire, Manager Communications and Engagement on 0477 301 274 or the Recruitment team at recruitment@acecqa.gov.au.

Notice to agencies

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

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

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, 61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber

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Vacancy VN-0771842

Australian Competition and Consumer Commission

Closing Date:Sunday 23 August 2026

Corporate Division
Information Management and Technology Services Branch

Job Title	Assistant Director, Business Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	$127,908 - $141,555
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	Employees are required to work a minimum of 2 days in office
Classification	Executive Level 1
Position Number	EA2026/173
Agency Website	https://www.accc.gov.au/

Job Description

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

The ACCC is looking for flexible individuals capable of working under limited direction to perform a range of business analysis related duties, including project delivery, managing and mentoring more junior Business Analysts, and taking on responsibilities for the Business Analysis competency within IMTS.

You will contribute to project, program and organisational success by working closely with business, technical, and project teams to gather, validate, and document requirements. You will be involved in all parts of the project lifecycle and play an important role in supporting the business teams to transition to new ways of working.

Duties

As the Assistant Director, Business Analyst, you will:

- Lead a team of professionals, role modelling our leadership behaviours, supporting a professional and collaborative working environment, coaching, giving continuous feedback, resolving conflict and facilitating career development.
- Manage and foster relationships with internal and external stakeholders to understand the business domain, elicit requirements, challenge assumptions, and secure alignment.
- Analyse the problem domain, its processes, systems and data, to build domain expertise and guide solution design, discover new solution opportunities, identify business impacts, and mitigate project risks and issues.
- Capture knowledge, requirements/features, and designs in documents, presentations, and backlog items to direct project deliverables, communicate ideas and concepts, and inform team decision-making.
- Collaborate with product owners and project management to build and refine product backlogs to ensure the most appropriate prioritisation and delivery scheduling aligned to business value.
- Engage in all Scrum events, assisting with sprint planning, backlog refinement and ordering, requirements comprehension, and delivery improvements.
- Support user acceptance testing, production verification testing and release management, to assure quality outcomes and maximise delivery efficiency.
- Participate in and drive the continual improvement of ways of working.

Eligibility

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised. Follow the link for more information on the ILS. This role in particular requires:

- Demonstrated ability to lead and develop Business Analysts through effective management, guidance and mentoring, while building and maintaining productive relationships with stakeholders at all levels in a fast-paced and large complex people-centred organisation.
- Experience leading and driving digital transition and helping to embed change, including leading large programs of work.
- Ability to identify risks and benefits of existing and proposed solutions and communicate effectively to influence the strategic direction of ICT delivery for the benefit of its users.
- Demonstrated ability to work collaboratively with business stakeholders and multidisciplinary delivery teams to elicit and define business requirements and user stories and contribute to the design and delivery of fit-for-purpose solutions that meet organisational needs.
- Demonstrated ability to analyse complex business processes, data and products to identify risks, benefits and improvement opportunities, while effectively prioritising competing demands and collaborating with stakeholders to deliver outcomes within required timeframes.
- Relevant tertiary qualifications or at least 5 years’ experience.
- The preferred applicant will be required to obtain and maintain a security clearance at the Baseline level. For information about the security clearance process, please refer to the AGSVA website.

The following job specific criteria are also highly desirable:

- Experience working within the APS.
- Experience in agile methodology.

- The ability to apply user-design principles in an ICT agile delivery setting.

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

Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Stacey Sterland, (02) 6243 1038
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0771845

Australian Competition and Consumer Commission

Closing Date:Sunday 23 August 2026

ACCC - Corporate Division
Information Management and Technology Service

Job Title	Assistant Director, User Experience Design
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Darwin NT, Townsville QLD
Salary	$127,908 - $141,555
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2026/169
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **This is an opportunity to lead meaningful, high-impact UX design work within a nationally significant agency, shaping digital products and services that improve outcomes for users.**

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

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

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

Duties

What you will do as the Assistant Director, User Experience (UX) Design,

- Lead end-to-end human-centred design activities, including user research, discovery, journey mapping, wireframing, prototyping, usability testing and final design delivery.
- Champion user needs and influence product direction by identifying opportunities, uncovering insights and translating complex problems into simple, intuitive experiences.
- Collaborate with cross-functional teams and stakeholders to design customer-focused digital solutions that balance user, business and technical needs.
- Drive product design through discovery, iterative delivery and continuous improvement using Human-Centred Design (HCD) principles and evidence-based decision making.
- Develop accessible, sustainable and technically feasible solutions aligned with ACCC design systems, brand standards and WCAG accessibility requirements.

Eligibility

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

- Experience managing, guiding and mentoring User Experience Designers in a fast-paced and large complex people-centred organisation.
- Experience leading and driving digital transition and helping to embed change, including leading large programs of work.
- Demonstrated ability to identify and assess the risks, benefits and opportunities associated with existing and proposed solutions, challenge assumptions, navigate ambiguity, and influence the strategic direction of ICT delivery to achieve meaningful improvements and positive outcomes for users.
- Demonstrated experience leading user research, discovery, journey mapping, wireframing, prototyping, usability testing and the delivery of user-centred digital products.
- Ability to build strong relationships, influence decision-making and work effectively with users, product owners, developers and senior stakeholders.
- Experience applying WCAG accessibility standards, usability best practices and design systems to create inclusive, compliant and high-quality user experiences.
- Experience with design tools such as Figma and developing design systems is required.
- Relevant tertiary qualifications or at least 5 years’ experience.
- The preferred applicant will be required to obtain and maintain a security clearance at the Baseline level. For information about the security clearance process, please refer to the AGSVA website.

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

Notes

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

About the Australian Competition and Consumer Commission

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To Apply

Position Contact	Stacey Sterland, (02) 6243 1038
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0771859

Australian Competition and Consumer Commission

Closing Date:Sunday 30 August 2026

ACCC - Consumer Data Right Division

Job Title	Analyst / Senior Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Darwin NT, Townsville QLD
Salary	$93,004 - $115,384
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 5;APS Level 6
Position Number	EA2026/171
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Would you like to work in a collaborative and fast-paced environment, where you'll contribute to initiatives that promote competition, innovation and better outcomes for Australian consumers.**

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

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

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

Duties

What you will do as the Analyst / Senior Analyst

You will help deliver key outcomes for the Consumer Data Right (CDR) by analysing complex issues, engaging with stakeholders, supporting regulatory activities, and providing high-quality advice.

Key responsibilities:

- Analyse complex issues and data to identify trends, risks and opportunities, and provide evidence-based recommendations.
- Support accreditation, compliance and regulatory activities that contribute to the effective operation of the Consumer Data Right.
- Build and maintain stakeholder relationships across government, industry and the ACCC to support program priorities.
- Prepare high-quality advice and communications, including reports, briefings, correspondence and presentations for senior decision-makers.

Eligibility

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

- Sound analytical, judgement and critical thinking skills.
- Well-developed written and oral communication skills with the ability to influence, persuade and negotiate, as well as communicate in plain language.
- An ability to manage competing priorities and deliver quality outcomes within agreed timeframes.
- A sound ability to support productive relationships with stakeholders through collaboration and well-developed interpersonal skills.
- A well-developed understanding of the ACCC’s role and functions and objectives of competition and consumer policy, or the ability to gain this knowledge quickly.
- An understanding of the policy goals of the CDR, including how the CDR aims to benefit competition and consumers.

In addition, the Senior Analyst (APS6) role will require:

- Demonstrated experience leading a team and/or projects in a fast-paced and large complex people-centred organisation.
- Highly developed research, analytical, judgement, strategic and conceptual skills.
- Ability to provide accurate, impartial, and forthright advice to colleagues and stakeholders.
- Ability to supervise and support junior team members.

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

Notes

APS5 $93,004 - $98,617 (plus 15.4% superannuation)

APS6 $102,947 - $115,384 (plus 15.4% superannuation)

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

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To Apply

Position Contact	Ana Grujicic, 07 3052 1237
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0771928

Australian Competition and Consumer Commission

Closing Date:Sunday 30 August 2026

Specialist Advice and Services

Job Title	Deputy General Counsel
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	$285,996 -
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 3 days per week on site.
Classification	Senior Executive Service Band 1
Position Number	EA2026/177
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to work closely with the Chair, Commissioners and senior executives of the ACCC to deliver high-level, strategic and timely legal services?**

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

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

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

Duties

What you will do as the Deputy General Counsel

- Lead a team of professionals, role modelling our leadership behaviours, supporting a professional and collaborative working environment, coaching, giving continuous feedback, resolving conflict and facilitating career progression.
- Manage complex legal advice and other legal services to the ACCC, particularly in relation to the ACCC's functions and powers under the *Competition and Consumer Act 2010* (CCA), including the Australian Consumer Law (ACL) and other relevant legislation.
- Provide high level strategic advice and direction to the ACCC including the Chair, Commissioners and other senior executives in relation to mergers and acquisitions, competition and consumer law, major investigations and proceedings involving alleged contraventions of the CCA, administrative law, regulatory frameworks, regulation of national infrastructure and other relevant legislation.
- As part of a team of staff, internal and external lawyers, manage a complex legal program, which may include hearings in the Competition Tribunal and proceedings before the Federal Court and the High Court.

Eligibility

About you

In addition to meeting the Work Level Standards for the SES Band 1 Classification and adhering to the Secretaries Charter of Leadership Behaviours the successful applicant will have:

- Substantial legal experience at a senior practitioner level relevant to the functions of the ACCC and to the status of the ACCC as a Commonwealth agency, including expertise in administrative, competition and consumer law.
- Admission as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory is essential (you are required to hold a current Australian practising certificate).
- Tertiary qualifications in relevant field(s).

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

Notes

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

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To Apply

Position Contact	Kate Reader, kate.reader@accc.gov.au
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0771677

Australian Electoral Commission

Closing Date:Sunday 30 August 2026

Service Delivery Group
Communication Education and Engagement Branch

Job Title	Senior Communications Education and Engagement Officers, Service Delivery Group
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026-133 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Communication, Education and Engagement Branch is responsible for a dynamic and diverse work program, with voter-centric projects, and enthusiastic and dedicated teams committed to ensuring all eligible Australians can actively and meaningfully participate in our democracy, and to achieve outcomes that continue to sustain trust in electoral processes.

Strategic Communication helps deliver targeted communication and public awareness plans and programs. This helps ensure communication with voters and stakeholders is consistent across all channels, easy to understand, and customised for voters who may need more support to participate.

Communication (campaigns) team plans and delivers multi-phase national campaigns for federal election events. This includes managing research, creative development, paid media placement and public relations activities that ultimately ensure all eligible voters can have their say at election time.

Electoral Education develops and delivers strategic education initiatives that promote understanding of Australia's electoral system and processes. We support informed and meaningful participation by providing impartial, accessible, and evidence-based electoral education to a range of voting audiences.

Community Engagement contributes to the evidence base to shape and refine services and supports that respond to diverse voter needs and expectations, builds electoral knowledge, and improve equity of access to electoral participation.

Duties

This is an exciting opportunity to join the AEC and contribute to work that has a direct impact on Australia's democratic processes.

If you're passionate about Australia's democracy and using your expertise to help people enrol and vote, we have the role for you. We are seeking creative and skilled professionals to contribute to some of the Australian Government's most visible and impactful activities.

All positions will report to an Assistant Director (EL1) and work under limited direction. There will be additional responsibilities before and during an electoral event, including managing and responding to a significant increase in both the volume and urgency of work.

Senior Communication Officers, Strategic Communication

You will deliver and support activities that inform and engage voters throughout the electoral cycle. You will develop and implement communication plans, support community and stakeholder outreach, and provide advice to AEC business areas. Working in a dynamic environment, your communication expertise, creativity and sound judgement will help you manage competing priorities and contribute to complex or sensitive activities. You will ensure communications are clear, accurate and consistent, and delivered through the most effective channels to maximise reach and impact.

Senior Communication Officer, Communications (campaigns)

You will deliver national campaign activities to inform voters of their rights and responsibilities in the lead-up to and during federal electoral events. Your work will range from procuring and managing external suppliers to reviewing campaign messaging and creative products and contributing to paid media planning. Your ability to manage multiple priorities and deliver outcomes under pressure will be highly valued as part of this small, busy and committed team.

Senior Project Officer, Electoral Education

You will contribute to the development and delivery of contemporary programs and resources that support meaningful participation in Australia's democracy. Working collaboratively with internal and external stakeholders, you will develop accessible and inclusive learning experiences for diverse audiences, manage projects and partnerships, and support the continuous improvement of resources that build understanding of Australia's electoral system and processes.

Senior Project Officer, Community Engagement

You will manage a range of projects to plan and deliver evidence-based, accessible community engagement initiatives for priority groups, including culturally and linguistically diverse communities, people with disability, and young people. You will develop and manage key internal and external relationships, working collaboratively with stakeholders and partners to identify opportunities, foster cooperation, and achieve outcomes.

To excel you'll have:

We are seeking a motivated and capable professional who can demonstrate the skills, knowledge and experience required to perform successfully in this role.

- Strategic thinking and problem-solving capability by using research and evidence to identify innovative and effective approaches, and plan, deliver, manage and evaluate activities that achieve outcomes.
- Strong written and verbal communication skills to create engaging, accessible resources, tailor messages and approaches for diverse audiences, and draft formal briefs and project reports.
- Demonstrated project management skills, including managing multiple activities and competing priorities, developing tender documentation, managing procurement and selection processes, overseeing suppliers and contract performance, and delivering outcomes on time and within budget.
- Proven ability to build and maintain productive stakeholder relationships by collaborating with AEC business areas, suppliers, stakeholders and external partners, providing trusted advice, support and solutions.
- Ability to apply initiative and sound judgement by taking ownership of work, operating autonomously and within a team, and proactively identifying and addressing potential issues.
- Demonstrated ability to maintain resilience under pressure by remaining calm, adaptable and focused during periods of high workload, including federal elections and other electoral events.
- A collaborative approach in contributing to team success by supporting leaders and colleagues, sharing knowledge, mentoring junior staff and effectively managing upwards when required.

Mandatory requirement

- Must hold a qualification or 3 – 5 years' experience in communication, marketing, advertising, public affairs, education or community engagement.

Eligibility

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

Notes

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

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC's statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Heather Turk, heather.turk@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

This notice is part of the electronic Public Service Gazette PS33 Weekly Gazette Thursday (Vacancy Notices) - 20 August 2026.pdf
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Vacancy VN-0771808

Australian Electoral Commission

Closing Date:Friday 28 August 2026

Service Delivery Group
Event Workforce, Property and Supply Chain Event Workforce

Job Title	Senior Project Officer - Payroll, Event Workforce
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026-138 17884
Agency Website	https://www.aec.gov.au/

Job Description

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

The Event Workforce team sits within the Event Workforce, Property and Supply Chain Branch in the Service Delivery Group, which is responsible for delivering federal electoral events.

The team manages the systems and processes that enable temporary election workers to register for employment opportunities, receive offers of employment, complete training, and be paid during electoral events. The team also administers the Collective Determination and delivers helpdesk support to internal staff and the temporary election workforce.

This function supports a geographically dispersed national workforce that delivers elections, referendums and by-elections. During an electoral event, the Australian Electoral Commission (AEC) employs approximately 100,000 temporary workers to support election delivery activities.

Duties

As a Senior Project Officer - Payroll within the Event Workforce team, you will play an important role in delivering payroll services for the temporary election workforce and supporting the successful delivery of electoral events.

You will be responsible for administering payroll processes, managing payroll-related enquiries, and providing accurate and timely payroll advice and support. Working both independently and collaboratively, you will lead and support a high-performing helpdesk team, ensuring staff have the knowledge, guidance and resources required to meet operational demands and deliver excellent customer service.

The role offers opportunities to contribute to and lead a range of initiatives, including business process improvements, policy and procedure reviews, system enhancement recommendations, testing activities, and election readiness planning. You will work closely with internal and external stakeholders to build productive relationships, support change initiatives, and foster a positive and inclusive team culture that values diverse perspectives, experiences and contributions.

To excel you'll have:

We are seeking a motivated and capable professional who can demonstrate the skills, knowledge and experience required to perform successfully in this role.

- Experience working in payroll, human resources or workforce administration, including the application of Human Resources Management Information Systems (HRMIS), policies, procedures and practices.
- Demonstrated experience conducting research and analysis to develop recommendations, solve problems and support policy, procedural or project outcomes.
- Demonstrated experience supervising staff to deliver high-quality outcomes, including supporting capability development and fostering a collaborative team environment.
- Ability to build and maintain productive relationships with internal and external stakeholders to achieve business and organisational outcomes.
- Demonstrated communication skills, including the ability to provide clear, accurate and well-reasoned advice informed by legislation, policies, procedures and operational guidance.
- Experience managing competing priorities and delivering outcomes within tight timeframes and legislative requirements.
- Demonstrated analytical and problem-solving skills, including identifying opportunities for continuous improvement and contributing to business improvement initiatives.
- Demonstrated personal drive, integrity and sound judgement while delivering results within legislative, policy and budget parameters.

Desirable

- Relevant qualifications and/or experience working in HRMIS payroll administration.
- Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice.

Additional responsibilities during an electoral event

During electoral and referendum events, the volume and urgency of requests for advice and support increase significantly. In addition to their usual responsibilities, the successful applicant will:

- Provide escalation support and guidance to the Employ Train Pay (ETP) Helpdesk team.
- Ensure training materials, operating procedures and key resources are current and ready for deployment.
- Support program and project activities as required to meet event delivery priorities.

Eligibility

- AEC employees must be Australian citizens.
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Notes

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To Apply

Position Contact	Rami Zahra, 02 8201 4259
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0771868

Australian National Maritime Museum

Closing Date:Friday 28 August 2026

ADCO
Strategic Partnerships & Philanthropy

Job Title	Head of Strategic Partnerships and Philanthropy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW
Salary	$140,675 - $153,336
Future Merit Locations	Pyrmont
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible arrangement can be negotiated
Classification	Executive Level 2
Position Number	0139
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-

Job Description *https://www.sea.museum/About/About%20the%20museum/Our%20people/Work%20with%20us*

Create Partnerships. Inspire Investment. Shape the Future.

Non-ongoing, full-time role for 12 months with the option of ongoing employment.

The Australian National Maritime Museum is seeking an exceptional leader to drive strategic partnerships, philanthropy, and fundraising for one of Australia's most recognised and dynamic cultural institutions. This is a rare opportunity to influence the future of a nationally significant organisation by building the relationships, advocacy and support that will enable the Museum to expand its impact, reach and sustainability for generations to come.

As Head of Strategic Partnerships and Philanthropy, you will lead a high-profile portfolio focused on securing transformational partnerships, philanthropic investment, sponsorship, and strategic collaborations that advance the Museum's vision and purpose. Working alongside the Director, Executive Leadership Team, Council, Foundation, and some of Australia's most influential corporate, government and philanthropic leaders, you will create opportunities that strengthen the Museum's reputation, unlock new investment, and deliver lasting public value.

Duties

The Opportunity

This is a career-defining executive leadership opportunity for someone who thrives on influence, innovation, and impact. You will identify and secure significant partnership and philanthropic opportunities, cultivate high-value relationships, lead complex negotiations, and develop strategies that generate sustainable revenue and strategic outcomes. Your leadership will help bring world-class exhibitions, education programs, research initiatives, and community experiences to life while positioning the Museum as a partner of choice across the cultural, corporate, and philanthropic sectors.

About You

You are an influential and commercially astute leader with a talent for building meaningful relationships and turning vision into action. Recognised for your ability to engage and influence at the highest levels, you have successfully secured investment, partnerships or strategic opportunities that deliver measurable impact and long-term value. You combine strategic thinking with sound commercial judgement and bring the confidence, presence, and credibility to operate across diverse stakeholder groups. Above all, you are motivated by purpose, driven by results, and energised by the opportunity to create partnerships that leave a legacy for communities, culture, and future generations.

Why Join Us?

This is more than an executive leadership role. It is an opportunity to help shape the future of a world-class cultural institution that welcomes more than 2.5 million visitors each year and plays a vital role in sharing the stories that have shaped Australia as an island nation.

At the Sea.Museum, you'll join a passionate, values-driven organisation where people are empowered to think boldly, challenge convention and make a genuine contribution. You'll work alongside dedicated professionals, influential stakeholders and community leaders who share a commitment to education, culture, innovation, and public impact. In return, you'll enjoy a competitive executive remuneration package, 15.4% superannuation, flexible work arrangements, professional development opportunities, and the unique privilege of working from one of Australia's most iconic harbourside locations. Whether your motivation is purpose, leadership, influence, or legacy, this is an opportunity to be part of something truly extraordinary.

Join Us

If you are ready to build influential partnerships, inspire transformational investment and help shape the future of one of Australia's leading cultural institutions, we would love to hear from you.

Lead with purpose. Create lasting impact. Shape the future of the Sea.Museum

Please note: This recruitment process may be used to fill both current and future vacancies. A merit pool of suitable applicants may be established and used to fill similar ongoing and non-ongoing positions that arise within 18 months from the date the vacancy is advertised.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Proven executive leadership experience developing and delivering partnership, philanthropy, sponsorship, fundraising, or business development strategies that achieve significant revenue growth and strategic outcomes.
2. Exceptional stakeholder engagement and influencing skills, with a demonstrated ability to build, lead and sustain high-value relationships across corporate, government, philanthropic, cultural and community sectors.
3. Demonstrated success in securing major partnerships, sponsorships, philanthropic investments, and strategic alliances, including the negotiation of complex commercial and funding arrangements.
4. Highly developed strategic, commercial and analytical capability, with the ability to identify opportunities, manage risk, and translate organisational priorities into sustainable growth initiatives.
5. Outstanding communication, negotiation and leadership skills, with the ability to represent the organisation at senior levels, inspire confidence, and lead high-performing teams to deliver exceptional outcomes.

Qualifications and/or relevant experience required

Mandatory:

- Tertiary qualifications in business, marketing, communications, fundraising, philanthropy, stakeholder engagement, arts administration or a related discipline.
- Extensive senior experience in strategic partnerships, philanthropy, sponsorship, fundraising, business development or stakeholder engagement, with a demonstrated track record of delivering significant revenue and strategic outcomes.
- Demonstrated experience building and maintaining influential relationships across corporate, government, philanthropic and community sectors.

Desirable:

- Experience working within the arts, cultural, museum, not-for-profit or public sector environment.
- Knowledge of, or a demonstrated interest in, the Australian cultural sector, philanthropy landscape, and corporate partnership environment.

To apply, please click the link below to complete the pre-screening questions. You will also need to upload:

- a cover letter addressing each of the Selection Criteria with a maximum of 400 words per criterion; and
- your current resumé.

In addition to an application and your resume, the assessment process for this position may also include an interview and referee reports.

Eligibility

This position is open to all eligible members of the community, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. To be an eligible member of the community, you must be an Australian citizen.

All employees will be required to satisfactorily complete an Australian Federal Police National Police Check and obtain and maintain a Working with Children Check registration.

Notes

Applications Close: 12pm AEST, Friday 28 August 2026. No applications will be accepted by mail or email.

To apply, please click the link below to complete the pre-screening questions. You will also need to upload:

- a cover letter addressing each of the Selection Criteria with a maximum of 400 words per criterion; and
- your current resumé.

In addition to an application and your resume, the assessment process for this position may also include an interview and referee reports.

Selection for this position will be made on the basis of relative merit which will be assessed against each item of the selection criteria. Applications that do not address the selection criteria will not be considered for shortlisting by the Selection Panel. As part of the selection process the Selection Panel may invite candidates to undertake online testing, skills-based assessment and provide samples of written work at interview.

About the Australian National Maritime Museum

About the Australian National Maritime Museum As one of Sydney’s most visited museums, the Australian National Maritime Museum shares our national maritime story across Australia and the world, online, onsite and through research, presentations and

travelling exhibitions, and provides must-visit museum experiences that delight and inspire. We connect our visitors with the oceans and waterways that are the heartbeat of who we are. From deep time to modern Australian and beyond, we explore our past, our present and future as an island nation shaped by sea, offering a sustainable and cohesive vision for the future. The Museum welcomes over 2.5 million local, interstate and international visitors annually, and is supported by a thriving and passionate staff, membership, volunteer and education base. Find out more at https://sea.museum.

To Apply

Position Contact	Daryl Karp, +612 8241 8360
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20peop

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Vacancy VN-0771993

Australian Signals Directorate

Closing Date:Sunday 06 September 2026

Job Title	ASD EL1 Assistant Director Workforce Strategy and Planning
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$126,857 - $143,093
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	As per the Information Pack
Classification	Executive Level 1
Position Number	ASD/04809/26
Agency Website	https://www.asd.gov.au/careers

Job Description *www.asd.gov.au/careers*

The Opportunity

The Workforce Strategy and Planning team delivers enterprise workforce planning, reporting and analytics to ensure ASD has the workforce capability required to meet current and future priorities. The team integrates workforce strategy, data and systems to produce actionable insights, strengthen workforce decision-making, and support workforce uplift. This includes developing workforce plans, improving data maturity, and embedding consistent workforce processes, governance and reporting across the organisation.

ASD is seeking EL1s to strengthen workforce planning capability across both data-driven reporting and strategic workforce planning. These roles sit within the team's core delivery function and work across workforce data, systems and strategy to translate organisational priorities into practical outcomes. Working closely with senior stakeholders, the roles will deliver workforce insights, support ERP-enabled workforce management, and communicate strategic intent to drive informed decision-making and business adoption.

Key duties include:

- Lead workforce reporting and visualisation, including development of dashboards and products that provide clear, actionable insights
- Utilise and manage ERP workforce data and functionality to support workforce management, data quality and reporting outcomes
- Deliver workforce planning activities, including demand and supply analysis, scenario modelling and workforce risk identification
- Translate workforce strategy into practical tools, frameworks and processes to support implementation across the organisation
- Engage and influence stakeholders, communicating workforce insights and strategic intent to embed workforce planning into business-as-usual decision-making

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

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner's Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Duties

Our ideal candidate is a pragmatic and capable professional who can work across workforce strategy, data and systems. You will be comfortable using workforce data and reporting tools, while also engaging with stakeholders to shape and implement workforce outcomes.

You bring strong judgement, a proactive approach, and the ability to translate complex information into clear, practical insights. You can work independently, manage competing priorities, and contribute to a collaborative team environment.

Key skills and attributes:

- Experience in workforce planning, reporting or analytics, including use of dashboards or visualisation tools
- Strong analytical skills, with the ability to interpret data and provide clear, actionable insights
- Experience working with HR or ERP systems and workforce data
- Effective communication and stakeholder engagement skills, including the ability to explain and apply strategic intent

Eligibility

- **Australian Citizenship** - Applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waivered.
- **Organisational Suitability Assessment** – The preferred applicant will be required to undergo an Organisational Suitability Assessment (see Organisational Assessment section).
- **Security Clearance** - It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.
- **Health Assessment** - The preferred applicant may be required to undergo a medical examination conducted by the Agency’s preferred medical provider.

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

Notes

Tertiary qualifications, industry certification or equivalent experience in human resources, workforce strategy and planning or a discipline related to the role.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0771999

Australian Signals Directorate

Closing Date:Sunday 06 September 2026

Job Title	ASD EL2 Director Work Health and Safety
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$147,288 - $176,792
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	As per the Information Pack
Classification	Executive Level 2
Position Number	ASD/0421/26
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

The Opportunity

The Work Health and Safety (WHS) team are responsible for keeping our workplaces safe and enhancing employee health and wellbeing. The team leads health and safety programs, systems and initiatives to ensure all workplaces across the Agency are as safe and healthy as possible. The team provides information, advice and guidance on general WHS and legislative matters, oversees compliance, due diligence and assurance activities and works in conjunction with the ASD Leadership team to ensure safety is at the forefront of ASD's daily business and operational activities.

An ASD **EL2 Work Health and Safety Director** is accountable under limited direction to:

- Lead a team, managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- Manage completion of work within timeframes and quality requirements, share own expertise with others and guide and mentor less experienced employees.
- Undertake complex research and analysis activities to identify and address work health and safety risks to capability.
- Provide advice, collaborate and communicate with stakeholders on complex to very complex and sensitive work health and safety issues.
- Understand and apply relevant work health and safety legislation, ASD policies and procedures, recommending viable solutions and prevention strategies to address work health and safety issues.
- Build productive working relationships with stakeholders to influence decisions and ensure alignment with broader strategic objectives.
- Represent ASD work health and safety network at internal and external forums.
- Assess and evaluate work health and safety strategy, initiatives, projects, policy and procedures.
- Analyse complex to very complex work health and safety issues applying expertise to identify and recommend courses of action

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

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner's Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Duties

Our ideal candidate will possess the following:

- Excellent communication and interpersonal skills (written and verbal)
- Strong stakeholder engagement skills and a demonstrated ability to work collaboratively with a range of people, including at an internal and external senior executive level
- The proven ability to exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy
- Demonstrable attention to detail, with the ability to take responsibility for own actions and accurate completion of work
- The ability to work in a fast-paced environment, manage competing priorities and triage effectively while still ensuring key targets are met
- Experience implementing strategic HR initiatives, and experience leading and managing a team to be high performing and collaborative.

Eligibility

- **Australian Citizenship** - Applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waivered.
- **Organisational Suitability Assessment** – The preferred applicant will be required to undergo an Organisational Suitability Assessment (see Organisational Assessment section).
- **Security Clearance** - It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.
- **Health Assessment** - The preferred applicant may be required to undergo a medical examination conducted by the Agency's preferred medical provider.

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Tertiary qualifications, industry certification or equivalent experience in human resources or a discipline related to the role.

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Agency Recruitment Site	www.asd.gov.au/careers

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Vacancy VN-0771782

Defence Housing Australia

Closing Date:Sunday 30 August 2026

Asset Management
Service Delivery Project Office

Job Title	Senior Strategy and Implementation Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Newstead QLD, Parramatta NSW, Port Melbourne VIC, Gungahlin ACT, Adelaide SA, Carrington NSW
Salary	$104,793 - $120,411
Future Merit Locations	Newstead, Parramatta, Port Melbourne, Gungahlin, Adelaide, Carrington
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 6
Position Number	493964
Agency Website	https://www.dha.gov.au/

Job Description

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

Ready to make an impact? Join DHA's Asset Management team as a Senior Strategy and Implementation Officer and help drive strategic success.

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of

the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

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

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

Duties

About your team

Join a team that makes a real difference to the lives of Defence members and their families. As part of DHA's Service Delivery Group, the Asset Management Branch plays a vital role in managing and enhancing one of Australia's largest residential housing portfolios. From delivering strategic asset management outcomes and major upgrade programs to overseeing Defence construction projects and contract management activities, our team helps ensure quality homes and services are available where they're needed most. It's a rewarding opportunity to contribute to projects that have a lasting impact across the Defence community.

About the role

Are you looking for an opportunity to help shape how DHA manages its national housing portfolio, drive strategic improvement, and deliver work with lasting impact? We're seeking a motivated and adaptable team member to support the development, implementation and continuous improvement of DHA's asset management framework, governance arrangements and strategic initiatives. This is a unique opportunity to help build practical, sustainable solutions—developing policies, processes and standards, working across teams, and helping create a more consistent, effective and mature approach to asset management across DHA.

Eligibility

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

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options

- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- A dedicated Employee Assistance Program for you and your family to access in times of need
- ADF partner employment conditions when posting to a new location

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

How to apply

Apply now with your current resume and a 500-word one page pitch, addressing the requirements of the role and the following:

- Why you are applying for this role
- What makes you a strong candidate
- Detail a time when you implemented a significant project, program or framework, in particular tell us how you engaged with stakeholders, how you ensured successful implementation and what outcomes or improvements were achieved.

We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

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

Applications close: 11:55pm AEST 30 August 2026.

Any questions? Please contact Hannah Stopel - Assistant Director Strategy and Implementation

07 3156 8916 / hannah.stopel@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

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

About the Defence Housing Australia

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

To Apply

Position Contact	Hannah Stopel, 07 3156 8916
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0771914

Department of Finance

Closing Date:Monday 31 August 2026

Property and Construction
Divestment

Job Title	Senior Project Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$101,355 - $123,702
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	Finance supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026/159
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Divestment Branch is leading the divestment of surplus properties identified in the Defence Estate Audit and comprises varied opportunities to foster innovative solutions to achieve Government outcomes. The Branch works closely with Commonwealth and State governments, and external providers with specialised commercial and property expertise, and legal and probity advisers to prepare the properties for disposal to achieve broader policy outcomes, including the National Housing Accord.

ABOUT THE OPPORTUNITY

- Assist in the delivery and management of the Defence Estate Audit divestment program, including managing contracts, financial management, governance arrangements, and reporting requirements to Government.
- Assist in managing contracts of various consultants and contractors in accordance with the Public Governance, Performance and Accountability Act 2013 (PGPA Act), Commonwealth Procurement Rules and Departmental requirements.
- Assist with the support of governance groups, including organising meetings, and providing secretariat support such as managing agendas, minutes, talking points and coordinating meeting papers.

- Provide high-level written advice for both internal and external stakeholders, including assisting with the preparation of reporting for Government, Ministerial Submissions and briefings for Senate Estimates.
- Assist to develop and maintain effective relationships with internal and external stakeholders, including other Government agencies, external service providers and other relevant private sector stakeholders
- Review strategies and technical and legal due diligence reports prepared by external consultants and prepare feedback or advice for the Assistant Directors and Director.
- Provide input into the development of required assessments, and the development of the divestment strategies for each property. Ensure compliance with the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) and other relevant legislation and policies
- Assist in managing any remediation projects or EPBC Act referrals prior to divestment.
- Reviewing strategies, marketing material and sales contract documentation prepared by external consultants and prepare feedback or advice for the Assistant Director and Director to prepare properties for divestment.
- Be a part of a team to review of sale tender documentation and provide high-level written advice for both internal and external stakeholders, including preparation of correspondence and submissions for Government and Departmental approvals
- Assist with divestments consistent with the Commonwealth Property Disposal Policy.
- Work effectively within the team and across the Branch, supporting Executive Level staff and upskilling junior members of the team.
- Any other tasks as directed.

Duties

In addition to the broader capabilities outlined in the Finance People Capability Framework, Finance is seeking candidates who possess the following job specific skills and attributes aligned to our core capabilities:

Lead

- Manage your workload effectively to deliver outcomes, including high-quality advice to your Assistant Director, Director and Senior Executive, and assistance in the communications to the Minister’s office and Government.
- Show integrity, sound judgement and political awareness of Government priorities.

Collaborate

- Strong communication skills, both verbal and written, including the ability to engage effectively with internal and external stakeholders.
- Work across the Branch, as required.

Achieve

- Identified project performance and works towards achieving project objectives and milestones. Identifies opportunities for improvement.
- Takes responsibility and supports the team to ensure the best outcome is achieved for the Government.

Think

- Understand how your team’s work contributes to the broader government outcomes.
- Actively listens to others and consults and considers the working environment and influences that impact the Branch.

Learn

- Respond openly and flexibly to people, ideas and challenges, stay positive, take responsibility for your work, and support others to do the same.

Know

- Knowledge of, or the ability to quickly acquire knowledge and understanding of corporate and public sector governance frameworks, including PGPA Act and Commonwealth procurement framework, and the Commonwealth property management framework.
- Knowledge and experience in real property matters, including divestment, property management/conveyancing, environmental.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

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 advertising agency.

About the Department of Finance

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

To Apply

Position Contact	Declan Watts, 02 6215 2139
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0771956

Department of Finance

Closing Date:Tuesday 01 September 2026

Business Enabling Services
PBR Policy & Projects Capital Works and Security

Job Title	Capital Works Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Canberra ACT, Perth WA, Melbourne VIC, Sydney NSW, Brisbane QLD, Adelaide SA, Hobart TAS
Salary	$101,355 - $123,702
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	Finance supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026/163
Agency Website	www.finance.gov.au

Job Description

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

Ministerial and Parliamentary Services (MaPS), a division of Department of Finance (Finance), provides parliamentarians, their staff, and others as required by the Australian Government, with a range of facilities and services to assist them in undertaking their duties.

MaPS Capital Works and Security team, in collaboration with key stakeholders, leads key divisional initiatives to deliver major capital works and security enhancements to Commonwealth Parliament Offices (CPOs) and Electorate Offices (EOs).

The team is responsible for project delivery and oversight across a number of projects that have a national impact and/or are defined as medium or major public works projects.

CPOs are located in the capital city of each state and the Northern Territory and provide:

- Permanent office accommodation to some senators, federal ministers or other office holders
- Visiting suites, meeting rooms and conference facilities available on a short-term basis for use by parliamentarians (and accompanying staff).

EOs are provided by the Commonwealth to Parliamentarians for the conduct of parliamentary business and are located in metropolitan and regional locations across Australia. EOs are leased, furnished, equipped, and maintained by MaPS and their contracted providers.

Duties

The Capital Works Project Officer will work within a small geographically dispersed team. The position can be located at any of the nominated locations listed.

The role involves project management, the undertaking of complex procurement, contract management and associated administration, drafting internal minutes and ministerial briefs seeking approvals and authorisation. The role will support the Assistant Director Capital Works and Security to deliver projects involving a wide range of internal and external stakeholders.

The ability to hold and maintain a Negative Vetting 1 security clearance is a mandatory requirement.

The key duties of this role are:

- Conducting/contributing to complex procurement processes and contract management critical to the project.
- Drafting high level documentation to support project administration including briefs and correspondence to support information flow and decision making/approvals.
- Working with key internal and external stakeholders to establish and meet project objectives.
- Monitoring and track project deliverables and outcomes including preparation of reports and briefs.
- Undertake negotiations with key stakeholders and consultants/suppliers on complex issues and communicate with influence.
- Project administrative and support services including contract administration, budget tracking, invoice payment and reconciliation, records management, routine correspondence and meeting coordination and secretariat duties.
- Apply sound judgement and use evidenced based decision making to provide recommendations to decision makers/delegates.
- Practically apply a well-rounded understanding of the relevant legislation and internal guidelines, including, but not limited to:
    - Parliamentary Business Resources Act 2017
    - Public Governance, Performance and Accountability Act 2013
    - Commonwealth Procurement Rules
    - Protective Security Policy Framework.
- Other duties as directed to support the project.

Eligibility

In addition to the broader capabilities outlined in the Finance People Capability Framework, Finance is seeking candidates who possess the following job specific skills and attributes aligned to our core capabilities:

Lead

- Manage complex work effectively with little direction. Supervise projects and people, manage priorities and take responsibility for extra work as needed.
- Design fit-for-purpose solutions that meet client needs by listening, responding to feedback, prioritising client service and anticipating the impact of advice and decisions.

Collaborate

- Liaise with stakeholders on complex issues. Consider solutions, prepare well in advance, and argue persuasively.
- Consult others, actively develop relationships, engaging the right people at the right time. Communicate well and overcome barriers to sharing information.

Achieve

- Manage complex projects. Ensure work is delivered on time, on budget and to a high standard. Ensure projects are appropriately documented to support decision makers and delegates.
- Make timely, effective decisions that show accountability, consider stakeholder impact whilst balancing the priorities of key stakeholders. Provide expert advice and recommendations that are evidence based to support decision makers.

Think

- Monitor priorities, key milestones and project deliverables, working ahead to identify, communicate and manage risks and opportunities to stakeholders and leadership.
- Fully understand how your work connects with MaPS key initiatives and deliver outcomes that contribute to the bigger picture.
- Use time and resources well to create cost-effective, value-for-money outcomes. Apply and adhere to the requirements as set out in the Commonwealth Procurement Rules.
- Interpret financial information accurately, control and monitor project budgets and financial reporting.

Learn

- Maintain composure. Stay positive, engaged and productive under pressure or after a setback, and provide support to the MaPS Capital Works and Security Team.

Know

- An understanding of and/or experience with any of the following would be beneficial:
  - Application of Project Management methodology
  - Procurement and Contract Management in a government context.

Notes

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at https://www.apsc.gov.au/recruitability.
- This role is being advertised as both ongoing and non-ongoing. A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

About the Department of Finance

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

To Apply

Position Contact	Misty Palmer, 02 6215 1928
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0771962

Department of Finance

Closing Date:Sunday 06 September 2026

Corporate
Parliamentary, Governance and Strategy Parliamentary Liaison and Coordination

Job Title	Parliamentary Liaison Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$82,613 - $94,289
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	Finance supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 4
Position Number	2026/169
Agency Website	www.finance.gov.au

Job Description

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

The Parliamentary, Governance and Strategy (PGS) Branch provides an integral link to the parliament, our portfolio ministers and departmental executive. The branch delivers advice and support to enable our ministers, the department and portfolio agencies to fulfil their responsibilities, including to the parliament. The branch also delivers secretariat support to Finance's governance committees and coordinates implementation of the Enhanced Commonwealth Performance Framework which includes preparation of Finance's corporate plan and annual report. It supports the advancement of Australia's international strategic, security and economic interests with

counterpart agencies in the Indonesian Ministry of Finance and the PNG Department of Finance and can provide advice and support to areas of the department hosting visiting foreign delegations.

The Parliamentary Liaison and Coordination team is responsible for a range of activities including delivery of the following services:

- Cabinet liaison
- Parliamentary workflow, including management of the department's PDMS tenant
- Home department support, through the provision services associated with the daily operation of the portfolio's ministerial offices
- Senate estimates
- Interacting with parliament

Parliamentary Liaison Officers play a critical role in supporting parliamentary activities for departments and portfolio ministers' offices. Services include management of ministerial documents, coordination of departmental appearances at senate estimates and committee hearings, provision of home department support for our ministerial offices and management of PDMS.

Duties

We are looking for a high performing, client service focused officer at the APS4 level to provide high-quality parliamentary and coordination support to our ministers' offices and across the portfolio. This position operates in a team environment and will be given appropriate support. Knowledge of parliamentary processes is not essential as training will be provided, however, an ability to quickly gain this knowledge is necessary. This process may establish a merit pool and used to fill similar vacancies.

Key duties include:

- Providing support, advice and assistance to departmental officers and external agencies for routine PDMS-related matters, including workflow and quality assurance
- Assisting with the portfolio's question time brief process during parliamentary sitting periods
- Assisting the coordination of Senate Estimates activities including facilitating the preparation of briefings, supporting Executive appearing at the hearings and drafting responses to questions on notice
- Other required tasks associated with the responsibilities of the team.

Eligibility

OUR IDEAL CANDIDATE

The ideal candidate is a reliable and customer-focused team member who provides accurate advice and support on routine technical and procedural matters. They work well within established processes, communicate clearly, and contribute positively to team improvements and stakeholder relationships.

Essential skills and attributes:

- Ability to build and maintain strong stakeholder relationships.
- Strong written and verbal communication skills for responding to client enquiries.
- High attention to detail and strong organisational skills with the ability to plan and manage your work, or seek guidance when required
- Ability to apply the experience of using other ICT systems to PDMS
- Collaborative approach to working with stakeholders and internal teams to achieve quality outcomes and meet deadlines.
- Decision making using sound judgement, expertise and knowledge under limited guidance
- Flexibility to be responsive to demanding workplace objectives, workplace pressures, priorities and requirements

FINANCE PEOPLE CAPABILITY FRAMEWORK AND JOB SPECIFIC CAPABILITIES

In addition to the broader capabilities outlined in the Finance People Capability Framework, Finance is seeking candidates who possess the following job specific skills and attributes aligned to our core capabilities:

Lead

- Judgment - find and check information. Use sound judgement to identify issues, and escalate these quickly and effectively.

Collaborate

- Consultation – develop relationships. Communicate effectively and reach out to others
- Communication – present with credibility. Clearly explain concepts and arguments in plain English

Achieve

- Service – work to service and performance standards. Effectively resolve moderately complex client issues
- Initiative – show initiative by finding extra ways to contribute and taking personal responsibility for progressing work

Think

- Strategy – understand how your work contributes to team, branch and organisational priorities

Learn

- Resilience – maintain composure and stay engaged and productive under pressure or after a set back
- Mobility – take responsibility for improving your skills. Embrace mobility and cross skilling while sharing your knowledge and experience with others.

Know

- Demonstrated knowledge and understanding of parliamentary processes, or the ability to learn.

Notes

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at https://www.apsc.gov.au/recruitability.

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About the Department of Finance

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To Apply

Position Contact	Louise Sartore, 02 6215 1961
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0772011

Department of Finance

Closing Date:Sunday 06 September 2026

Corporate
Parliamentary, Governance and Strategy Parliamentary Liaison and Coordination

Job Title	Parliamentary and Cabinet Liaison Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$92,127 - $103,372
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	Finance supports flexible workplace arrangements as per operational requirements
Classification	APS Level 5
Position Number	2026/172
Agency Website	www.finance.gov.au

Job Description

https://financejobs.nga.net.au/?jati=C53A1AD3-8FF1-805B-8DBB-ED36AFBD3647

ABOUT THE BRANCH & TEAM

The Parliamentary, Governance and Strategy (PGS) Branch provides an integral link to the parliament, our portfolio ministers and departmental executive. The branch delivers advice and support to enable our ministers, the department and portfolio agencies to fulfil their responsibilities, including to the parliament.

The branch also delivers secretariat support to Finance's governance committees and coordinates implementation of the Enhanced Commonwealth Performance Framework which includes preparation of Finance's corporate plan and annual report. It supports the advancement of Australia's international strategic, security and economic interests with counterpart agencies in the Indonesian Ministry of Finance and the PNG Department of Finance and can provide advice and support to areas of the department hosting visiting foreign delegations.

The Parliamentary Liaison and Coordination team is responsible for a range of activities including delivery of the following services:

- Cabinet liaison
- Parliamentary workflow, including management of the department's PDMS tenant
- Home department support, through the provision services associated with the daily operation of the portfolio's ministerial offices
- Senate Estimates
- Interacting with parliament

Parliamentary Liaison Officers play a critical role in supporting parliamentary activities for departments and portfolio ministers' offices. Services include management of ministerial documents, coordination of departmental appearances at senate estimates and committee hearings, provision of home department support for our ministerial offices and management of PDMS.

Cabinet liaison positions play a critical role in supporting the day to day coordination of cabinet related business across the department. You will be responsible for coordinating cabinet submissions, ensuring compliance with whole-of-government requirements, and supporting the Secretary, executive, and ministers in meeting their cabinet obligations.

Duties

ABOUT THE OPPORTUNITY

We are looking for high performing, client service focused officers at the APS5 or APS6 level (based on core capabilities of applicants) to provide high-quality parliamentary and coordination support to our ministers' offices and across the portfolio.

These positions operate in a team environment and will be given appropriate support. Knowledge of parliamentary and cabinet processes is not essential as training will be provided, however, an ability to quickly gain this knowledge is necessary.

This process may establish a merit pool and used to fill similar vacancies.

Parliamentary Liaison Officer.

Key duties include:

- Providing support, advice and assistance to departmental officers and external agencies for routine PDMS-related matters, including workflow and quality assurance
- Assisting with the portfolio's question time brief process during parliamentary sitting periods
- Assisting the coordination of senate estimates activities including facilitating the preparation of briefings, supporting executive appearing at the hearings and drafting responses to questions on notice
- Other required tasks associated with the responsibilities of the team.

Cabinet Liaison Officer

Key duties include:

- Coordinating the processing and distribution of cabinet and cabinet committee documents within the department and to portfolio agencies.
- Lodging departmental cabinet submissions, memoranda, departmental comments and ensure all are provided in a timely manner and meet cabinet requirements.
- Maintaining effective internal and external working relationships including with departmental line areas, Cabinet Division, and the CLO network.
- Maintaining robust tracking of cabinet documents within the department and manage departmental cabinet documents in a secure and appropriate manner and in accordance with the Cabinet Handbook and departmental and information security protocol.
- Other required tasks associated with the responsibilities of the team.

In recognition of the requirement for regular out of hours and weekend work, this role attracts an additional CLO allowance of $21,573 (annually), outlined in Finance's Enterprise Agreement 2024-27.

DETAILED VACANCY INFORMATION

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

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

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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 advertising agency.

About the Department of Finance

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

To Apply

Position Contact	Louise Sartore, 6215 1691
Agency Recruitment Site	https://financejobs.nga.net.au/?jati=C53A1AD3-8FF1-805B-8DBB-ED36A

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Vacancy VN-0771885

Department of Home Affairs

Closing Date:Sunday 23 August 2026

Office of the Special Envoy to Combat Antisemitism

Job Title	Director, Media Communications
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW
Salary	$140,893 - $183,347
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	141985
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/141985/

About our team

Australia's Special Envoy to Combat Antisemitism advises the Prime Minister and the Minister for Home Affairs, and works with the community, education, cultural and online sectors. The office is small and highly visible, and its work is the subject of sustained public and media scrutiny.

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

Duties

The Director leads the media and communications function of the office, including public affairs and community engagement. The position is principally a writing role and requires the drafting of material at short notice on sensitive subject matter.

Specific duties and responsibilities include:

- Draft media releases, statements, opinion pieces, talking points and question briefs for the Special Envoy and the office.
- Write speeches and remarks on behalf of the Envoy for community, education, sector, parliamentary and diplomatic audiences.
- Lead identified public or community relations projects, as a representative of the Envoy as required.
- Develop and maintain the office's media strategy, including the timing, channel and audience for public statements and the circumstances in which the office will not respond.
- Act as the first point of contact for media enquiries, place proactive coverage, and prepare the Envoy for interviews.

Eligibility

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

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

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

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

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

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

AI tools may be used to support parts of this recruitment process. The selection panel will disclose where and how AI is used.

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising 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	Nicholas Aronson, 0407 983 357
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/141985/

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Vacancy VN-0771984

Department of the Treasury

Closing Date:Thursday 03 September 2026

Corporate Division
People and Organisational Strategy Branch

Job Title	APS6 Workforce Strategy and Analytics Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$105,260 - $127,521
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	APS Level 6
Position Number	21-2026
Agency Website	www.treasury.gov.au

Job Description

https://treasury.gov.au/the-department/recruitment-and-careers

About the role:

The **APS6 Workforce Strategy and Analytics Adviser** in the **Organisational Strategy** team is critical to delivering Treasury's workforce strategies and commitments, both internally and across government. The role supports how Treasury uses workforce data and insights to inform strategic decision-making and deliver high-priority workforce initiatives.

The Organisational Strategy team acts as the project management office for the APS Employee Census and Strategic Workforce Plan (SWP) delivery. The team delivers twice-yearly updates on Treasury's Workforce Intelligence and leads delivery of the Treasury Location Plan and other SWP initiatives. The team works across the People and Organisational Strategy Branch and the broader department to deliver high-quality workforce reporting, support strategic workforce planning, and contribute to initiatives that strengthen Treasury's workforce management.

The responsibilities of the APS6 Adviser may vary across the work of the Organisational Strategy team.

Key Responsibilities

Strategic workforce planning and delivery

- Contribute to the delivery of the Strategic Workforce Plan (SWP), including coordination and delivery of key actions such as the Location Plan and People Architecture Program, including position management.
- Translate strategic objectives into practical work plans and deliverables. Clearly link organisational goals to operational tasks and outputs.
- Gather, research and analyse information from diverse sources to identify trends, broader influences and workforce risks. Provide evidence based advice to inform decision making.

Workforce reporting, analytics and insights

- Deliver complex workforce reporting and analysis on strategic workforce objectives, trends, demographics and performance for senior leadership. Ensure outputs are accurate, logically structured and aligned to business needs.
- Deliver SES workforce reporting, meet Australian Public Service Commission requirements, prepare organisational charts, and respond to ad hoc data requests, while progressing the SES profile project to improve senior workforce insights.
- Lead the coordination of major reporting and input into parliamentary processes (including Annual Report, Agency Survey, Corporate Plan, Senate Estimate briefings and Questions on Notice), ensuring data is integrated, aligned and delivered on time.
- Use data and analysis to develop clear, well structured narratives for decision makers. Select appropriate levels of detail and limiting unnecessary jargon. Progress work with minimal reliance on additional supervision or rework.

Program and stakeholder management

- Support program management and analysis for staff surveys, including the APS Employee Census. Deliver to agreed timeframes through effective planning, managing competing priorities and milestone management.
- Build and maintain productive relationships with stakeholders across the branch and department. Anticipate needs, provide timely and professional advice, and keep stakeholders informed.
- Maintain clear audit trails.
- Progress delegated tasks through to completion and deadline. Seek feedback to ensure outputs meet expectations.

Duties

Key skills and competencies

Technical

- Experience contributing to workforce analytics, reporting and/or strategic workforce planning activities, including complex reporting for senior leaders.

- Strong analytical and critical thinking skills. Research and interpret information, identify issues, assess risks and draw sound conclusions.
- High attention to detail and strong process discipline.
- Strong planning and prioritisation skills. Set clear plans and timeframes, monitor progress, and escalate or adjust priorities as demands change.
- Ability to understand delegated tasks and translate them into clear next steps. Progress work with a high level of autonomy while delivering to agreed scope, timeframes and quality standards.
- Strong written communication skills. Prepare clear, concise and well structured briefs and communications tailored to the audience.

Personal

- Demonstrates accountability and self management. Takes responsibility for timely and delivery and follows through on commitments.
- Model integrity and professionalism in line with APS Values and Code of Conduct.
- Build productive working relationships. Listens actively, shares information appropriately and contributes as an effective team member.
- Operate effectively in ambiguity and change. Applies judgement to progress work and supporting adaptation through clear communication.
- Demonstrate a commitment to learning and contributes to a collaborative team environment. Reflects on performance, seeks feedback and continuously improves capability and ways of working.

Desirable Skills / Experience

Experience working with Human Resource Management Information Systems highly desirable, particularly Aurion.

Eligibility

Under Section 22(8) of the Public Service Act 1999, employees of the Treasury are required to be Australian Citizens.

Successful candidates will be required to obtain and maintain, at a minimum, a Baseline security clearance, and will be subject to pre-employment screening checks.

Some positions may require a higher level of clearance, as specified in the position description.

Notes

This recruitment process is being used to fill an ongoing position. A merit pool may be established to fill future ongoing or non-ongoing positions, should they become available within 18 months from the date advertised.

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

where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of the Treasury

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

To Apply

Position Contact	Kirsten Samios, 02 6263 4387
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0772022

Department of the Treasury

Closing Date:Thursday 03 September 2026

Corporate Division
Information Services Branch

Job Title	APS6, Insider Threat Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$105,260 - $127,521
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	APS Level 6
Position Number	22-2026
Agency Website	www.treasury.gov.au

Job Description

https://treasury.gov.au/the-department/recruitment-and-careers

The Information Services Branch is seeking an APS6 Insider Threat Analyst to support the delivery and ongoing maturity of Treasury’s Insider Threat Program (InTP).

About the role

The role applies a risk-based approach to identify, assess and manage insider threat risks in alignment with the Protective Security Policy Framework (PSPF) and whole-of-government requirements.

Key Responsibilities:

- Support the implementation and continuous improvement of Treasury’s Insider Threat Program.
- Undertake triage, risk assessments and analysis of insider threat referrals, providing advice in line with policy and legislative requirements.
- Conduct monitoring and analysis activities to identify and assess potential insider threats.
- Support case management processes and governance forums, including preparing documentation and implementing agreed actions.

- Liaise with internal and external stakeholders to support coordinated and timely threat response activities.
- Contribute to reporting, briefings and submissions, including for PSPF compliance and ONI audit requirements.
- Develop insights from insider threat and security data to support continuous improvement activities.
- Ensure sensitive information is managed in accordance with legislative, policy and ethical requirements.

Duties

Desirable Skills / Experience

- Strong analytical and judgement skills, with the ability to interpret complex information and assess risk.
- Experience in investigations, intelligence, security or compliance environments.
- Sound knowledge of Commonwealth security policy and legislation, including the PSPF.
- Developed communication skills, including the ability to influence senior stakeholders and provide clear, concise advice.
- Strong organisational skills, with the ability to manage competing priorities and deliver outcomes.
- The ability to build trusted relationships and work collaboratively across teams and stakeholders.
- Understanding of insider threat principles and security risk management practices.
- Relevant qualifications in investigations or insider threat management are desirable.

Eligibility:

A **Top Secret Positive Vetting or Top Secret-Privileged Access** security clearance is required.

Eligibility

Under Section 22(8) of the Public Service Act 1999, employees of the Treasury are required to be Australian Citizens.

Successful candidates will be required to obtain and maintain, at a minimum, a Positive Vetting security clearance, and will be subject to pre-employment screening checks.

Some positions may require a higher level of clearance, as specified in the position description.

Notes

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To Apply

Position Contact	Lauren Heywood, 02 6263 3946
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0771830

Director of Public Prosecutions

Closing Date:Wednesday 02 September 2026

Enabling Services
People

Job Title	HR Coordinator (Policy)
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements may be considered on a case-by case-basis.
Classification	APS Level 5
Position Number	26_64
Agency Website	

Job Description

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

Are you looking for a development opportunity, a new challenge or to broaden your professional skills?

The Office of the Director of Public Prosecutions (Cth) (**CDPP**) is looking for an experienced, motivated and detail-oriented **APS5 Human Resources (HR) Coordinator** in their Industrial Relations team, within People Branch, for the non-ongoing contract for a 12 month period. In this role, you will:

- support the delivery of the CDPP's enterprise bargaining project; and
- aid in the coordination of the project by engaging with a broad range of internal and external stakeholders to deliver documentation in required timelines.

This role is critical in the development of the CDPP's new Enterprise Agreement, including policies associated with its implementation. The role will also provide high-level secretariat support to the CDPP's National Consultative Committee and exposure to a broad range of HR matters and an opportunity to understand how policy is developed, reviewed and applied in practice.

Duties

In addition to meeting the Integrated Leadership System profile of the APS 5 level, primary outcomes and accountabilities will involve:

- Supporting the Assistant Manager in the development of the CDPP's new Enterprise Agreement;
- Undertaking research, analysis and reviews of complex HR policy and WR issues and legislation, identifying emerging issues;
- Building and maintain effective working relationships with internal and external stakeholders, including the Community and Public Service Union (**CPSU**) and agency Delegates;
- Engaging in consultation and negotiation processes while balancing competing interests and priorities;
- Identifying and developing solutions which support sound policy decisions and approaches;
- Exercising initiative and acting with integrity to deliver results;
- Coordinating and managing correspondence, including monitoring emails, preparing responses to routine and less complex enquiries;
- Drafting, proofreading, editing, and collating corporate documents; utilising CDPP systems for record-keeping and clearance processes;
- Contributing to the preparation of reports, briefs and correspondence to inform or respond to Agency and/or Government requests; and
- Providing secretariat support to the CDPP's National Consultative Committee.

Eligibility

- The ability to obtain/maintain satisfactory National Police Check and **AGSVA Baseline** security clearance
- **Australian Citizenship**

Notes

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements with additional paid time off during the Christmas close-down period;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- flexible working arrangements that promote work-life balance;
- a $295 annual wellbeing allowance; and
- free and confidential 24/7 counselling through our Employee Assistance Program (**EAP**), available for staff and their family members.

*Please refer to Candidate Information Pack for details.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Director of Public Prosecutions

To Apply

Position Contact	Matthew Svatos, 02 6206 5603
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0771833

Director of Public Prosecutions

Closing Date:Wednesday 02 September 2026

Enabling Services
Governance, Planning and Communication

Job Title	Assistant Manager, Governance and Secretariat
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$121,755 - $132,713
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 work arrangements including work from home arrangements may be considered on a case-by case-basis.
Classification	Executive Level 1
Position Number	26_57
Agency Website	

Job Description

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

This is an opportunity to play an important role in supporting good decision-making, strong governance and effective oversight across the Office of the Director of Public Prosecutions (Cth) (**CDPP**). You will work closely with CDPP's senior executives and a broad range of stakeholders, providing advice and bringing together the information, people and processes needed to support sound outcomes.

The work is varied and will require sound judgement, initiative and the confidence to raise issues, provide constructive advice and help find a way forward.

What will you bring?

You will bring a strong understanding of governance and an ability to work confidently with senior stakeholders. You will be comfortable dealing with sensitive or complex matters and able to make sense of information, identify what matters and provide clear advice.

Our ideal candidate

We are looking for someone who:

- brings specialist knowledge and experience in governance, planning and performance related activities and frameworks preferably in a public sector environment;
- builds constructive relationships and works well with different perspectives;
- communicates clearly and can adapt their approach to the audience;
- uses sound judgement and is comfortable providing frank and balanced advice;
- thinks ahead and considers the broader impact of decisions;
- takes ownership of their work and follows through on commitments;
- can work calmly when priorities change or timeframes are tight;
- looks for practical ways to improve processes and outcomes; and
- brings a collaborative approach and supports others to succeed.

Why join us?

This is an opportunity to work on matters that have strategic alignment to the CDPP's priorities and future direction.

You will work alongside senior leadership who value good advice, collaboration and getting things done. The role provides exposure to and the opportunity to contribute to work that is broader than your immediate team.

We are continuing to improve the way we work, which means there is scope to bring new ideas, challenge established approaches and make practical improvements. You will have the support to develop your capability while being trusted to take ownership of your work.

If you enjoy working with people, solving problems and making a practical contribution through good governance, we would like to hear from you.

Duties

In addition to meeting the Integrated Leadership System profile of the Executive Level 1 primary outcomes and accountabilities will involve:

- Counseling in relation to the *Public Governance, Performance and Accountability Act 2013* and associated Rule, Commonwealth Performance Framework;
- Managing the CDPP's Governance Frameworks, related policies, key documentation (such as calendars, terms of reference and registers) and board management systems;
- Providing professional secretariat services, coordination and support to key governance committees, including the Executive Committee and Information Governance Committee;

- Developing, delivering and quality assuring reports for key stakeholders including the Executive Committee;
- Providing operational support and specialist advice on all aspects related to areas of responsibility in accordance with relevant legislation, policy and procedures;
- Undertaking complex problem solving and providing issues management for internal and external stakeholders;
- Contributing to and supporting the development and improvement of strategies, systems, procedures, policies and/or practices addressing future agency and stakeholder needs;
- Supporting the broader Governance, Performance and Planning Team to deliver parliamentary related functions (including Senate Estimates and Questions on Notice), Corporate Plan, Annual Report, and performance reporting; and
- Working collaboratively with the Branch leadership team to deliver on broader objectives.

Eligibility

- The ability to obtain/maintain satisfactory National Police Check and **AGSVA Baseline** security clearance
- **Australian Citizenship**

Notes

Experience & Qualifications:

- Specialist knowledge and experience in governance, planning and performance related activities and frameworks;
- Experience, preferably in a public sector environment, across most of the areas covered by the position, with the demonstrated ability to quickly acquire knowledge for the remaining areas; and
- Relevant tertiary and/or other qualifications desirable.

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- a $295 annual wellbeing allowance;
- free and confidential 24/7 counselling through our Employee Assistance Program (**EAP**), available for staff and their family members; and
- flexible working arrangements considered in accordance with our Enterprise Agreement and the operational needs of the role.

**Please refer to the Candidate Information Pack for details.*

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Director of Public Prosecutions

To Apply

Position Contact	Georgia Hansen, (03) 9605 4363
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0771834

Director of Public Prosecutions

Closing Date:Wednesday 02 September 2026

Enabling Services
Governance, Planning and Communication

Job Title	Assistant Manager, Projects and Change
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$121,755 - $132,713
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 work arrangements including work from home arrangements may be considered on a case-by case-basis.
Classification	Executive Level 1
Position Number	26_60
Agency Website	

Job Description

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

Are you a driven changemaker with expertise in leading projects from vision to completion?

The Office of the Director of Public Prosecutions (Cth) (**CDPP**) is seeking an experienced **Assistant Manager, Projects and Change** who is outcomes-focused and skilled at building and maintaining strong stakeholder relationships. The role is responsible for leading the planning, delivery and adoption of strategic projects and initiatives for the CDPP.

What will you bring?

You will bring strategic thinking, strong project management capability and a proven track record of managing projects across the project lifecycle. You will have experience driving organisational change and demonstrate resilience and professionalism in a complex environment.

Our ideal candidate

We are looking for someone who:

- can translate strategy into action and deliver tangible outcomes;
- has strong project and change management skills to support effective project delivery;
- builds strong stakeholder relationships and communicates project scope, objectives and outcomes clearly; and
- models APS Values, demonstrates resilience, and provides impartial, forthright advice when challenged.

Why join us?

This is an opportunity to work on matters that have strategic alignment to the CDPP's priorities and future direction.

The CDPP offers a unique opportunity to work with high calibre team and allows you to support critical national criminal justice operations, drive digital and business transformations, and shape continuous improvement frameworks within an independent Australian Government. The CDPP uphold the rule of law and protect the Australian community. Employees benefit from meaningful public service, professional development, and strong workplace flexibility.

Duties

In addition to meeting the Integrated Leadership System profile of the Executive Level 1, primary outcomes and accountabilities will involve:

- Delivering projects and initiatives, supporting successful implementation and ensuring outcomes and benefits are achieved;
- Developing and maintain project management documentation including plans, schedules, risk registers and governance arrangements, aligned with CDPP frameworks and standards;
- Coordinating project and change activities to support successful delivery and change adoption;
- Contributing directly to project activities and tasks where appropriate and required;
- Leading change management activities including impact assessments, stakeholder engagement, communication, business readiness, training and adoption strategies to support successful implementation of organisational change;
- Facilitating meetings and consultations with project teams and stakeholders to capture input, build shared understanding, and achieve consensus on project direction;
- Monitoring and report on project performance and change adoption, identifying lessons learned and recommending opportunities for improvement;
- Providing timely, strategic advice to senior leaders on project direction, risks, issues, governance, and resource management;
- Contributing to a high-performing and inclusive workplace culture through collaboration and knowledge sharing; and
- Contributing to the ongoing improvement of project and change management frameworks and practices within the PMO and across the CDPP.

Eligibility

- The ability to obtain/maintain satisfactory National Police Check and **AGSVA Baseline** security clearance
- **Australian Citizenship**

Notes

Qualifications:

- Relevant qualifications in project management, change management or related fields (e.g. PRINCE2, MSP, Agile, Prosci, P3O, PMBOK, IIBA, BABOK, ADKAR, Lean, etc).

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- a $295 annual wellbeing allowance;
- free and confidential 24/7 counselling through our Employee Assistance Program (**EAP**), available for staff and their family members; and
- flexible working arrangements considered in accordance with our Enterprise Agreement and the operational needs of the role.

Please refer to the Candidate Information Pack for details.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Director of Public Prosecutions

To Apply

Position Contact	Mikaela Giri, 02 6206 5635
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS33 Weekly Gazette Thursday (Vacancy Notices) - 20 August 2026.pdf
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Vacancy VN-0771835

Director of Public Prosecutions

Closing Date:Wednesday 02 September 2026

Enabling Services
Governance, Planning and Communication

Job Title	Assistant Manager, Audit, Risk and Integrity (Integrity lead)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$121,755 - $132,713
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 work arrangements including work from home arrangements may be considered on a case-by case-basis.
Classification	Executive Level 1
Position Number	26_61
Agency Website	

Job Description

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

The Office of the Director of Public Prosecutions (Cth) (**CDPP**) is seeking an **Assistant Manager Audit, Risk and Integrity (Integrity lead)** to support the delivery of our audit, risk and assurance programs and lead the delivery of integrity initiatives across the agency.

Working as part of a small team, you will have the opportunity to work on meaningful, high-profile issues, gain broad exposure across the agency and contribute to a strong culture of integrity, accountability and continuous improvement across the CDPP.

What will you bring?

You will have experience in the delivery of internal audit, risk management, integrity and assurance functions, preferably in a public sector environment, with a solid understanding of relevant legislative frameworks, and will bring:

- Sound judgement and strong analytical skills with the ability to assess complex issues, weigh risks and make well-reasoned recommendations;
- Integrity and discretion in everything you do, demonstrating an understanding of the importance of confidentiality, impartially and ethical decision-making;

- Experience in providing specialist advice on organisational integrity matters such as fraud and corruption control, public interest disclosure and conflict of interest;
- Excellent communication skills and the ability to explain complex issues clearly to different audiences, including senior executives;
- An ability to build and maintain productive stakeholder relationships and work collaboratively in pursuit of agency outcomes; and
- A continuous-improvement mindset, supporting colleagues, sharing your knowledge and contributing to a high-performing team.

Why join us?

This is an opportunity to work on matters that have strategic alignment to the CDPP's priorities and future direction.

The CDPP offers a unique opportunity to work with high calibre team and allows you to support critical national criminal justice operations, drive digital and business transformations, and shape continuous improvement frameworks within an independent Australian Government. The CDPP uphold the rule of law and protect the Australian community. Employees benefit from meaningful public service, professional development, and strong workplace flexibility.

Duties

In addition to meeting the Integrated Leadership System profile of the Executive Level 1, primary outcomes and accountabilities will involve be:

- Providing operational support and specialist advice on all aspects related to areas of responsibility in accordance with relevant legislation, frameworks, policies and procedures;
- Managing the application of the CDPP Fraud and Corruption Control Plan and supporting artefacts, including the Fraud and Corruption Control Risk Register;
- Developing the CDPP Integrity Framework and contributing to the delivery of the Integrity Action Plan;
- Overseeing the administration and embedding of key integrity policies including the CDPP Conflict of Interest Policy and Public Interest Disclosure procedures;
- Contributing to the management of internal audit and risk management functions;
- Conducting reviews and driving the continuous improvement of integrity, risk, and internal audit artefacts, including policies, frameworks, control plans, guidance and other educational resources;
- Coordinating the CDPP's legislative attestation process and other assurance activities;
- Providing committee coordination and support, including the development and delivery of high-quality reports to the Audit and Risk Committee, Executive Committee, and Integrity and Security Committee;
- Supporting the Privacy Officer with administration of the CDPP Privacy Policy;
- Undertaking complex problem solving and providing issues management for internal and external stakeholders; and
- Working collaboratively with the Branch leadership team to deliver on broader objectives.

Eligibility

- The ability to obtain/maintain satisfactory National Police Check and **AGSVA Baseline** security clearance
- **Australian Citizenship**

Notes

Qualifications and Experience:

- Specialist knowledge and experience in fraud and corruption control, conflict of interest and public interest disclosure policy;
- Experience, preferably in a public sector environment, across most areas covered by the position, with the demonstrated ability to quickly acquire knowledge for the remaining areas; and
- Relevant tertiary and/or other qualifications desirable.

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- a $295 annual wellbeing allowance;
- free and confidential 24/7 counselling through our Employee Assistance Program (**EAP**), available for staff and their family members; and
- flexible working arrangements considered in accordance with our Enterprise Agreement and the operational needs of the role.

Please refer to the Candidate Information Pack for details.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Director of Public Prosecutions

To Apply

Position Contact	Georgia Hansen, (03) 9605 4363
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0771789

Federal Circuit and Family Court of Australia

Closing Date:Sunday 30 August 2026

Federal Circuit and Family Court of Australia (FCFCOA Div 2)
Court Children's Service

Job Title	Triage Counsellor (social worker or psychologist or counsellor)
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid / Flexible working arrangements may be considered in line with operational requirements.
Classification	APS Level 6
Position Number	0549-08-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=F9DA6F43-D594-2E39-3DE7-ED34990066C4

Jurisdiction: Federal Circuit Court and Family Court of Australia

Section: Court Children's Service

Classification: Australian Public Service Level 6 (APS 6)

Job Type: Non-ongoing, Full-time

Locations: Brisbane Registry

Salary: Total package: $115,092 to $128,903 per annum including 15.4% superannuation (Base salary of $99,734 to $111,701 per annum plus 15.4% superannuation)

What is a Triage Counsellor?

Triage Counsellors are qualified social science professionals, who have clinical experience working with children and families, including in child protection, family support, family and domestic violence.

Triage Counsellors assist parties in family law matters by conducting confidential risk assessment to assist in identification of appropriate support services, safety planning and case management. This help is targeted towards families who are at high risk as a result of family violence, mental health, drug and alcohol misuse, and child abuse and neglect.

Triage Counsellors have a statutory appointment to the role of ‘family counsellor’ (Section 281(1) of the Federal Circuit and Family Court of Australia Act 2021), to provide family counselling as defined under Section 10 of the Family Law Act 1975 (Cth) (FLA).

Duties

What does a Triage Counsellor do?

Triage Counsellors undertake a range of activities within the provisions of the FLA including:

- Reviewing responses to the Court’s Risk Screening Tool (Family DOORS Triage)
- Conducting reviews of filed material to further inform risk screening and risk assessment
- Conducting video interviews with identified parties, in order to further formulate risk assessment and analysis, including identifying protective and supportive factors
- Co-designing and developing safety and well-being plans with individuals, and where appropriate and necessary, undertaking direct referrals to identified agencies and services

Eligibility

Why become a Triage Counsellor?

This is an exciting opportunity to join the Federal Circuit and Family Court of Australia (FCFCOA) and be part of a number of world leading initiatives designed to ensure safe and effective outcomes for children and families.

The role of Triage Counsellor offers the rewarding opportunity to be part of Lighthouse, which is an innovative approach taken by the FCFCOA to screen for risk, with a primary focus on improving outcomes for families.

New Triage Counsellors are provided with a supportive and structured induction program. All Triage Counsellors are provided with ongoing professional development, access to an extensive literature library and regular professional supervision.

Other great reasons to become a Triage Counsellor

In addition to rewarding work and competitive remuneration, the Triage Counsellor position offers the following benefits:

- A 15.4% employer superannuation contribution rate
- Salary packaging options
- Paid leave days between Christmas and New year, and three days after new year, in addition to the standard annual leave entitlement (4wks for full time).
- Up to eighteen weeks of paid parental leave
- Access to Cultural and First Nations ceremonial and NAIDOC leave
- Access to study leave and other study assistance
- Flexible work arrangements, including opportunities for hybrid office/ home-based and part-time work
- Great working facilities
- Safe and secure working environment on court premises
- Access to a raft of project and higher duties opportunities
- Training by Australian and international experts
- Strong team cultures and regular team building activities

Mandatory qualifications and experience

- A recognised degree in a relevant social science area (e.g. social work, psychology, counselling, human services)
- A minimum three (3) years relevant clinical experience working with children and families, such as in child protection, family support, family and domestic violence
- A clearance for working with children as required within the relevant State/Territory scheme
- Want to learn more?

For more information, including the position description, contact information and instructions on how to apply please see the position’s listing on the agency’s website by clicking to button ***"Apply Now"***

Notes

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

Artificial Intelligence (AI) in recruitment

Candidates may use AI tools to assist with their participation in this recruitment process unless otherwise advised. Where AI tools are used, candidates are responsible for ensuring that all information submitted is transparent, accurate, and genuinely reflects their own skills, capabilities, and experience.

For more information, see: Principles for candidate use of AI in Recruitment

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Erylin Rees, 0436 613 263
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=F9DA6F43-D594-2E39-3DE7-ED3499006

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Vacancy VN-0771939

Federal Circuit and Family Court of Australia

Closing Date:Thursday 10 September 2026

Federal Circuit and Family Court of Australia
Court Children's Service

Job Title	Court Child Expert (Psychologist or Social Worker)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Newcastle NSW
Salary	$121,755 - $132,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid / Flexible working arrangements may be considered in line with operational requirements.
Classification	Executive Level 1
Position Number	0567-08-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description

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

Jurisdiction: Federal Circuit and Family Court of Australia

Section: Court Children's Service

Classification: Executive Level 1

Job Type: Ongoing, Non-ongoing, Full-time and part-time

Location: Newcastle, NSW

Salary: Total remuneration including superannuation: $140,505 – $153,150 per annum (Base Salary - $121,755 – $132,713 per annum plus 15.4% superannuation)

Make a Meaningful Difference in the Lives of Children – Become a Court Child Expert

Are you a dedicated social worker or psychologist with a commitment to the safety and wellbeing of children? Do you want your work to directly influence decisions that shape the future of children and families? If so, this is your opportunity to join a nationally respected team making a real impact.

What is a Court Child Expert?

Court Child Experts are experienced professionals who play a vital role in Australia's Federal family law system. Appointed under the Family Law Act 1975 (Cth), Court Child Experts provide critical social science expertise to assist families and the Courts in making decisions that are in the best interests of children.

This is more than just a job – it's a career with purpose.

Duties

Why Join Us?

As a **Court Child Expert,** you'll be at the forefront of family law innovation, working on world-leading initiatives to ensure safe and effective outcomes for families in crisis.

- Be the voice for children in complex family matters
- Influence real-life decisions that shape a child's future
- Be part of a collaborative, national team of experts
- Receive extensive professional support and development

From the moment you start, you'll be supported with a structured induction program, ongoing supervision, and access to national and international training.

What Will You Do?

As a Court Child Expert, your day-to-day work includes:

- Conducting family assessments, including interviews and observations with children
- Providing expert evidence to the Court via written reports
- Facilitating dispute resolution conferences to help families reach agreements

Eligibility

Mandatory qualifications and experience

- A recognised degree in social work and eligibility for membership of the Australian Association of Social Workers, or general registration as a psychologist with the Australian Health Practitioner Regulatory Agency
- Minimum five years' relevant clinical experience including in conducting assessments with children and families (note this experience must be subsequent to the acquisition of the relevant degree qualification)
- A clearance for working with children as required within the relevant State/Territory scheme

Join a Team That Puts Children First

This is your chance to be part of a court-based team where your professional skills will help shape safer, more stable futures for Australian children.

Make a real difference. Apply become a Court Child Expert today by clicking **"Apply Now"** button.

Please email National.CCS@fcfcoa.gov.au if you would like further information about the Court Child Expert position.

How to Apply

To apply, please complete the application form on the Court's careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any issues with applying, please email recruitment@fedcourt.gov.au

Notes

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

Artificial Intelligence (AI) in recruitment

Candidates may use AI tools to assist with their participation in this recruitment process unless otherwise advised. Where AI tools are used, candidates are responsible for ensuring that all information submitted is transparent, accurate, and genuinely reflects their own skills, capabilities, and experience.

For more information, see: Principles for candidate use of AI in Recruitment

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To Apply

Position Contact	National CCS team, via email
Agency Recruitment Site	https://www.fcfcoa.gov.au/careers

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Vacancy VN-0771863

Future Fund Management Agency

Closing Date:Wednesday 26 August 2026

Job Title	Senior Analyst, Performance & Analytics
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	3 days a week in office (Tuesdays and Wednesdays anchor days)
Classification	APS Level 5
Position Number	JR100359
Agency Website	www.futurefund.gov.au

Job Description

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

About Future Fund

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

The Future Fund is Australia's Sovereign Wealth Fund, managing over $340 billion across seven public asset funds with the same purpose: growing Australia's future. We are a global investor and work closely with world leading investment organisations to access the best investment ideas.

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

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

The Opportunity

We're excited to offer an opportunity for a technically strong and investment-focused professional to join our Performance & Analytics team as a Senior Analyst, Performance & Analytics.

This is a unique role for someone who combines deep investment performance expertise with strong technical, automation and AI capabilities. You'll play a key role in measuring and analysing investment performance across one of the world's most sophisticated institutional investment portfolios, helping investment teams better understand outcomes, drivers of return and portfolio decisions.

As the team continues to evolve from traditional reporting towards insight-led analytics and decision support, you'll help modernise the way performance and attribution information is delivered across the organisation. You'll use automation, advanced analytics and AI-enabled solutions to improve efficiency, enhance investment insights and build scalable analytical capabilities.

Working closely with investment teams, technology specialists, data partners and external providers, you'll solve complex analytical challenges, develop innovative solutions and contribute to the ongoing evolution of the Performance & Analytics operating model.

This is an opportunity to work at the intersection of investing, data, analytics and technology while helping shape the future of investment performance analysis.

What you'll be doing

- Deliver investment performance measurement, attribution analysis and reporting across a diverse, multi-asset portfolio.
- Translate complex performance outcomes into clear, actionable insights that support investment decision-making.
- Conduct ad hoc performance, attribution and portfolio analysis for investment teams and stakeholders.
- Develop and enhance reporting, analytics and attribution capabilities through automation and scalable analytical solutions.
- Review and improve processes, controls and workflows to increase efficiency, scalability and operational resilience.
- Partner with investment teams, Technology and data providers to understand business needs and deliver practical analytical solutions.
- Support oversight of external service providers and contribute to continuous improvement of the operating model.

- Apply AI, automation and advanced analytics techniques to improve reporting, controls, reconciliations and insight generation.
- Build reusable tools, scripts, analytical frameworks and workflows that improve team capability and efficiency.
- Prototype and rapidly deliver new analytical capabilities that provide immediate value while longer-term solutions are developed.
- Apply techniques such as scenario analysis, anomaly detection and what-if modelling to enhance investment insights.
- Maintain documentation, knowledge assets and controls that support operational resilience and effective knowledge sharing.
- Contribute to the team's ongoing transformation towards a more technology-enabled, insight-driven operating model.

Duties

About You

We're interested in hearing from people who are genuinely passionate about investments, analytics and technology, and who enjoy solving complex problems in a collaborative environment.

You may come from an investment performance, performance attribution, investment analytics, investment operations, risk analytics, portfolio analytics or financial data background and be excited by the opportunity to combine investment expertise with modern analytical and AI capabilities.

You'll likely bring:

- Experience in investment performance measurement, attribution, performance analytics and investment reporting.
- Strong understanding of investment markets, portfolio performance and return drivers across multiple asset classes.
- Strong technical capability in tools such as Python, SQL, Power BI or similar analytical technologies.
- Experience developing automated processes, data workflows or analytical solutions.
- Demonstrated ability to translate complex business challenges into scalable analytical and technology-enabled solutions.
- Strong analytical thinking and problem-solving capability.
- Experience applying AI tools, automation techniques or advanced analytics to improve efficiency, insight generation or scalability.
- Excellent communication skills and the ability to explain complex analytical concepts to a broad range of stakeholders.

- Experience working with investment data and analytics platforms such as FactSet, Pearl or similar systems.
- A continuous improvement mindset and a passion for learning new technologies and approaches.

Please note that the opportunity is open to Australian citizens only.

We Are For Everyone

At Future Fund, we are better for our differences. Every person, every skillset, every mindset is an asset. We want everyone to feel comfortable bringing their authentic selves to work. Which is why we're looking for future minds like yours. Your past experiences help us expand our collective knowledge, add value and create something better. When doing your job means Australia has more money to invest in renewables, education, healthcare and medical breakthroughs – there's a tangible impact to what we do. And we want you to be part of it.

Are you Futureminded? Learn more about us at our LinkedIn Life page.

The Future Fund acknowledges the Traditional Custodians of the lands and waters on which we live and work. We pay respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples as we work to create meaningful change for reconciliation.

Eligibility
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	Danny Burke, +61 456 717 057
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0771870

Future Fund Management Agency

Closing Date:Friday 28 August 2026

Job Title	Accounts and Payroll Officer
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	3 days a week in office (Tuesday and Wednesday anchor days)
Classification	APS Level 4
Position Number	JR100360
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

About Future Fund

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

The Future Fund is Australia's Sovereign Wealth Fund, managing over $340 billion across seven public asset funds with the same purpose: growing Australia’s future. We are a global investor and work closely with world leading investment organisations to access the best investment ideas.

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

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

The Opportunity

We're excited to offer an opportunity to join our Finance team as an Accounts & Payroll Officer on a 15 month fixed term contract.

In this role, you'll play an important part in ensuring the accurate and timely delivery of payroll and accounts payable services across the Agency. You'll be responsible for supporting end-to-end payroll administration, working closely with our outsourced payroll provider and partnering with People & Culture to deliver a seamless payroll experience for employees.

You'll also provide critical accounts payable support, helping manage invoice processing, payment runs, reconciliations and vendor enquiries. This is a varied role that combines payroll operations, financial administration, stakeholder engagement and continuous improvement in a collaborative and supportive environment.

This is a great opportunity for someone who enjoys working with numbers, processes and people, and takes pride in delivering high-quality outcomes while maintaining strong attention to detail.

What you'll be doing

- Manage the end-to-end processing of fortnightly payroll, ensuring employee payments are accurate and delivered on time.
- Liaise with the Agency's outsourced payroll provider to coordinate payroll processing and resolve payroll-related matters.

- Manage payroll transactions such as allowances, deductions, terminations and other payroll adjustments.
- Coordinate payroll onboarding and offboarding activities, working closely with the People & Culture team.
- Prepare payroll reconciliations, validation reports and variance analysis to ensure payroll accuracy and compliance.
- Monitor payroll compliance requirements, including taxation, superannuation and other legislative obligations.
- Support payroll reporting, analysis and preparation of information for leadership reporting and external requirements.
- Manage employee payroll enquiries and provide responsive, customer-focused support.
- Process supplier invoices and ensure payments are made accurately and within agreed timeframes.
- Prepare weekly and ad hoc payment runs and maintain accurate accounts payable records.
- Respond to vendor enquiries and manage the Accounts Payable inbox.
- Prepare journals, reconciliations and other financial administration activities.
- Maintain procedures, controls and documentation to support strong governance and operational effectiveness.
- Identify opportunities to improve payroll and finance processes and contribute to continuous improvement initiatives.

Eligibility

About You

We're interested in hearing from people who are organised, reliable and committed to delivering high-quality service to both internal and external stakeholders.

You may come from a payroll, accounts payable, finance administration or accounting support background and enjoy working in a role that combines process management, stakeholder engagement and problem solving.

You'll likely bring:

- Experience in payroll administration and processing.
- Experience in accounts payable, finance administration or a similar role.
- Strong attention to detail and the ability to manage work accurately in a high-volume environment.
- Sound understanding of payroll processes and compliance requirements.
- Strong organisational skills and the ability to manage competing priorities and deadlines.
- Experience working with finance, payroll or ERP systems.
- Proficiency in Microsoft Office applications, particularly Excel.
- Strong interpersonal and communication skills with the ability to build effective working relationships across the organisation.
- A customer-focused approach and commitment to delivering responsive and reliable service.
- A proactive mindset and willingness to take ownership of tasks and outcomes.
- Experience with Aurion and/or Workday would be highly regarded.

Qualifications

- Tertiary qualification in Business, Accounting or a related discipline, or relevant equivalent experience.
- Diploma-level qualifications in Business, Accounting or Finance will also be considered.

Please note that the opportunity is open to Australian citizens only.

The successful candidate will be required to obtain and maintain a Baseline Security Clearance.

We Are For Everyone

At Future Fund, we are better for our differences. Every person, every skillset, every mindset is an asset. We want everyone to feel comfortable bringing their authentic selves to work. Which is why we're looking for future minds like yours. Your past experiences help us expand our collective knowledge, add value and create something better. When doing your job means Australia has more money to invest in renewables, education, healthcare and medical breakthroughs – there's a tangible impact to what we do. And we want you to be part of it.

Are you Futureminded? Learn more about us at our LinkedIn Life page.

The Future Fund acknowledges the Traditional Custodians of the lands and waters on which we live and work. We pay respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples as we work to create meaningful change for reconciliation.

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	Danny Burke, +61 456 717 057
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0771955

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 30 August 2026

Marine Park Operations TUMRA

Job Title	Assistant Director TUMRA Program Strategy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Canberra ACT
Salary	$121,312 - $132,962
Future Merit Locations	Various locations - QLD, Townsville, Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	While the agency supports workplace flexibility, remote working is not available for this role.
Classification	Executive Level 1
Position Number	342
Agency Website	

Job Description

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

We are seeking a person with strong strategic policy, government engagement and program leadership skills to support the future direction of the Traditional Use of Marine Resources Agreement program. A key priority of this role is working across government to shape future policy settings, support Cabinet and Budget processes, and contribute to the development of New Policy Proposals and related government decision-making products.

The position requires demonstrated experience working with Commonwealth and state government agencies, central agencies, Traditional Owners, First Nations organisations and other key stakeholders to progress complex policy, funding and program reform. The ability to navigate government processes, develop strategic advice, coordinate input across jurisdictions and support clear decision-making will be critical to the role.

Knowledge of Cabinet processes, budget processes and new policy proposal development is highly desirable. Knowledge of Indigenous Protected Areas, Native Title, Prescribed Bodies Corporate, Registered Native Title Bodies Corporate, Traditional Owner governance arrangements and Sea Country management frameworks is also highly desirable.

This position sits within the TUMRA Section, which is responsible for Traditional Use of Marine Resources Agreements and Sea Country Values Mapping programs. The section works closely with Great Barrier Reef Traditional Owners and other First Nations peoples, including remote communities, corporations, Prescribed Bodies Corporate, Registered Native Title Bodies Corporate and organisations established to support First Nations people and businesses.

This Assistant Director position will provide strategic support and leadership to the TUMRA Section, with a focus on the future operating model, long-term investment pathway and policy reform agenda for the TUMRA program. The role will work closely with government partners and other stakeholders to identify opportunities for reform, strengthen alignment with broader First Nations, Reef, Native Title and Sea Country policy settings, and support the development of government advice on the future of the program.

The Assistant Director will also provide leadership and direction to a culturally inclusive, dynamic and innovative team, supporting transformational change across the program. The role will represent the section in strategic discussions, develop and maintain strong and sustainable partnerships, and support multi-jurisdictional Sea Country management arrangements that align with Traditional Owner aspirations, self-determination, cultural authority and cultural heritage protection.

The filling of this vacancy is intended to constitute an affirmative measure under subsection 8(1) of the Racial Discrimination Act 1975 and is only open only to Aboriginal and/or Torres Strait Islander applicants (further information is provided in the eligibility requirements section below).

What you'll bring

- You understand Aboriginal and Torres Strait Islander peoples’ spiritual, cultural and customary connection to Land and Sea Country, and can clearly articulate and apply principles of Cultural Authority, Traditional Lore, cultural governance and customs for managing Country.

- You understand the role of government in improving outcomes for First Nations peoples, including through Closing the Gap, broader First Nations policy reform, Native Title, Indigenous Protected Areas and Sea Country management frameworks.
- You have strong strategic policy capability and can work across government to support the future direction of the TUMRA program, including contributing to Cabinet, Budget and New Policy Proposal processes.
- You can develop high-quality strategic advice, briefing materials, policy options and decision-making products that support government consideration of complex First Nations, Reef, Native Title and Sea Country matters.
- You are strategic, resourceful and outcomes-focused. You can motivate and inspire others, work with limited direction, exercise sound judgement and apply logic, discretion and cultural awareness to complex and sensitive issues.
- You have exceptional written communication skills, well-developed analytical skills, strong attention to detail and routinely complete tasks on time and to a high standard, including under pressure and in time-sensitive government processes.
- You will represent the Reef Authority in internal and external forums, including with Commonwealth and state agencies, Traditional Owner partners, First Nations organisations and other stakeholders, and culturally negotiate sensitively on a range of complex matters.
- You are a natural problem solver with strong people, program, project, risk, financial and contract management skills, and are known for working collaboratively to deliver practical outcomes in complex operating environments.
- You will support strategic partnerships and whole-of-government engagement to strengthen the long-term sustainability, investment pathway and future operating model of the TUMRA program.
- You will be willing to travel frequently, often to remote locations. The nature of the work will require the incumbent to travel and work outside core hours,

Duties

- Provide high-quality strategic policy and program advice to the Director, Executive and senior stakeholders on the future direction of the TUMRA program, including; emerging risks, opportunities, policy settings, investment needs and alignment with broader Reef, First Nations, Native Title and Sea Country priorities.
- Lead and support the development of government decision-making products, including briefs, submissions, Cabinet and Budget materials, New Policy Proposal inputs, policy options, reports and other written advice to support future investment and reform of the TUMRA program.
- Work across Commonwealth and state government agencies, Traditional Owner partners and other stakeholders to support whole-of-government engagement, policy coordination and strategic partnerships relevant to Traditional Owner-led Sea Country management and Marine Park management.
- Develop and deliver priority strategic initiatives for the TUMRA Section, including annual planning, risk management, governance improvements, program reform activities, implementation planning and monitoring of key deliverables.
- Liaise, consult and negotiate respectfully and effectively with Aboriginal and Torres Strait Islander peoples, including Traditional Owner groups, Prescribed Bodies Corporate, Registered Native Title Bodies Corporate, Native Title Representative Bodies, Land Councils, delivery partners and government agencies on matters relevant to TUMRAs and Sea Country management.
- Support the design and delivery of policy, program and management solutions that strengthen the protection and conservation of the Reef while supporting Traditional Owner aspirations, cultural authority, self-determination and cultural heritage protection.

- Provide leadership and direction within the TUMRA Section, supporting a culturally safe, collaborative and high-performing team environment, and contributing to section priorities, cross-agency work and emerging issues as part of the broader leadership team.

Eligibility

You must hold and maintain a current unrestricted Queensland Drivers Licence (preferably with 4-wheel drive experience) or able to be able obtain one within a 6-month period.

The filling of this vacancy is intended to constitute an affirmative measure under subsection 8(1) of the Racial Discrimination Act 1975 and is only open only to Aboriginal and/or Torres Strait Islander applicants. This means applicants must:

a. be of Aboriginal and/or Torres Strait Islander descent; and

b. identify as Aboriginal and/or Torres Strait Islander; and

c. are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Applicants shortlisted for interview will need to provide evidence at interview to confirm eligibility under the above affirmative measure. Acceptable evidence includes:

1. a letter signed and executed by the Chairperson of an incorporated Aboriginal or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal or Torres Strait Islander person,
2. or a confirmation of Aboriginal or Torres Strait Islander descent form executed by an Aboriginal or Torres Strait Islander organisation.

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

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

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

Notes

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Niboddhri Ward, 0448 031 856
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0771766

Indigenous Land and Sea Corporation

Closing Date:Friday 21 August 2026

Western Division
Perth Program Delivery

Job Title	Business Development Manager
Job Type	Full-Time, Non-Ongoing
Location	Perth WA
Salary	-
Future Merit Locations	Perth
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	0000
Agency Website	

Job Description

https://www.ilsc.gov.au/our-opportunities/careers/business-development-manager

- Full-time, 12 Month non-ongoing contract role based in Perth
- Flexible Hybrid Work Environment / Opportunity to make a difference
- Not for Profit Salary Packaging

Are you ready for a rewarding role that contributes to the self-determination of First Nations peoples?

We have an exciting opportunity at The ILSC for a highly motivated, proactive and agile Business Development Manager to join our Program Delivery team.

Duties

Under the direction of the Western Division General Manager, in line with legislative and program

objectives and criteria, lead, identify, develop, and implement projects that deliver economic,

environmental, social, or cultural benefits to Indigenous Australians and build the Indigenous estate.

Specifically, the Business Development Manager will identify and lead a range of activities including:

- Acquisition of land and water related assets for granting to Indigenous organisations to support them achieving their aspirations.
- Development of land and water related management projects to support the aspirations of
- Indigenous land and sea holders and maximise the productivity of their assets.
- Prepare high quality/complex submissions, briefings, reports and other correspondence to facilitate information exchange, including the provision of advice.
- Creates a positive working environment that fosters, innovation and collaboration with internal and external stakeholders for the benefit of Indigenous people.
- Lead and ensure project groups are aware of their responsibilities and obligations under ILSC policies including risk management framework.

Eligibility

Formal qualifications in an appropriate discipline will be highly regarded.

Notes

At the ILSC we offer:

More than just a job. We offer you the opportunity to make a real, positive difference to the lives of First Nations peoples. When we return land and water Country to Indigenous ownership, or fund a new Indigenous enterprise or management project, we strengthen and deepen Indigenous connection to Country and advance progress towards self-determination.

Generous leave entitlements and work conditions, including:

- 15.4% superannuation on top of your salary
- Flexible hybrid work environment
- Not-For-Profit salary packaging
- Paid leave over the Christmas and New Year’s period
- Access to generous parental leave
- Training and development opportunities
- Generous Studies Assistance program

Health and wellbeing programs:

- Healthy Employment Scheme (HES) – An annual allowance towards your wellbeing
- Screen Based Equipment Scheme – Includes eye testing and an allowance towards spectacles
- Free Skin Checks

If you have a passion to drive change and want your work to align with your values to make a real difference, we invite you to apply now and start the conversation.

The preferred applicant will be engaged under the provisions of the ILSC Enterprise Agreement.

Applications are to include a current CV and covering letter (covering letter to be maximum 2 pages detailing how your skills and experience align with the position profile). Further information may be requested if you are selected for interview. You must be an Australian resident to apply for this role.

If you'd like to find out more, please contact **Darryl Millington – A/General Manager** Western Division on **08 9420 6308.**

For the position profile and to apply please visit the ILSC Careers page at:
https://www.ilsc.gov.au/careers/

Applications close 21 August 2026.

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities we support.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply

About the Indigenous Land and Sea Corporation

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

To Apply

Position Contact	Darryl Millington, 08 9420 6308
Agency Recruitment Site	https://www.ilsc.gov.au/our-opportunities/careers/business-development-

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Vacancy VN-0771403

Office of National Intelligence

Closing Date:Sunday 06 September 2026

Various
Various Various

Job Title	Executive Assistant to Agency Senior Leaders
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$107,275 - $121,732
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	-
Agency Website	

Job Description

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

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

You will provide high-quality executive support, coordination and assistance to a member of the ONI SES. The key duties of the role include

- Organising seniors' commitments by managing workflows, meetings, diaries and calendars to ensure priorities and deadlines are met

- Coordinating meetings, invitations, and visit logistics, including the preparation of relevant supporting materials
- Preparing various written communications, and managing documents and databases to ensure accurate, comprehensive and timely information
- Coordinating travel arrangements including bookings and expense acquittals
- Developing and maintaining strong working relationships with a range of key internal and external stakeholders to optimise outcomes for ONI and senior leaders;
- Contributing to a range of project and administrative work as required to support the delivery of ONI work priorities.

Duties

Our ideal candidate will have

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

Desirable attributes:

- Previous executive support experience will be highly regarded.

Eligibility

You must be an Australian citizen.

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

You must have a checkable background.

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

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

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

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

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

Notes

About the Office of National Intelligence

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0771934

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 31 August 2026

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

Job Title	Program Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Cairns QLD
Salary	$80,371 - $87,496
Future Merit Locations	Cairns
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 4
Position Number	2026/2259
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the Biosecurity Plant and Science Services Division and the department's goal.

We protect Australia's plant health to support trade, the economy and the environment. Our division provides scientific advice, diagnostics, biosecurity training and risk assessments. We enable safe plant imports, strengthen systems and engage stakeholders. Surveillance and response are conducted at national entry points and approved sites, including northern Australia. We work closely with communities and Indigenous rangers to manage biosecurity risks, including in the Torres Strait.

Our scientists are on the front line of biosecurity, leading early detection and response for pests, diseases and weeds at entry points and across northern Australia. We deliver diagnostics, inspections and training that help stop biosecurity threats before they spread. By working with stakeholders and sharing expertise, we strengthen Australia's ability to protect its agriculture, environment and communities.

Duties

This is where you play an important role.

The Indigenous Rangers and Business Management Section engages Indigenous Ranger organisations on a fee for service basis to undertake biosecurity surveillance activities, whilst building biosecurity capability and providing economic opportunities for First Nations communities

across northern Australia. You will support the fee for service contracts and the broader team by performing a range of financial and administrative functions.

Under direction, the duties of the role may include some or all of the following:

• Financial tasks including paying invoices, producing reports and supporting the preparation and monitoring of contracts with Indigenous organisations.

• Performing general administrative functions to a high standard and in a timely manner in accordance with procedures.

• Liaising effectively with internal and external stakeholders, including Indigenous ranger organisations and other suppliers, to achieve outcomes.

• Assisting with procurement initiatives and other projects from time to time.

• Producing accurate and timely correspondence and information

• Maintaining and monitoring databases and spreadsheets.

• Providing general administration support as directed.

Please note that the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

Who we are looking for

Knowledge and experience

• Previous experience working in an administration role that also included finance related duties.

• Experience using the Microsoft Office suite of software, in particular Excel.

Notes

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

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career

mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths 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 advertising agency.

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Louise Doyle, 0446 629 282
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General’s

Vacancy VN-0771591

Attorney-General's Department

Closing Date:Monday 14 September 2026

Job Title	General Members to the Administrative Review Tribunal
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Perth WA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Adelaide, Brisbane, Perth, Canberra, Darwin, Hobart, Melbourne, Sydney
Office Arrangement	On Site
Office Arrangement Details	Members are expected to work in their appointed registry.
Classification	Statutory Appointment
Position Number	0227/26_ART-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=7FC81E06-18F2-82B7-AFE1-ED223323B165

To obtain a copy of the Candidate Information Packs for these vacancies, please click on the ‘Apply Now’ button to the left of this advertisement.

Duties

The Australian Government is looking for enthusiastic and dedicated candidates to take up professionally rewarding roles as General Members of the Administrative Review Tribunal (ART). This is an exciting opportunity to be a part of the system of administrative review in Australia.

Applications are invited from suitably qualified persons who wish to be considered for appointment for up to five years on a salaried (full-time or part-time) or sessional basis.

This process is primarily seeking candidates with either experience in migration or protection matters, or with general administrative review skills that are adaptable to the migration and protection jurisdictional areas. Applicants with experience in the National Disability Insurance Scheme are also encouraged to apply.

Eligible candidates will be assessed as suitable for appointment by an independent assessment panel through a transparent and merit-based process, conducted in accordance with the *Administrative Review Tribunal Act 2024*, and supporting legislation.

Applicant information

The ART reviews decisions made under more than 400 Commonwealth Acts and instruments, including in the areas of migration, protection, the National Disability Insurance Scheme, child support, social security, taxation, freedom of information, veterans' and workers' compensation and intelligence and security. Positions may be available in all capital cities of the states and territories of Australia.

Information about the position and details on how to apply are available on the Attorney-General's Department website - https://www.ag.gov.au/about-us/careers/statutory-appointments

Applications close at **5:00pm AEST on 14 September 2026**.

Enquiries can be directed to ARTAppointments@ag.gov.au

Eligibility
Notes

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into four groups: • Australian Government Solicitor • Justice and Communities • Integrity and Security • 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.

To Apply

Position Contact	ART Appointments, (02) 6141 6111
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=7FC81E06-18F2-82B7-AFE1-ED22332

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Attorney-General's

Vacancy VN-0771926

Australian Federal Police

Closing Date:Thursday 31 December 2026

Job Title	ROI - Medical Officer - Office of Chief Medical Officer
Job Type	Part-Time;Casual, Non-Ongoing
Location	Canberra ACT, Perth WA
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	On Site and Flexible
Classification	Executive Level 1;Executive Level 2
Position Number	16132
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/16132/

The Australian Federal Police (AFP) was established in 1979 by the AFP Act and is the Australian Government's primary law enforcement agency. It is Australia's international law enforcement and policing representative and the chief source of advice to the Australian Government on policing issues. The AFP also provides community-policing services to the Australian Capital Territory (ACT) through a policing arrangement with the ACT Government. Information on AFP's activities can be found at www.afp.gov.au.

Duties

The Office of the Chief Medical Officer (OoCMO) responsibilities include:

- Protect and promote a healthy and resilient workforce through implementation of the Health and Wellbeing Strategy – Beyond 2024

- Support the health and wellbeing of our workforce by building systems and governance that are data-informed and evidence-based
- Undertake health threat analysis and operational health planning in support of domestic and global operations.

The Key objectives of the OoCMO are to:

- Provide evidence informed technical health advice to the OoCMO, SHIELD (direct health service delivery), AFP Commands and the organisation
- Enable AFP Commands to realise their full capability, by supporting the creation and maintenance of a healthy and resilient workforce
- Provide the organisation medical recommendations, based on health risk, to ensure potential AFP appointees, AFP Appointees and / or their dependants are fit to be employed or travel internationally for the purposes of AFP operational needs.
- The OoCMO sits parallel to the SHIELD program within the AFP’s People Command. The OoCMO and SHIELD work in partnership to provide organisational health services, clinical governance and health and wellbeing support to the AFP.

Position Purpose

Medical Officers are contracted to the AFP and operate under the technical authority of the Chief Medical Officer (CMO) and Deputy Chief Medical Officer (DCMO) to deliver high-quality clinical expertise, occupational health expertise, and strategic health leadership across OoCMO, SHIELD, and AFP Commands, both domestically and internationally.

Medical Officers assure that AFP appointees (sworn and unsworn members) can safely engage in all work-related activities with minimal risk to the organisation, to operational capability or to individual health and safety.

Medical Officers assess clinical information and provide health risk recommendations regarding fitness for work, fitness for participation in pre-employment and internal courses, and suitability for overseas deployment or travel. They provide clinical advice to the organisation and engage with managers and appointees about sickness, absence and rehabilitation or appointees both domestic and internationally.

Medical Officers will understand the AFP's inherent requirements, hazards and risks associated with the many roles and responsibilities of appointees. Medical Officers in AFP may assess injuries and function but do not provide clinical care to patients or prescribe. The AFP does not have a primary health care service or a deployable health capability.

Eligibility

Desirable Skills

Clinical Governance, Leadership and Capability Development

- Contribute to the development and implementation of clinical frameworks, governance systems, and policies supporting OoCMO, SHIELD, and AFP Commands.
- Provide clinical oversight, leadership, and guidance to multidisciplinary teams, including allied health professionals.
- Work collaboratively to establish, develop and continuously strengthen healthcare capability within OoCMO and SHIELD.
- Develop and maintain professional networks within AFP and with external health agencies and providers, acting as a key liaison point.

Operational Health Support and Advisory

- Provide timely and authoritative occupational health advice to AFP Commands and management to support operational decision-making, manage health risk, and optimise workforce capability.
- Be available, as reasonably practicable, to advise on health issues impacting operational readiness.
- Deliver expert advice on fitness for continued duty, ensuring safe and effective workforce participation.
- Occupational Health and Safety (OHS) Advice Provide advice relating to workplace hazards including:
- Infectious materials
- Animal handling
- Radiation exposure
- Respiratory agents
- Noise-induced hearing loss
- Musculoskeletal injuries
- Asbestos exposure
- Ensure AFP compliance with OHS legislative requirements and relevant occupational health regulations.
- Assist in the design and delivery of practical occupational health and safety risk treatments to enhance workplace safety and wellbeing.
- Support Return to Work programs for appointees returning from injury or illness.

Medical Service Delivery

- Deliver preventative healthcare, clinical assessment, triage, diagnosis, and care planning for AFP appointees.
- Conduct role-specific physical examinations to enable early intervention for injury and chronic conditions.
- Support recruitment medicals and workforce health monitoring.

Desirable Skills (cont)

Medical Assessments and Clearances

- Undertake or oversee medical assessments and clearances as directed by the DCMO, including:
- Overseas deployment clearances in line with Comcover requirements
- Clearance for Operational Safety Assessment (OSA) training and certification
- Ensure personnel meet medical fitness and operational safety standards required for duty.
- Assess Change of Health Notifications and provide clinical expertise.

Health, Wellbeing and Prevention Programs

- Contribute to the review of policies, procedures, guidelines and health information resources to ensure relevance and effectiveness.
- Support the delivery of a comprehensive occupational health and wellbeing plan, including preventative and remedial programs across the AFP.
- Work with stakeholders to ensure coordinated delivery of diverse health and wellbeing services across the organisation.

Health Promotion, Culture and Communication

- Support a positive culture of health and wellbeing across the AFP through targeted health promotion initiatives and campaigns.
- Contribute to positioning the AFP as an employer of choice, demonstrating commitment to workforce wellbeing, ethical practice, and social responsibility.
- Provide health briefings and guidance to AFP appointees and their families, including preparation for overseas deployments.

Program Delivery and Operational Support

- Support the implementation and ongoing delivery of OoCMO and SHIELD programs and initiatives.
- Undertake additional duties consistent with organisational priorities and operational requirements.

Education/Qualifications - Required

- Bachelor of Medicine Bachelor of Surgery.

Education/Qualifications - Desirable

- Fellowship of the Royal Australian College of General Practitioners or the Australian College of Rural and Remote Medicine is desired however appropriate alternative qualifications may be considered. Other qualifications that are highly desirable include; speciality qualifications in Occupational and Environmental Medicine, Public Health, Travel Medicine, Sports Medicine.

- Experience in Occupational and Environmental Medicine.
- Experience in Travel Medicine.

Skills

- Evidence of experience, commitment to, and promotion of, organisational health and wellbeing programs.
- Willingness to engage in ongoing professional development in Occupational and Environmental Medicine or Health Systems management.
- Demonstrated ability to work in a multi-disciplinary team.
- Outstanding relationship management and consulting skills, including the ability to interact with, influence and negotiate with stakeholders both within and external to the AFP.
- Outstanding interpersonal and communication skills, with the ability to communicate effectively with a diverse population.
- The ability to work flexibly, allowing for peak work periods where additional hours may be required and periods where taking of leave may be restricted.

Notes

This is a Register of Interest only for potential Part Time/ Casual/ Contractor opportunities and not a merit based process. Applicants will not receive any feedback or outcome regarding their application. You may be contacted by the AFP should we wish to discuss any upcoming opportunities in regards to the medical officer role

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	John Martin, .
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/16132/

This notice is part of the electronic Public Service Gazette PS33 Weekly Gazette Thursday (Vacancy Notices) - 20 August 2026.pdf
Published by Australian Public Service Commission.

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Attorney-General's

Vacancy VN-0771968

Australian Federal Police

Closing Date:Thursday 17 September 2026

Job Title	ACT Policing - Constable Kenny Koala Handler (Casual)
Job Type	Casual, Ongoing
Location	Canberra ACT
Salary	$53 - $62
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	
Position Number	REQ16176
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/16176/

Did you know?

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

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

Duties

What is the role?

Become the Face Behind Canberra's Favourite Koala!

If you grew up in Canberra, you will more than likely know the name and face of Constable Kenny Koala! ACT Policing's famous crime fighting koala has become a household name over the years, helping generations of young people learn important life skills through fun, interactive safety education. For more than 50 years, the Constable Kenny Koala program has been delivering presentations across Canberra on the topics of road safety, protective behaviours, decision making, and cyber safety. Constable Kenny is a high-profile and trusted public figure, and ACT Policing is now looking for the right additions to the team to continue upholding the valuable reputation he has in the community.

Working alongside Constable Kenny is more than just holding a puppet — it's about bringing Constable Kenny to life, representing yourself as a trusted friend of both Constable Kenny and ACT Policing, and inspiring young people to make safe choices, build resilience, and develop positive relationships with police. Schools and early learning environments are at the heart of the program; a friend of Constable Kenny can expect to be spending their days delivering scheduled sessions to a variety of children aged 3-12 years. You will also have the opportunity to attend community events with Constable Kenny to continue promoting the work of police in the ACT and deepening community connections. All efforts are designed to build trust and confidence in ACT Policing, encourage vulnerable community members to report crime, and divert young people from unsafe behaviours.

Constable Kenny has an irreplaceable role to play as a conduit between police and the community – regardless of age, background, gender, or language, the role of a Constable Kenny handler is to allow others to see themselves reflected in those there to protect them, the police. This is a rare opportunity to be part of a program that has touched the lives of thousands of Canberra children and families.

If you're looking for a role where you can educate, inspire, connect and make a genuine impact, then Constable Kenny is ready for his next trusted partner.

You will also be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

Please note - this is a casual position, hours will be varied and on an ad-hoc basis.

What will you do?

As a Constable Kenny Koala handler, successful applicants can expect a dynamic work environment and impactful role responsibilities. Successful applicants will play a key role in maintaining the perception of Constable Kenny in the community and achieving shared program outcomes.

A friend of Constable Kenny will need to:

- have the ability and passion for engaging with children and promoting child safety.
- perform consistently in front of classrooms with the Constable Kenny puppet to deliver safety presentations and adopt the Kenny persona when engaging with children.
- operate the Constable Kenny puppet in a proficient and effective manner and ensure you meet the physical demands required to manipulate the puppet for up to six sessions per day.
- understand some children may have challenging behaviours and/or a distrust of police due to their personal circumstances or backgrounds.
- attend community events with Constable Kenny Koala.
- act as an ‘icebreaker’ for police with young people and community members who may be mistrusting towards or fearful of police.
- be able to adapt your communication style/approach to positively engage with children and members of the public with varying levels of ability.
- actively participate in communication and marketing activities to support the program such as media, social media, photography and videography activities.
- understand and abide by legislation regarding any disclosures children may make to Constable Kenny (you) – including disclosures of a criminal nature – and monitor the impact this may have own your own wellbeing, seeking appropriate support when required.
- build positive relationships with children and their teachers and/or carers which establish trust between ACT Policing and the Canberra community.
- work largely independently and possess good time management skills.
- commit to 1-2 regular shifts per week, with consideration also given to ad-hoc weekend work (where appropriate).
- establish and maintain puppet proficiency, taking advantage of training/upskilling/refresher opportunities offered.

Successful applicants may be required to work outside of normal business hours, including weekends. As such, you will be subject to the appropriate conditions detailed in the AFP Enterprise Agreement.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Ability to physically operate Constable Kenny Koala as a puppeteer.
- Ability to adapt communication style and program content to audiences.

Desirable Requirements

- Qualifications or experience in areas relevant to the role and responsibilities.

Notes

Additional Information

- This role is located in Canberra, Australian Capital Territory and applicants are expected to be based in Canberra.
- Internal AFP applicants are not eligible to apply for casual employment in addition to their substantive position.

Commitment to Diversity & Inclusion

Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces diversity and inclusion.

About the Australian Federal Police

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

To Apply

Position Contact	Sgt Brandon Thurgar, (email preferred)
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/16176/

Attorney-General's

Vacancy VN-0771938

Australian Human Rights Commission

Closing Date:Monday 31 August 2026

Strategic Communications
Strategic Communications Strategic Communications

Job Title	Communications Assistant
Job Type	Part-Time, Non-Ongoing
Location	Sydney NSW
Salary	$79,125 - $86,246
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	1247
Agency Website	

Job Description

https://ahrc.recruitmentplatform.com/details.html?jobId=409&jobTitle=Communications%20Assistant%E2%80%AF

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

The Strategic Communications Team works with internal and external stakeholders to positively influence debate about, and raise public awareness of, human rights in Australia in everything we do. Our goal is to educate, inform and uphold the Commission's reputation as a trusted and

respected institution.Weare responsible forthe Commission’s media liaison, websites, social media channels, electronic newsletters, events,publishingand brand identity. Across the team we have professionals with diverse experience including journalism, public relations, graphic design, web content strategy,marketingand events.

We are looking for someone who is highly organised, detail-oriented and motivated to provide administrative supportto delivery of communications activities across the Commission. This is an exciting opportunity for a communications professional who enjoys providing high-quality administrative support, supporting events, building positive stakeholder relationships and ensuring our web and intranet content is user-friendly and error free.

This part time (3 days a week), non ongoing position offers a competitive salary range of $79,125 - $86,246 per annum (pro rata) plus 15.4% superannuation.

This is a parental leave cover position up to January 2028.

We offer flexible, hybrid and remote work options.

Duties

What You’ll Do:

- Managing the team mailboxincluding assessing andwriting responsesto enquiries from thepublic orreferringfor actionasrequired.
- Procurementof suppliersfor the team,including gathering quotesand record keeping.
- Monthly credit card reconciliation.
- Managingcopyright requests.
- Organise travel and accommodation requests asrequired.
- Managingand distributing AHRCmerchandise andmarketing equipment
- Assistinwritingengaging communicationsforvarious channels includingEDM, social media, intranet, internalnewsletterand website content.
- Publishing news and events content on the intranet using SharePoint Online.
- Working with the Director to provide communication support to areas across the Commission.
- Provide event management support andlogisticscoordinationfor Commission events as required.
- Updating the Commission website asrequired.

Eligibility

What We’re Looking For:

- Tertiary qualifications in a relevant discipline e.g. communications, journalism, marketing or equivalent professional experience.
- Experience or familiarity with web content management systems systemse.g.Squiz DXP or Drupal.
- Experience in social media management platformse.g.Loomly, Hootsuite

- Experience in email marketing platformse.g.Mailchimp
- Experience with Adobe Creative Suite, Canva or other multimedia editing software.
- Good organisational and administrative skills including technology/computer skills and the ability to work with minimal supervision, to set priorities and to meet deadlines.
- Excellent writing skills and experienceinwriting engaging content for social media platformsand experience in the use of analytics to measure the effectiveness of social media activity.
- Ability to build and sustain positive relationshipswith team members, other teams,colleaguesand suppliers.
- Experience in event planning or event coordination.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you’re ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 5pm AEST 31 August 2026

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQA+ and people with disability.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS). An Agency Head may waive the requirement for citizenship prior to engaging an individual where it is appropriate to do so.

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please notethis position is advertised as Non-Ongoing to fill a parental leave cover position. The successful applicant would be employed for an initial period of up to January 2028, if extended the maximum period will be two years in total. The merit pool / list established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised

in the Public Service Gazette, may be used to fill future non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Tracey Young, Director - Strategic Communications via tracey.young@humanrights.gov.au

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

About the Australian Human Rights Commission

To Apply

Position Contact	Tracey Young, tracey.young@humanrights.gov.au
Agency Recruitment Site	https://ahrc.recruitmentplatform.com/details.html?jobId=409&jobTitle=Cor

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Attorney-General's

Vacancy VN-0771954

Australian Human Rights Commission

Closing Date:Wednesday 02 September 2026

Policy
Policy Policy

Job Title	Deputy Director, Policy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Sydney NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - ACT ACT, Various locations - WA WA, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS
Salary	$169,322 -
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid, Remote
Classification	Executive Level 2
Position Number	1435
Agency Website	

Job Description https://ahrc.recruitmentplatform.com/details.html?jobId=410&jobTitle=Deputy%20Director%2C%20Policy%20

The Australian Human Rights Commission (the Commission) is Australia’s national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

The Policy Division supports our President and seven statutory Commissioners (race, age, sex, disability discrimination; children; Aboriginal and Torres Strait Islander social justice and human rights) to promote awareness and understanding of human rights, conduct research and advocacy, make recommendations to government to fully implement Australia’s human rights obligationsand engage in United Nations human rights mechanisms.

We are looking for an experienced and strategic policy leader to join our team and provide the strategic and operational leadershipand coordinationacross the Policy Division to support the Commission's statutory functions, strategicprioritiesand organisationalobjectives.

This non ongoing / ongoing position offers a competitive EL2 base salary of $169,322 with an additional salary determination up to $25,000 depending on skills, expertise and experience plus 15.4% superannuation.

This is a full time position offered for an initial two year term. Part time arrangements may be considered for the right candidate.

We offer flexible, hybrid and remote work options.

Duties

What You’ll Do:

- Support the Senior Policy Executive (SPE) in the strategic leadership,managementand performance of the Policy Division.

- Contribute to the development, coordination,implementationand monitoringof divisional and organisational strategies,prioritiesandworkplans.
- Contribute to the delivery of high-quality policy, research and advocacy activities that support the Commission's statutory functions and strategic priorities.
- Provideauthoritative advice to the President, Commissioners,SPEand Senior Leadership Team on complex and sensitive policy issues.
- Oversee the development, coordinationand quality assurance of submissions, reports, consultation responses,correspondenceand other strategic policy products.
- Monitor emerging policy, legislative and regulatory developments andidentifyimplications,opportunitiesand risks for the Commission.
- Lead and managestaff on projects and certain roles as delegated, ensuring high performance,accountabilityand employee engagement.
- Oversee significant policy projects, strategicinitiativesand externally funded programs.
- Build andmaintainproductive relationships with Commissioners, government agencies, civil society organisations, academic institutions, businessstakeholdersand other partners.
- Work with the Senior Policy Executive tostrengthen consistency, collaboration and knowledge sharing across policy teams.

Eligibility

What We’re Looking For:

- Human Rights and Public Policy Expertise -Demonstratedexperience applying human rights principles, legal frameworks and public policyexpertiseto complex policy, research,advocacyor regulatory issues, including the provision of authoritative strategic advice to senior decision-makers.
- Understanding of Australia's international human rights obligations and the role of National Human Rights Institutions.
- Relevant tertiary qualifications in law, public policy, political science, human rights, socialsciencesor a related discipline.
- Experience leading complex projects,programsand organisational initiatives, including managing competing priorities,allocatingresources, managingriskand delivering outcomes in a dynamic environment.
- Strategicleadership in a complex environment, including translating organisational priorities into operational outcomes, leading change, and contributing to organisational planning,governanceand performance.
- Success leading and developing high-performing teams, fostering inclusive and collaborative workplace cultures, and implementing workforce planning and capability-building initiatives.
- Highly developed interpersonal, negotiation and relationship management skills, with the ability to build credibility, influence outcomes andestablishproductive partnerships across government, civil society,academiaand other stakeholder groups.
- Exceptional written and verbal communication skills, including the ability to prepare and quality-assure complex reports, submissions and briefing materials, exercise sound judgement, and make evidence-based decisions on sensitive and high-profile issues.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you’re ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 5pm 02 September 2026 AEST

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQA+ and people with disability.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS). An Agency Head may waive the requirement for citizenship prior to engaging an individual where it is appropriate to do so.

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please notethat this position is currently being filled on a non-ongoing basis. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of up to 2 years. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Darren Dick via darren.dick@humanrights.gov.au

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

About the Australian Human Rights Commission

To Apply

Position Contact	Darren Dick, darren.dick@humanrights.gov.au
Agency Recruitment Site	https://ahrc.recruitmentplatform.com/details.html?jobId=410&jobTitle=Dep

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Attorney-General's

Vacancy VN-0771995

Australian Human Rights Commission

Closing Date:Wednesday 02 September 2026

President's Office
President's Office President's Office

Job Title	Executive Assistant to the President
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW
Salary	$79,125 - $86,246
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	1034
Agency Website	

Job Description

https://ahrc.recruitmentplatform.com/details.html?jobId=411&jobTitle=Executive%20Assistant%20to%20the%20Pr

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

The President's Office supports the Commission's President in leading the Commission and coordinating the work of the 7 Commissioners (Aboriginal and Torres Strait Islander Social Justice, Age, Race, Sex, Disability, Children and Human Rights). The Office supports the President to promote understanding, acceptance and public discussion of human rights and to make

submissions to government and parliamentary inquiries on human rights issues. The Office supports the Commission's engagement with government, parliament, civil society, Australian communities and international bodies.

We are seeking a highly motivated, proactive, and professional Executive Assistant with extensive experience supporting senior executives. This role will provide exceptional executive and administrative support to our President, ensuring the smooth and efficient management of priorities, communications, and day to day operations of the President's office.

This full-time, ongoing position offers a competitive salary range of $79,125 - $86,246 per annum plus 15.4% superannuation. Part time, job share arrangements may be considered for the right candidate.

This position is based in Sydney and requires full time onsite attendance.

Duties

What You'll Do:

- Manage the President's diary.
- Coordinate and support internal and external meetings including bookings, room set up, meeting visitors, arranging catering and taking meeting minutes.
- Manage the President's travel arrangements including bookings and acquittal of travel expenses.
- Manage records relating to the President's Office and manage incoming/outgoing correspondence from the President's Office.
- Administer procurement activities, payment of invoices and acquittal of expenditure.
- Work collaboratively with other Executive Assistants to review, streamline and enhance administrative processes across the Commission.
- Prepare, send and receive correspondence and receive and triage phone calls and emails.
- Maintain administrative systems and processes to ensure consistency and quality in executive support services.
- Liaise with Commissioners and staff and external agencies to ensure good communication flows and prioritisation of issues requiring the President's action.
- Assist with logistics for major Commission meetings and events.
- Provide administrative support for projects and committees.

Eligibility

What We're Looking For:

- Experience in providing executive assistant support to senior executives, building and sustaining effective internal and external relationships.
- Excellent organisation and information technology skills.
- Understanding of government processes and awareness of contemporary human rights issues.
- Demonstrated professionalism, sound judgement, discretion and confidentiality, initiative, integrity, resilience and a commitment to continuous improvement.
- Excellent interpersonal and teamwork skills.

- Sound written communication skills, including the ability to write clearly and effectively for a wide range of audiences and in various styles.
- Excellent oral communication skills, including the ability to liaise confidently with politicians, senior officials, members of the legal profession and communicate sensitively and effectively with people from a range of backgrounds.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you’re ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 5pm AEDT 02 September 2026

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQA+ and people with disability.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS). An Agency Head may waive the requirement for citizenship prior to engaging an individual where it is appropriate to do so.

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please notethat this position will be filled an ongoing basis. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the Commission where the duties are of a similar nature.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme;

declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability.

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Merle Mendonca, Director P&C via merle.mendonca@humanrights.gov.au.

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

About the Australian Human Rights Commission

To Apply

Position Contact	Merle Mendonca, merle.mendonca@humanrights.gov.au
Agency Recruitment Site	https://ahrc.recruitmentplatform.com/details.html?jobId=411&jobTitle=Exe

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Attorney-General's

Vacancy VN-0771919

Australian Law Reform Commission

Closing Date:Monday 31 August 2026

Job Title	Director, Communications and Information
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$166,409 - $176,541
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location.
Classification	Executive Level 2
Position Number	0244/26_ALRC-EXT
Agency Website	https://www.alrc.gov.au/

Job Description

https://agcareers.nga.net.au/?jati=A9D868D2-7E9B-32EF-B0C4-ED3585AFA261

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

Duties

Our Opportunity

This is an exciting opportunity to shape and deliver the ALRC's internal and external communications and information management functions, as we develop and engage with broader and diverse audiences. Together with the executive, corporate and legal teams, the Director will be responsible for designing and implementing the ALRC's internal and external communications strategies, to strengthen and promote the ALRC's reputation as a centre of excellence for law reform.

The Director will be part of the leadership team and play a critical role in:

- Effectively communicating the work of the ALRC to stakeholders, government and the broader community, including through engaging with mainstream and emerging media, the ALRC website, social media channels, ALRC events, and the development of inquiry-specific communications products.
- Overseeing the delivery of key publications, including inquiry publications such as Discussion Papers and Final Reports, in addition to the ALRC's Annual Reports and Corporate Plans.
- Leading the delivery of strategic internal communications that foster a connected, informed and engaged workforce. The role will be responsible for the strategic management of the ALRC's internal communications platforms, including SharePoint.
- Strengthening and overseeing the ALRC's information governance, knowledge management and compliance frameworks.

Who are we looking for?

We are looking for people who are curious, collaborative and committed to excellence. Our people bring diverse perspectives and experiences, apply thoughtful and creative approaches to complex legal and policy issues, and contribute to an inclusive and respectful workplace. They demonstrate sound judgement, embrace continuous improvement, and work collaboratively to deliver high-quality outcomes that support the ALRC's law reform objectives.

Key responsibilities of the role:

- Provide high-level strategic advice to the Executive on communications, stakeholder engagement, media engagement, reputational risk and emerging issues.
- Lead the development and delivery of an integrated communications and engagement strategy that enhances the ALRC's profile, supports organisational objectives, and effectively engages internal and external stakeholders.
- Lead the ALRC's communication and engagement functions, including media relations, digital communications, publications, events, consultations, stakeholder engagement activities and public affairs initiatives.
- Develop, deliver and manage strategic internal communications channels that foster a connected, informed and engaged workforce, support organisational compliance and priorities, and strengthen a positive workplace culture through effective communication, information sharing and data management.
- Oversee the ALRC's digital presence, publications and communication channels, using audience insights and evaluation to continuously improve communication effectiveness and organisational impact.
- Work collaboratively across the organisation to translate complex legal and policy concepts into clear, accessible and engaging communication products for diverse audiences.

Selection Criteria:

1. Demonstrated experience developing and leading integrated communication and engagement strategies that support and strengthen organisational objectives and reputation, and effectively engage diverse internal and external audiences;
2. Proven ability to provide high-level strategic advice to senior executives on communications, stakeholder engagement, media management, reputational risk and emerging issues, exercising sound judgment in complex and sensitive environments;
3. Demonstrated ability to build and maintain productive relationships with government, media, legal, academic, community and other key stakeholders, and to lead engagement initiatives that achieve organisational outcomes;
4. Extensive experience leading media relations, digital communications, publications, events and public affairs activities, including the use of data, audience insights and evaluation to improve communication effectiveness and impact;
5. Experience developing and delivering strategic internal communications using Microsoft platforms, information governance and internal information management practises that support organisational priorities, compliance and employee engagement;
6. Exceptional written, verbal and interpersonal communication skills, including the ability to translate complex legal, policy or technical concepts into clear accessible and engaging content for diverse audiences; and

7. Demonstrated ability to lead high-performing teams, manage competing priorities and resources, foster innovation and collaboration, and deliver high-quality outcomes in a dynamic environment.

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.

Eligibility

Are you eligible to apply?

To be considered for employment at the ALRC applicants must be eligible to work in Australia.

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

Notes

How to apply

Applications are to be emailed to HR@alrc.gov.au. For further information about the role please contact:

Name: Maria Mckerrow, Manager People and Culture

Email: hr@alrc.gov.au

Application close at **11:30pm AEST on 31 August 2026.**

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

About the Australian Law Reform Commission

The Australian Law Reform Commission (ALRC) is an independent Australian Government agency that provides recommendations for law reform to Government on issues referred to it by the Attorney General of Australia.

To Apply

Position Contact	Maria Mckerrow, N/A
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=A9D868D2-7E9B-32EF-B0C4-ED3585

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Attorney-General's

Vacancy VN-0771896

Fair Work Commission

Closing Date:Sunday 30 August 2026

Client Services & Business Improvement team / Dispute Resolution Support team
Dispute Resolution and Support Services Branch

Job Title	Client Services Representative / Case Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Tasmania TAS, Canberra ACT, Perth WA, Adelaide SA, Brisbane QLD
Salary	$83,146 - $90,229
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, Adelaide, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	APS Level 4
Position Number	4328
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

https://fwc.bigredsky.com/page.php?pageID=106

This advertisement covers two roles within the Dispute Resolution & Support Services Branch (Branch), which is the Fair Work Commission's (the Commission) face of frontline service delivery.

Client Services Representatives work in the Client Services Team in the Dispute Resolution & Support Services Branch (Branch), which is the Fair Work Commission's (the Commission) face of frontline service delivery. The primary role of the Client Services Team is to provide frontline services to clients of the Commission. Client Service Representatives are on the phones every day providing information on all services the Commission offers to the Australian public through the Commission's Helpline. The role also involves processing Commission applications. Client Services Representatives may also assist with issues relating to building and facilities management, finance, human resources, Work Health & Safety (WHS) and our Information Technology (IT) teams.

Case Managers work in the Dispute Resolution & Support Services Branch (Branch), which is the Fair Work Commission's (the Commission) face of frontline service delivery. Case Managers are responsible for the early triage and management of individual rights-based disputes, including unfair dismissal, general protections dismissal, anti-bullying, sexual harassment, and right to disconnect applications. They perform effective and efficient case management services, including early intervention, to assist clients to prepare for dispute resolution processes before a Commission Member or staff Conciliator. Case Managers leverage their technical expertise to support clients to self-resolve their disputes where appropriate, including by identifying other applicable dispute resolution pathways. Engaging with members of the public over the phone is a large part of the role. Case Managers may also assist with issues relating to building and facilities management, finance, human resources, work health & safety (WHS) and Information Technology (IT).

Duties

Duties performed by Client Services Representatives

- Interact with clients to provide high-quality service via phone, in writing and in person.
- Identify client needs in the pre-lodgement phase and tailor information to confidently guide each client to the appropriate pathway, including referring to relevant online resources.
- Work individually and with team members to staff call queues and process high volume applications, to achieve performance expectations and deliver KPIs.

Duties performed by Case Managers

- Manage and triage applications in accordance with established procedures to identify appropriate case pathways and ensure that clients receive complete, timely and accurate information regarding their case.
- Communicate complex legislative requirements and procedural information with confidence and empathy, managing client expectations and connecting them with relevant support services and resources that can assist them to resolve disputes.
- Proactively manage a high-volume caseload to achieve performance expectations and deliver KPIs by using the Commission's case management system to:
    - serve applications, file and respond to client correspondence,

    - support the scheduling of proceedings, and
    - complete data entry with a high level of attention to detail to maintain accurate and compliant records.
- Conduct a mixture of inbound and outbound telephone work and staff the team's general call queue in collaboration with other case managers.

Duties performed by both Client Services Representatives and Case Managers

- Use the Commission's case management systems with a high level of attention to detail to maintain accurate and compliant records.
- Contribute to strategic solutions, problem solving and issues management for internal and external stakeholders in relation to client service delivery.
- Contribute to strategic solutions to optimise internal processes, and problem solve issues for internal and external stakeholders to achieve effective outcomes in Commission cases.
- Maintain a good working knowledge of the Fair Work Act 2009.
- Work collaboratively and flexibly in support of Branch objectives, including by performing other duties as directed.
- Uphold and promote an inclusive, healthy, and safe working environment, modelling and promoting ethical behaviour and practices consistent with the APS Code of Conduct and Values.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission’s web-based e-Recruitment system and include a statement of claim (maximum **800 words**) addressing the ‘ **Ideal Candidate**’ criteria, using one or two detailed examples to demonstrate your relevant skills and experience, together with a resume outlining your relevant employment history and the contact details of at least two recent referees.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions.

A merit pool of suitable applicants may be created from this process and will be active for 18 months from the date of this advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

Non-ongoing vacancies may be filled for maximum period of 2 years.

The Fair Work Commission has a broad range of functions relating to the workplace and seeks to discharge these functions in a way that best meets the needs of our community with a focus on access to justice. As an employer, the Commission values diverse views and backgrounds, including First Nations Australians, mature age workers, people from culturally and linguistically diverse backgrounds, carers, LGBTQIA+, people with disability and people who are neurodiverse. Our aim is to create a workforce that reflects the community in which we live. We also welcome conversations about working flexibly.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute resolution • Anti-bullying • Termination of employment • Registered Organisations. The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2024-2027.

To Apply

Position Contact	Sarah Martin, +61 8 8193 5534
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0771824

Federal Court of Australia

Closing Date:Wednesday 09 September 2026

Federal Court of Australia
Corporate Services

Job Title	IT Service Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	$88,834 - $96,829
Future Merit Locations	Brisbane
Office Arrangement	On Site
Office Arrangement Details	1 day per fortnight WFH can be discussed/arranged once probation period has been successfully completed.
Classification	APS Level 5
Position Number	0560-08-26
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=E09F5E15-ADBB-5117-9132-ED363A63722B

Position Overview

We are looking for a motivated and customer-focused IT Service Support Officer to join our national Information Technology (IT) team in early November. The successful applicants will provide high-quality Level 1 and Level 2 IT support to staff across the Courts and Tribunal, ensuring timely resolution of technical issues and a positive customer experience.

This role provides IT support to Judges, Registrars, Members and staff across the Federal Court of Australia, Federal Circuit and Family Court of Australia, and the National Native Title Tribunal.

As a member of the IT Service Desk, you will be the first point of contact for customers seeking assistance with technology-related issues and requests. Working within a collaborative and geographically dispersed team, you will provide support via telephone, email, remote access technologies and face-to-face interactions.

You will be responsible for logging, troubleshooting, resolving and escalating incidents and service requests while delivering exceptional customer service and maintaining high standards of professionalism.

This is an excellent opportunity for an IT professional who enjoys problem-solving, building strong customer relationships and working in a dynamic national support environment.

Duties

Deliver Exceptional ICT Support

- Provide high-quality technical support to internal and external customers.
- Deliver support via telephone, remote support tools, email and in-person assistance.
- Troubleshoot and resolve hardware, software and connectivity issues.
- Communicate technical information clearly and professionally to staff with varying levels of technical knowledge.
- Apply and promote IT policies, procedures and security requirements.

Incident and Service Request Management

- Record and manage incidents, service requests and problems using the IT Service Management (ITSM) platform.
- Monitor and manage individual workloads while contributing to team queue management.
- Resolve issues at first contact where possible and escalate when required.
- Create and maintain knowledge base articles and support documentation.
- Support customers operating in a Microsoft based environment, including Windows 11 and Microsoft 365.
- Perform user administration activities, including Active Directory account management, Microsoft 365 administration, Exchange mailbox management.
- Deploy and maintain approved hardware, software and Standard Operating Environment (SOE) builds.

Teamwork and Collaboration

- Work effectively within a geographically dispersed national Service Desk team.
- Collaborate with specialist IT teams to achieve service delivery objectives.
- Build positive relationships with registry staff and stakeholders across Australia.
- Contribute to continuous improvement initiatives, documentation and knowledge sharing.
- Assist with staff induction, education and ongoing training activities.

Eligibility

About You

You are a motivated and customer-focused IT professional who enjoys helping people and solving problems.

You possess strong technical troubleshooting skills, excellent communication abilities and a commitment to delivering outstanding customer service. You take ownership of issues, demonstrate initiative and remain calm and professional when managing competing priorities.

You will thrive in both independent and team-based environments and enjoy collaborating with colleagues across multiple locations.

Experience supporting legal, government or professional services environments will be highly regarded.

Skills and Experience

- A minimum of two years' experience in a Service Desk, Help Desk or IT Support role.
- Experience providing support via phone, email, instant messaging, remote access tools and onsite visits.
- Strong analytical and problem-solving capabilities.
- Experience supporting customers in both office and remote working environments.
- Sound understanding of IT service management principles and ITIL best practices.
- Awareness of IT security principles, policies and compliance requirements.
- Ability to prioritise workloads, manage competing demands and meet deadlines.
- Experience working effectively within a geographically dispersed team environment.

Selection Criteria

1. Demonstrated experience providing ICT support in a Service Desk, Help Desk or ICT Support environment, including support delivered remotely and onsite.
2. Demonstrated understanding of ITIL-based service management practices, ICT security principles and the effective use of ITSM platforms.
3. Proven analytical and problem-solving skills, including the ability to diagnose issues, identify workarounds and deliver effective technical solutions.
4. Demonstrated ability to work both independently and collaboratively within a geographically dispersed team while effectively managing competing priorities and deadlines.
5. Demonstrated experience supporting Microsoft technologies and end-user devices, including Windows 11, Active Directory, Microsoft 365 Administration, networking and VPN technologies, Microsoft Teams and Webex, video conferencing technologies, and end-user device deployment and support.

Notes

Artificial Intelligence (AI) in recruitment

Candidates may use AI tools to assist with their participation in this recruitment process unless otherwise advised. Where AI tools are used, candidates are responsible for ensuring that all information submitted is transparent, accurate, and genuinely reflects their own skills, capabilities, and experience.

For more information, see: Principles for candidate use of AI in Recruitment

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

Australian citizenship – the successful applicant must hold Australian citizenship;

Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the court of their employment;

Health clearance – the successful applicant may be required to complete a health declaration or attend a medical assessment to confirm their fitness for duty.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

How to Apply

To apply, please complete the application form on the Court's careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any issues with applying, please email recruitment@fedcourt.gov.au

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

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Raj Hirani, 07 3052 4044
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=E09F5E15-ADBB-5117-9132-ED363A637

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Attorney-General's

Vacancy VN-0771884

Federal Court of Australia

Closing Date:Friday 04 September 2026

Job Title	Chief Executive Officer and Principal Registrar
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Statutory Appointment
Position Number	Reference: 3627932
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://www.shk.com.au/job-details/chief-executive-officer-and-principal-registrar-in-senior-executive-jobs-1679346

- Federal Court of Australia and Federal Court of Australia (Listed Entity)
- Lead service delivery to Federal Courts and the National Native Title Tribunal
- Provide trusted advice to Chief Justice of the Federal Court of Australia

About the organisation

The Federal Court of Australia **(FCA)** is a contemporary national Court that is accessible, diverse and trusted. It is a superior court of record and a court of law and equity. The FCA sits in all capital cities and elsewhere in Australia from time to time. It also has responsibility for corporate administration of the National Native Title Tribunal. A separate statutory entity also known as the Federal Court of Australia **(Entity)** supports the operations of, and provides corporate services to, the FCA, the Federal Circuit and Family Court of Australia (Division 1), the Federal Circuit and Family Court of Australia (Division 2) and the Tribunal. The services provided by the Entity support registries operated in all capital cities and elsewhere. The Entity provides accommodation and staffing requirements for the Courts and the Tribunal as well as finance, information technology, human resources, communications, information management and library services. It is responsible for associated budgetary and risk management.

Duties

About the role

Ideally based in Sydney or Melbourne, The Chief Executive Officer (CEO) and Principal Registrar assists the Chief Justice of the FCA to manage the administrative affairs and business of the FCA and is a trusted advisor to the Chief Justice. The CEO is also the Agency Head and accountable authority of the Entity. The CEO is responsible for the appropriations for the Courts and the Tribunal, the Commonwealth Courts Registry Services and corporate services. The CEO is also responsible for the provision of corporate services to the Courts and the Tribunal. It also oversees resourcing for the shared Commonwealth Courts Registry Services. It is key to ensuring the proper resourcing of the administration of justice in the Courts and Tribunal. The appointee will have a demonstrated record of leading organisational transformation, including technology-enabled change, and making independent and sound decisions while balancing competing stakeholder priorities and constrained resources, supported by strong communication skills across complex organisational settings. The appointee will have the ability to motivate and engage a diverse workforce, building on a culture of engagement, respect, excellence and accountability. Essential to success in this role will be fostering deep and productive internal and external relationships. The appointee will also constructively and effectively represent the Entity and the FCA at Senate Estimates and in media engagements, including press conferences, with informed and strategic judgement.

Eligibility

About you

You are a senior executive with significant operational leadership experience, gained within the public sector or a comparably complex environment. You possess demonstrated exceptional capability as a leader across governance, risk and financial stewardship. You are calm and deliberate under pressure and have insight into the risks associated with service delivery. Ideally possessing legal qualifications, you are commercially and administratively astute, and balance competing priorities with sound judgement. You have the ability to navigate complex stakeholder environments and the capacity to lead diverse teams with clarity and purpose. You listen to understand, and have the passion and vision to bring people along as part of a collaborative approach.

Notes

How to apply

The Federal Court of Australia is partnering with, and has exclusively appointed, SHK to lead the search for this key appointment. Click ‘Apply now’ to submit your CV along with a covering letter. For more information prior to application, please contact **David Pleydell** at **SHK** via email on david.pleydell@shk.com.au, **quoting reference 3627932**. Direct and third-party applications will be forwarded to SHK.

Applications close 11.59pm AEST on Friday 4 September 2026.

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	David Pleydell, via email
Agency Recruitment Site	https://www.shk.com.au/job-details/chief-executive-officer-and-principal-r

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Attorney-General’s

Vacancy VN-0771878

National Anti-Corruption Commission

Closing Date:Sunday 30 August 2026

Enabling Services ICT and Security Team

Job Title	Assistant Director Security (Agency Security Advisor)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$122,580 - $148,963
Future Merit Locations	Melbourne, Sydney, Brisbane, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	064_08/26_PN1229
Agency Website	https://nacc.gov.au/

Job Description

https://nacc.nga.net.au/

Working with us

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

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

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

About the Role

The Agency Security Advisor reports to the Chief Information Officer, in the management of the NACC's protective security measures, including functions and arrangements as required by the Australian Government's Protective Security Policy Framework (PSPF).

This Canberra based role has people, program, and stakeholder management responsibilities that will require you to maintain a range of internal and external stakeholder relationship networks.

The position also advises the Chief Security Officer on key risks, issues, and strategies relating to the Commissions protective security.

Duties

Under general direction of the Chief Information Officer, you will work with a degree of autonomy and be responsible for managing the protective security arrangements across the NACC's property portfolio, including the following key duties:

- Ensuring the NACC complies with the mandatory requirements of the PSPF, including the preparation of the annual PSPF compliance report for the Minister.
- Manage the development and application of the NACC's Security Governance Framework, including the suite of policies, plans, procedures, and guidelines that support the NACC's protective security obligations in accordance with the PSPF.
- Work collaboratively with other internal and external security and integrity functions to develop, mature and manage of the Commissions trusted insider threat management program.
- Ensuring that the NACC's systems and processes for mitigating security risk are appropriately tailored to the NACC's operating environment.
- Manage the daily operation of contracted security guards in their provision of security services, including reception and security guarding, administrative support services, surge capacity, and security operation room monitoring services.
- Provide guidance to NACC staff and developing instructional materials on all aspects of protective security, including development and presentation of security awareness training.
- Prepare high-quality written correspondence and submissions to support the effective delivery of protective security measures, project, and initiatives.
- Supervise a small team, including performance and development management.

The NACC is a small agency. In addition to these activities, from time to time you may be asked to undertake tasks that are outside your usual span of duties but that are within the range of your capabilities. Supporting one another in this way provides opportunities for exposure across the agency and is an integral part of the NACC's positive workplace culture.

Eligibility

Employment with the National Anti-Corruption Commission (NACC) is subject to the following conditions:

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

Notes

Position Notes

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

- competitive rates of pay and 15.4% superannuation.
- generous paid parental leave for primary and secondary caregivers.
- an additional 3 days paid leave between Christmas and New Year.
- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.
- an option to purchase additional leave, up to 4 weeks per year.
- access to salary sacrificing, and
- access to studies assistance.

The NACC provides a service allowance of $2,039 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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

About the National Anti-Corruption Commission

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

To Apply

Position Contact	Dan, 02 6203 8153
Agency Recruitment Site	https://nacc.nga.net.au/

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Defence

Vacancy VN-0771436

Department of Defence

Closing Date:Monday 31 August 2026

Defence People Group
Military Personnel Division

Job Title	Director Transition Strategy, Programs and Engagement
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$144,430 - $173,359
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 2
Position Number	DPG/04321/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4C11435A-8A39-B91A-1C2D-ED21B8530F7F

Duties

The Role

The Director Transition Strategy, Programs and Engagement supports the Joint Transition Authority to deliver changes to the Defence People System that support positive transition outcomes for ADF personnel and their families.

The Directorate provides an interface for commanders and stakeholders from across the transition system, as well as a mechanism for sharing information with other Commonwealth agencies including Department of Veterans Affairs, the Veteran Family and Wellbeing Agency and Commonwealth Superannuation Corporation to support members as they transition from the ADF.

In this role, you will lead a part of Defence's continuous improvement program to deliver improved transition outcomes for veterans. You will deliver initiatives against the Veteran Transition Strategy and the Royal Commission into Defence and Veteran Suicide transition related recommendations.

Key responsibilities include:

- Accountability for JTA internal and external event management, continuous improvement activities and stakeholder engagement.
- Accountability for the Defence Single Access Mechanism team.
- The Commonwealth Representative for the Transition Support Services Contract.
- Leading and coordinating Defence's input into the Veteran Transition Strategy Action Plan.
- Providing strategic advice, problem solving and issues management for internal and external stakeholders in relation to transition.
- Leading the development of transition related communication products, including the ADF Member and Family Transition Guide App, website and marketing content.
- Leading engagement with external Transition Ecosystem stakeholders.

About our Team

Joint Transition Authority (JTA) Branch sits within Military Personnel Division (MPD) and ensures Australian Defence Force (ADF) personnel and their families are prepared for and supported through all stages of their transition from a predominantly military life to a predominantly civilian life.

To do this we need to be well integrated with the supports that are available within Defence, Department of Veterans' Affairs, the Veteran and Family Wellbeing Agency, Commonwealth Superannuation Corporation, Ex Service Organisations and across the states and territories.

You will be part of the JTA Command Team leading a branch culture that respects, values and includes all its ADF, APS and contractor members.

Our Ideal Candidate

We are seeking a collaborative and outcomes-focused leader who can influence, navigate complexity and bring together diverse stakeholders to achieve strategic outcomes.

The successful candidate will demonstrate:

- Experience in leading people and programs or portfolios in a complex environment.
- Excellent communication, negotiation and stakeholder engagement skills.
- The ability to provide clear advice and exercise sound judgement in complex and evolving environments.
- Experience with cross-organisational collaboration and multi-stakeholder environments.
- Strong interpersonal skills and a commitment to fostering a positive, inclusive workplace culture aligned with Defence values.
- Demonstrated experience providing high-quality strategic advice to senior executives on complex organisational and stakeholder issues; with the ability to navigate complex governance, decision-making and policy frameworks.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	WGCDR Kim Elliott, 03 5169 8366
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4C11435A-8A39-B91A-1C2D-ED

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Defence

Vacancy VN-0771609

Department of Defence

Closing Date:Monday 31 August 2026

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Project Scheduler IC3SPO
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $112,431
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/03829/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C76DDDEB-AD1A-4882-7636-ED35864953EB

Duties

The Role

As a Project Scheduler for Joint Project 9101 Phase 1 (JP9101), you will be responsible for developing, maintaining, and assuring project schedules that support delivery of the Strategic High-Frequency Communications (SHFC) capability. Your role includes coordinating schedule performance, identifying risks and opportunities, and providing advice to enable informed decision-making. You will ensure compliance with Defence governance frameworks and contribute

to planning and reporting activities that underpin program success. This position requires strong knowledge of scheduling principles, proficiency with scheduling tools, and the ability to operate within structured project management processes to support capability outcomes.

About our Team

The Strategic High-Frequency Communications (SHFC) Team delivers critical communications capabilities to the Australian Defence Force (ADF), combining procurement, sustainment, and innovation to support operational readiness. The team operates collaboratively across Defence and industry, ensuring alignment with the Capability Manager's objectives and broader organisational goals. With a focus on achieving outcomes specified in Materiel Agreements, the team ensures delivery within defined budgets, schedules, and performance standards.

Employing best practice project management and governance frameworks, the SHFC Team prioritises efficiency, effectiveness, and value for money while meeting contractual and policy obligations. The team fosters a culture of communication and collaboration, integrating expertise across technical, operational, and strategic domains. By maintaining strong partnerships with Defence customers, Capability Acquisition & Sustainment Group (CASG) elements, and industry stakeholders, the SHFC Team ensures seamless delivery of enhanced HF capabilities that meet Defence requirements, support mission success, and drive continuous improvement.

Our Ideal Candidate

Our ideal candidate has experience in project scheduling within complex or Defence environments, with strong analytical skills and attention to detail. You should be able to develop and maintain integrated schedules, assess performance, and provide clear recommendations. Attributes such as problem-solving ability, stakeholder engagement, and effective communication are essential.

Eligibility

Security Clearance

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

Notes

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

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

To Apply

Position Contact	Chunjiao Tao, 02 5108 9829
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C76DDDEB-AD1A-4882-7636-E[

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Defence

Vacancy VN-0771665

Department of Defence

Closing Date:Sunday 30 August 2026

Guided Weapons and Explosives Ordinance Group
GWEO Capability Development Division

Job Title	Technical Training Lead
Job Type	Full-Time, Ongoing
Location	Garden Island WA
Salary	$124,393 - $140,315
Future Merit Locations	Garden Island
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	GWEO/04527/26
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=2E1DD397-8CB4-1C18-12BE-ED336DFD78EF*

Duties

The Role

The EL1 Technical Training Lead (TTL) is a key leadership position within the Torpedo Maintenance Facility (TMF), responsible for leading the design, development, delivery and continuous improvement of the facility's technical training capability.

The role ensures TMF personnel maintain the knowledge, skills, competencies and maintenance authorities required to safely and effectively undertake weapons maintenance activities. The TTL develops and implements training strategies, manages learning resources, maintains training records and qualifications, and evaluates training effectiveness to support workforce capability and organisational readiness.

Working collaboratively across Engineering, Production, Quality, Safety and Management functions, the TTL drives a culture of continuous learning and improvement. The position plays a critical role in ensuring training outcomes align with operational requirements, regulatory obligations, maintenance practices and future workforce needs.

This is an exciting opportunity for an experienced training professional and leader to shape the technical capability of a highly specialised workforce, contribute to strategic workforce development, and influence the future training direction of the TMF.

About our Team

The Explosive Ordnance Maintenance Directorate (EOMD) is part of the Guided Weapons and Explosive Ordnance (GWEO) Group within the Department of Defence. EOMD delivers specialist maintenance and sustainment support for torpedoes, missiles, Captive Air Training Missiles (CATMs) and other guided weapons systems across New South Wales, Queensland and Western Australia.

GWEO manages a complex portfolio of acquisition and sustainment programs that support Australian Defence Force capability, working closely with domestic and international industry partners. Our workforce includes APS employees and ADF personnel delivering outcomes across procurement, logistics, manufacturing, weapons maintenance and capability management.

At GWEO, we are committed to providing a safe, inclusive and rewarding workplace that supports flexible working arrangements, professional development and career growth. Our people are innovative, collaborative and dedicated to delivering capabilities of national significance in support of Defence.

Our Ideal Candidate

We are seeking a highly motivated and strategic learning and development professional who is passionate about building workforce capability in a complex technical environment.

The successful candidate will bring strong leadership skills, demonstrated experience delivering technical training programs, and the ability to influence stakeholders across multiple disciplines. They will be an innovative thinker who can translate organisational requirements into practical learning solutions and create a culture of continuous improvement and professional growth. The Ideal Candidate Will Demonstrate:

Technical Training Expertise

- Proven experience designing, developing and delivering technical training and instructional programs.
- Strong understanding of adult learning principles, competency-based training and learning evaluation methodologies.
- Experience managing qualifications, competencies, training records and workforce capability frameworks.

Leadership and People Development

- Demonstrated ability to lead and motivate teams while fostering a positive and high-performing learning culture.
- Experience coaching and mentoring staff to achieve individual and organisational outcomes.
- Strong workforce planning and capability development experience.

Strategic Thinking and Problem Solving

- Ability to think strategically and align training initiatives with organisational objectives.
- Strong analytical skills with the ability to identify capability gaps, assess risks and implement practical solutions.
- Proven ability to use data and insights to drive continuous improvement.

Stakeholder Engagement and Communication

- Exceptional communication and interpersonal skills, with the ability to engage effectively with technical specialists, managers and senior leaders.
- Strong negotiation and influencing skills.
- Ability to build collaborative relationships and achieve outcomes across diverse stakeholder groups.

Project and Resource Management

- Demonstrated project management capability, including managing competing priorities and delivering outcomes within agreed timeframes.
- Ability to manage training resources efficiently while maintaining quality and compliance requirements.

Eligibility

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained Engineers Australia Stage 1 competency standard for Engineering Associate recognition (or ability to obtain status as an Engineering Associate within three months) or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

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 advertising agency.

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To Apply

Position Contact	Andy Lewis, 08 9580 2585
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2E1DD397-8CB4-1C18-12BE-ED

Defence

Vacancy VN-0771695

Department of Defence

Closing Date:Wednesday 02 September 2026

Naval Shipbuilding and Sustainment Group
Major Surface Combatants

Job Title	ILS Technical Assessor
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	$89,841 - $96,829
Future Merit Locations	Adelaide
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 5
Position Number	NSSG/04545/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EF2E6A9D-14E9-97A1-4C92-ED33A709A8A5

Duties

The Role

The Maritime Integrated Warfare Systems (MIWS) Branch acquires, delivers, and sustains complex mission and support systems to provide capabilities to Defence. MIWS operates within a fast paced and dynamic working environment - always busy, never dull, and no two days are the same.

To support the complex capabilities MIWS delivers to Defence, we are seeking professional APS 5 Technical Assessors (ILS) to be part of our team.

As a logistics officer in MIWS, you will:

- Use expertise in the broad ILS disciplines to provide reliable professional advice on a range of acquisition and sustainment challenges.
- Work closely with all ILS disciplines to ensure mission and support system supportability outcomes are met.
- Use outstanding communication and stakeholder management skills to work with integrated teams across Defence and Industry.
- Work with the Combat Systems Logistics Support Analysis (LSA) Analyst to test spares optimization outputs and Level of Repair Analysis (LORA) assumptions.
- Use Defence ERP systems to create and review Assembly Parts List (APL)'s for Combat systems equipment and ensure the update of Naval Allowance database (NAVALLOW).
- Be responsible for the integration of the Recommended Provisioning list (RPL) and Outfit Allowance list (OAL) into the Whole of Ship (WoS) support system.
- Develop and maintain Configuration Management Tool (CMT-U) baseline and coordinate the integration with the WoS baseline.
- Liaise with both external (Defence and industry) and internal (MIWS) combat systems suppliers to ensure fit for purpose technical data is delivered.

This position will provide good work, and a growth pathway in complex and diverse programs - stretching decades - setting you up for a successful career in the field of logistics.

About our Team

MIWS Branch under Major Surface Combatants and Combat Systems Division is an exciting and complex environment to work in. We work across both Acquisition and Sustainment environments to develop and deliver products into new shipbuilding programs and to provide update/upgrade products to the existing Royal Australian Navy (RAN) fleet.

This allows us to offer roles that provide our staff exposure to a wide variety of high profile maritime projects, and a rewarding career in one of the most dynamic organisations within Naval Shipbuilding and Sustainment Group (NSSG).

Our Ideal Candidate

MIWS is looking for an enthusiastic, motivated candidate with excellent personal attributes and a strong knowledge of governance to join our Branch. We are developing a flexible and supportive environment that promotes achievement of the organisational mission and objectives, as well as individual project and product goals.

We pride ourselves in a positive, collaborative and supportive workplace culture. For us it’s all about teamwork and we want people who want to be a part of the culture we’ve created. Our ideal candidate will enjoy working in a dynamic workplace across a wide variety of projects and products. The candidate will be energetic and able to create and maintain positive working relationships with internal and external stakeholders.

MIWS is seeking a candidate who demonstrates utmost integrity, professionalism, self-motivation, positive attitude towards challenges, and persistence in achieving outcomes. The candidate will be able to work under pressure with great resilience, remain focused on tasks and possess strong attention to detail.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	MIWS Workforce, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EF2E6A9D-14E9-97A1-4C92-ED

Defence

Vacancy VN-0771725

Department of Defence

Closing Date:Monday 31 August 2026

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Software Engineer
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	$99,733 - $112,431
Future Merit Locations	Southbank
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	CASG/04013/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B432B9DD-1A44-1827-A949-ED33E188B417

Duties

The Role

The Fires Modernisation Program is seeking an APS 6 Software Engineer to support the development and integration of NATO's Shareable Software Suite (S4) Technology into the Fire Control System for the Australian Army's new Self Propelled Howitzer capability, and more broadly throughout the Land Fires ecosystem as required.

In this role, you will contribute to the customisation, prototyping and verification of S4 based software components, ensuring interoperability with platform fire control architectures and Defence weapon systems. You will maintain S4 Technology environments, manage configuration and software artefacts, undertake software development and testing, and develop internal engineering tools to support system development and in service sustainment.

The position includes technical contribution to Australia's participation in the NATO program, including analysis of S4 Problem Reports, development and verification of design solutions, conduct quality assurance through test and evaluation of products prior to cycle release, and undertake independent software audits.

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

About our Team

Land Systems Division's (LSD) mission is to acquire and support capability that enables the ADF to generate and sustain deployable Land power for an integrated force, in peace and war. We aim to be agile, innovative and outcomes-focused as we collaborate closely with the Services and industry to deliver the latest equipment to maximise ADF performance.

The Land Engineering Agency (LEA), as part of CASG, supports various Projects and Systems Program Offices (SPO) to ensure successful technical outcomes of Defence acquisition and in-service support of land materiel. LEA provides services in engineering, testing, design and development, technical data and configuration management across the Defence Capability Life Cycle.

LSD is dedicated to providing staff with an inclusive and healthy work-life environment, and we will invest in your ongoing professional development to ensure your work with us is deeply rewarding.

Our Ideal Candidate

Working under broad guidance of the EL1 Software Engineer, you will apply software engineering development, verification and validation principles to investigate defects, analyse system behaviour, conduct requirements assessment, and provide technical advice across the software capability lifecycle.

Strong experience in software development, software integration, and structured engineering processes is essential. A demonstrated ability to develop, test and maintain complex software is essential.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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

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To Apply

Position Contact	Fiona Ince, 03 8567 4862
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B432B9DD-1A44-1827-A949-ED

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Defence

Vacancy VN-0771740

Department of Defence

Closing Date:Sunday 30 August 2026

ARMY
Forces Command

Job Title	Lessons Analyst
Job Type	Full-Time, Ongoing
Location	Puckapunyal VIC
Salary	$99,733 - $112,431
Future Merit Locations	Puckapunyal
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	ARMY/04181/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EAB4D5AF-88FF-7DEF-9426-ED33E51C10F3

Duties

The Role

The Australian Army Battle Lab is seeking an APS 6 Lessons Analyst to join its Army Lessons team. This position requires extensive experience and knowledge in qualitative and quantitative research and analysis methods, and Army structure and culture. The Lessons Analyst is responsible for analysis of data to support the Army Lessons Process.

The Lessons Analyst is responsible for assuring the lessons data integrity to enable analysis. Lessons analysis informs the improvement of Army’s contribution to ADF operations, training and modernisation. Within the Army Battle Lab, Lessons analysis contributes to effective experimentation, doctrine and procedural development and simulation scenarios.

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer.

Frequent travel - Vehicle, Frequent travel - Aeroplane.

About our Team

The Army Lessons team is an integrated work team comprising full and part time military members and APS employees at all levels.

The Army Lessons team aims to:

- Allow personnel access to the tools to enable the identification, processing, and dissemination of lessons to others in the organization.
- Provide personnel posted to lessons positions within Army with an understanding of the Army Lessons Process and the tasks and sub-processes they will undertake within it.
- Provide personnel who are attached to, or supporting deliberate Army Lessons activities within the Army Lessons Process with the necessary baseline information to effectively contribute to those lessons activities.

The Army Lessons team coordinates activities relevant to the Army lessons process and routinely supports the application of the Army Lessons Process fulfilling all steps of the process simultaneously as a continual cycle.

Our Ideal Candidate

This role will ideally suit a highly motivated and experienced professional with a background in business analysis. The successful candidate will have experience working with spreadsheets and data analysis tools, a sound understanding of contemporary qualitative and quantitative research methodologies, and a demonstrated ability to translate analysis into practical outcomes. A strong preference will be given to candidates with well-developed qualitative research and analytical skills.

In this role, you will:

- Contribute to the planning, collection, analysis, implementation, and validation activities that underpin the Army Lessons Process.
- Lead and project manage analysis activities to support evidence-based decision-making and continuous improvement.
- Conduct high-quality research and analysis to identify trends, insights, and lessons.
- Manage the Army Lessons Request for Information (RFI) service and coordinate responses to stakeholders.
- Support the communication and dissemination of Army lessons across Defence.
- Utilise business information systems and data analysis tools to support organisational outcomes.
- Apply strategic thinking and sound analytical judgement to solve complex problems.
- Build and maintain positive working relationships with Defence personnel and external stakeholders.

This position offers a unique opportunity to take on a rewarding and impactful role within a dynamic environment in regional Victoria. In addition to an engaging career challenge, you will benefit from excellent employment conditions, flexible working arrangements, and access to a range of professional development opportunities to support your ongoing growth and career progression.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Geoff Cooper, 03 5781 6487 or 0403 654 446
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EAB4D5AF-88FF-7DEF-9426-ED

Defence

Vacancy VN-0771749

Department of Defence

Closing Date:Sunday 30 August 2026

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Branch Commercial Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$124,393 - $140,315
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/04514/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=877B1CD2-BDD1-6649-118D-ED3494E22EA5

Duties

The Role

The Electromagnetic Warfare Intelligence Systems (EWIS) Branch is seeking an experienced and motivated Commercial Manager to lead commercial, procurement and contract management outcomes across a strategically significant capability environment.

As the EL 1 Branch Commercial Manager, you will provide expert commercial advice to three Systems Program Offices (SPOs) and the Branch Executive, delivering solutions to complex procurement and commercial issues while ensuring compliance with Commonwealth and Defence policy, legislative and procurement frameworks. You will identify and manage commercial risks, balancing risk, opportunity and business outcomes.

The role oversees governance of the Branch's Standing Offer Panels and Major Service Provider arrangements, ensuring they remain compliant, effective and responsive to business needs.

Leading a small team in a dynamic environment, you will build strong relationships with Defence and industry stakeholders, support informed decision-making, and contribute to the delivery of capability outcomes through effective commercial leadership and sound judgement.

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 Electromagnetic Warfare and Intelligence Systems Branch within Joint Systems Division is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG.

We deliver joint capability and work primarily across electronic protection, electronic support and electronic attack capabilities. The Branch seeks to be recognised as a centre of expertise and a leader in delivering and sustaining capability solutions in the Electromagnetic Warfare and Intelligence Systems domain.

Within this high-performing team, you will have the opportunity to work closely with capability managers, project teams and industry partners while developing your commercial expertise in a supportive and collaborative environment.

Our Ideal Candidate

We are looking for a motivated and collaborative professional with strong commercial and procurement experience who can deliver quality outcomes in a complex operating environment.

The successful candidate will demonstrate:

- Experience managing procurement and commercial activities across the procurement and contract management lifecycle.
- Sound knowledge of Commonwealth Procurement Rules, Defence procurement policies and contract management principles.

- The ability to provide accurate, timely and practical commercial advice to stakeholders and support informed decision-making.
- Strong stakeholder engagement skills, with the ability to build productive working relationships across Defence and industry.
- Sound judgement, initiative and the ability to identify risks and implement practical mitigation strategies.
- Highly developed written and verbal communication skills, including the ability to prepare briefs, reports and procurement documentation.
- The ability to manage competing priorities and deliver results in a high-tempo environment.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Glen Vermeulen, 02 5108 4721
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=877B1CD2-BDD1-6649-118D-ED

Defence

Vacancy VN-0771750

Department of Defence

Closing Date:Sunday 30 August 2026

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Electrical Engineer
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	$99,733 - $112,431
Future Merit Locations	Osborne
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	NSSG/04591/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9253EA5C-2F1C-A7E9-7E55-ED34950B29B2

Duties

The Role

The APS 6 Electrical Engineer is accountable under broad direction to perform electrical engineering work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

The key responsibilities for this role includes:

- Undertaking shipyard surveillance, inspection, assessments and reporting on electrical equipment, sub system, system and whole of ship installation progress and quality;
- Providing assurance against electrical systems requirements and legislated standards;
- Providing technical advice within electrical engineering areas of specialisation during ship production and acceptance, related to product quality assurance;

- Assisting the technical assessment of electrical aspects of design changes and deviations;
- Supporting the development and review of specifications, plans, procedures and design documents;
- Undertaking review of quality assurance, technical and test reports;
- Assessing engineering matters and making recommendations in the capacity of, or on behalf of, a Design Acceptance Representative (DAR) for Platform Systems – Electrical; and
- Formal test witnessing for electrical systems testing.

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

Naval Construction Branch (NCB) is accountable for the assurance of ship construction, set-to work and transit of vessels constructed at the Osborne Naval Shipyard and Henderson precinct. We have branches in Osborne SA and Henderson WA, as well as a smaller presence in Port Macquarie, NSW. NCB is furthering continuous naval shipbuilding and growing sovereign capability by overseeing the construction to ensure quality and standards are met, storing lessons learnt and developing standard shipbuilding procedures for construction.

NCB will oversee the construction of many different Navy vessels including Offshore Patrol Vessels, Hunter Class Frigates, Young Endeavour, Evolved Cape Class and Pacific Patrol Boats. Working at NCB will enable you to be at the grassroots of continuous naval shipbuilding, where you are part of a working shipyard, being able to see and contribute to the vessels delivered and used in service by Navy.

NCB currently has highly skilled and diverse shipbuilding experience which will be shared to grow your hands-on construction knowledge. You will work alongside Navy personnel, internal project management officers and Prime contractors. The opportunity for technical staff to undertake industry placement is also available.

Our Ideal Candidate

The Naval Construction Branch team is looking for a confident, self-starting individual who is passionate about problem solving, product delivery and demonstrates strong initiative and attention to detail in a dynamic environment.

To succeed in this role you must have personal drive and integrity with the ability to:

- Work in a collaborative team environment that provides services and outcomes consistent with the organisations operating model with a focus on achieving business objectives;
- Support the development and implementation of strategic initiatives that support the organisational operating model;
- Maintain high standards of performance and lead by example;
- Support the Team Lead and NCB leadership team by monitoring and effectively reporting the progress of assigned tasking in a timely manner.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Peter Poulsen, 08 8131 9475
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9253EA5C-2F1C-A7E9-7E55-ED

Defence

Vacancy VN-0771755

Department of Defence

Closing Date:Sunday 30 August 2026

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Executive Director Procurement and Contracting
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$144,430 - $206,309
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	NSSG/04587/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=72499CDB-B1CE-FA7E-E9A9-ED3496CBD2F7

Duties

The Role

Maritime Sustainment Division is seeking an exceptional commercial leader to lead the newly formed Procurement and Contract Management Directorate. Leading a team of around 40 procurement and contract management professionals, while providing functional leadership to a broader commercial community, this role oversees a multi-billion dollar portfolio delivering maritime maintenance, asset management, engineering and professional services that directly underpin Australia’s Defence capability.

This is a rare opportunity to shape the future of maritime sustainment through strategic commercial leadership. You will set the strategic direction for procurement and contract management activities across a complex national enterprise. You will champion innovation, strengthen industry partnerships, and drive commercial outcomes that deliver lasting capability benefits. We are looking for a visionary leader with exceptional commercial acumen, proven experience leading large and complex teams, and the ability to navigate government procurement frameworks to achieve ambitious outcomes in a highly accountable environment.

This position is classified as having a work value commensurate with EL2.1 and the salary range of $173,360 - $206,309. Positions with a work value at EL2.1 are reviewed annually and salary may increase or decrease in accordance with the provisions of the Defence Enterprise Agreement. Applicants should familiarise themselves with the relevant provisions of the Defence Enterprise Agreement if considering applying for this position.

Should an annual review determine that work is no longer available at the higher work value, the employee’s classification and salary will be decreased to the lower level work value and salary within the EL 2 classification range.

About our Team

Maritime Sustainment Division (MSD), part of Naval Shipbuilding and Sustainment Group, delivers the sustainment outcomes that keep Australia’s naval fleet operational, mission-ready and lethal. Working closely with industry, MSD provides engineering, maintenance and asset management services to the Royal Australian Navy, Australian Army and Australian Border Force, supporting some of Australia’s most critical Defence capabilities.

Following significant transformation, MSD is implementing an operating model that delivers an Enduring Sovereign Sustainment Capability. This ensures Australia has the workforce, industrial capacity, commercial frameworks and strategic partnerships required to sustain maritime capability into the future. Through stewardship of major public investment, innovation and collaboration across Defence and industry, MSD strengthens Australia’s sovereign industrial capability and maritime readiness. Defence offers an attractive salary package, flexible and family-friendly working arrangements, and a 15.4% superannuation contribution. Our people are our greatest asset, and we are committed to their professional development and success.

Our Ideal Candidate

Our ideal candidate is an accomplished senior executive with a proven record of leading large-scale procurement, contract management or commercial functions in complex and highly regulated environments. You are a visionary with exceptional commercial acumen, adept at balancing governance requirements with a sharp focus on delivering ambitious outcomes.

You are an inspiring and authentic leader who builds effective teams, develops talent, and fosters a culture of accountability, innovation and delivery. You excel at leading through complexity and change, bringing together diverse stakeholders to achieve shared objectives.

With strong influencing and negotiation skills, you build trusted relationships across government, industry and senior leadership groups. You are comfortable making decisions in complex environments, navigating competing priorities and managing significant commercial risks.

Most importantly, you are motivated by purpose and impact. You understand how effective commercial and procurement strategies enable critical capability outcomes, and you are committed to delivering value for money while supporting the long-term sustainment and readiness of Australia's maritime forces.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	James McPhail, 0447 380 845
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=72499CDB-B1CE-FA7E-E9A9-EI

Defence

Vacancy VN-0771762

Department of Defence

Closing Date:Sunday 30 August 2026

Defence People Group
Military Personnel Division

Job Title	Human Resource Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$81,868 - $89,377
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	DPG/04583/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5C6FE38E-B38B-CB21-57EA-ED3498172119

Duties

The Role

The APS 4 Human Resource (HR) Officer is a key member of the Workforce Flexibility team within Military Personnel Branch (MPB), responsible for the administration and management of Service Option C (SERVOP C) arrangements for Australian Defence Force (ADF) members. SERVOP C enables an ADF Reserve member to fill a position on a full time basis for a set period of time.

The APS4 HR Officer operates in a dynamic personnel management environment and is responsible for ensuring applications are processed accurately, efficiently and in accordance with Defence policy and legislative requirements.

The successful candidate will provide guidance and support to team members while maintaining high standards of service delivery and compliance. The role requires strong stakeholder

engagement skills and the ability to develop and maintain productive working relationships with stakeholders including ADF members, ADF Career Managers, Unit Commanders and a broad range of Defence stakeholders.

You will be responsible for the timely assessment and processing of applications, maintaining accurate personnel records and trackers, interpreting and applying policy and providing subject matter expert advice.

Key responsibilities include:

- Oversee the daily activities of the cell, ensuring effective service delivery and workload management.
- Process and administer applications in accordance with Defence policies, procedures and timelines.
- Maintain accurate personnel records, files and reporting trackers to support workforce governance and compliance requirements.
- Provide timely and accurate advice to stakeholders.
- Develop and maintain collaborative working relationships with internal and external stakeholders.
- Interpret and apply policies and procedures to support consistent and informed decision-making.
- Prepare and deliver clear written and verbal communication, including correspondence, briefs and case management updates.
- Contribute to workforce administration activities and undertake surge or priority tasks as directed.

About our Team

The Workforce Flexibility team sits within Military Personnel Branch and manages a range of career management support functions that enable Defence workforce capability and flexibility. This is a small, collaborative and supportive team that values professionalism, teamwork and continuous improvement. The APS 4 HR Officer reports to a Military member while directly supervising one APS 3 staff member.

Military Personnel Branch plays an important role in delivering personnel policy, governance and workforce management outcomes that support Defence's people capability. Working within this environment provides opportunities to engage with stakeholders across Navy, Army and Air Force as well as Defence groups, contributing to personnel initiatives that directly support Defence people and operational capability.

Our Ideal Candidate

Our ideal candidate is an enthusiastic, motivated and adaptable individual who enjoys working in a collaborative team environment and is committed to delivering high-quality personnel outcomes. You will be a self-starter who takes initiative, demonstrates sound judgement and is comfortable managing competing priorities while maintaining a strong focus on customer service and attention to detail.

You will engage confidently with a broad range of stakeholders and be capable of building productive working relationships to support the effective delivery of career management support. We value individuals who are flexible, resilient and willing to embrace change while contributing positively to team culture and continuous improvement initiatives.

Our successful candidate will ideally demonstrate:

- Strong communication and interpersonal skills, with the ability to build and sustain effective relationships across a diverse stakeholder network.
- The ability to interpret and apply policy and procedures accurately.
- Strong attention to detail and a commitment to maintaining accurate records and documentation.
- Excellent organisational skills, with the ability to prioritise tasks and manage competing deadlines.
- Initiative, self-motivation and the ability to work independently while contributing effectively within a team environment.
- A customer-focused approach and commitment to delivering responsive and professional service.
- Adaptability and resilience when responding to changing priorities and organisational requirements.
- The ability to work collaboratively and contribute to a positive, supportive and inclusive workplace culture.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Andrew Richardson, 02 5109 6307
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5C6FE38E-B38B-CB21-57EA-ED

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

Defence

Vacancy VN-0771775

Department of Defence

Closing Date:Sunday 30 August 2026

ARMY
2nd Division

Job Title	Logistics Inventory Officer
Job Type	Full-Time, Ongoing
Location	Holsworthy NSW
Salary	$72,275 - $79,635
Future Merit Locations	Holsworthy
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 3
Position Number	ARMY/03970/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EF2F2DD5-43C8-1614-A064-ED34D002DC26

Duties

The Role

Will provide business continuity in warehouse environment. You will work alongside APS and uniformed supply chain personnel and will report to an APS 4 position. You will be responsible to carry out general warehouse duties that include conducting transactions in Defence Logistic IT Systems.

There will be a requirement to provide support on Tuesday evenings and occasional weekends in support of the Army Reserve. Remuneration will be in accordance with the Defence Enterprise Agreement.

Previous experience with SAP products is highly desirable.

The ideal candidate must be able to work as part of a dynamic, customer focussed team and have well developed interpersonal skills. The candidate must be flexible in their approach to duties, maintain an excellent work ethic and be able to work with some autonomy. The candidate must also be physically fit and able to maintain a security clearance.

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer.

Works outdoors, Exposure to chemicals, Requirement to wear personal protective equipment (PPE), Frequent travel – Vehicle.

About our Team

Highly functional and cohesive team responsible for the delivery of logistic capability in support of 5th Brigade dependencies located in various locations across NSW. Our team is located in Holsworthy NSW and is currently part of 5 CSSB.

Our Ideal Candidate

- Experience in logistics and supply chain operations within the last 5 years.
- Experience with SAP products especially Enterprise Resource Planning (ERP).
- Demonstrated experience that include warehousing, distribution, asset management and inventory management.
- Demonstrated experience in managing a diverse workforce to achieve a high level of operational outcomes.
- Previous experience working in a team based environment with diverse stakeholders.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Ray Holze, 02 4064 9638
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EF2F2DD5-43C8-1614-A064-ED

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Defence

Vacancy VN-0771776

Department of Defence

Closing Date:Monday 31 August 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Inventory Officer
Job Type	Full-Time, Ongoing
Location	Palmerston NT
Salary	$81,868 - $89,377
Future Merit Locations	Palmerston
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 4
Position Number	JCG/04606/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5389D852-2422-7C8A-86E8-ED34D0729F39

Duties

The Role

The Logistics Inventory Officer is accountable under limited direction to perform and achieve moderately complex inventory and asset management work within an integrated workforce. They are accountable to have a good understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

Responsible for a range of duties in relation to the local and regional provisioning and inventory management for Joint Logistics Unit - North. Includes oversight, monitoring, and restocking of items, optimising min/max levels for reorder points. Assists in the forecast, commitment and expenditure for the section by providing accurate inventory data. This is an expected vacancy in December 2026.

About our Team

Joint Logistics Unit-North provides logistics support to Australian Defence Force elements operating across the Northern Territory and Kimberley region, as well as coalition forces engaged in activities in Northern Australia. Logistics support provided by Joint Logistics Unit-North consists of maintenance, warehousing, distribution, regional procurement, and loan pool services.

Our Ideal Candidate

Our ideal candidate will be someone who is proactive with a positive attitude, demonstrating professionalism and respect while fostering a productive and positive team environment.

The ability to apply foundational knowledge of inventory management systems to maintain and reconcile stock levels and transactional data in line with Defence requirements.

The ideal candidate will possess the following attributes:

- Well-developed verbal and written communication skills, able to liaise effectively and consult with a wide cross section of military and civilian personnel, and industry partners.
- Ability to perform work tasks that require a high level of accuracy and attention to detail.
- Trusted to work under limited direction and supervision, managing their own workload
- Sound time management skills, including the ability to prioritise a changing workload whilst still meeting deadlines, including response to short notice requirements.
- Proficiency in the Microsoft Office suite of programs (Word, Excel, Outlook, etc.) essential.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Michael Dunbar, 08 7971 5667
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5389D852-2422-7C8A-86E8-ED3

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Defence

Vacancy VN-0771777

Department of Defence

Closing Date:Sunday 30 August 2026

Guided Weapons and Explosive Ordnance
GWEO Capability Development Division

Job Title	Explosive Ordnance Electrical Mechanical
Job Type	Full-Time, Ongoing
Location	Orchard Hills NSW
Salary	$72,275 - $112,431
Future Merit Locations	Orchard Hills
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6
Position Number	GWEO/04377/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1B8547C7-98E1-DC3B-DEAC-ED34D08BCF3D

Duties

The Role

Are you looking to apply your technical skills in a challenging and highly specialised environment where you can solve problems, learn new skills, and gain further qualifications?

We are currently recruiting an Explosive Ordnance Armaments Technician with the Department of Defence at Defence Establishment Orchard Hills. This workshop based role is critical to ensuring the safety, functionality, and readiness of Australian Defence Force guided weapon systems and explosive ordnance. You will apply your electronic skills to perform end to end maintenance activities on guided weapons and associated support equipment, working in accordance with approved technical documentation and strict safety requirements.

Key Responsibilities:

- Undertake electronic maintenance to certify Guided Weapons and associated support equipment, including inspection, servicing, disassembly, repair, assembly, alignment, calibration, testing, and technical certification.
- Apply current technical data and approved maintenance documentation within an explosive ordnance environment.
- Operate within a highly regulated environment, adhering to all safety, quality assurance, and compliance requirements.
- Accurately record maintenance activities in technical documentation and electronic maintenance systems.
- Work collaboratively within a team and communicate effectively with supervisors, technical staff, engineers and other stakeholders.
- Maintain and develop technical skills and capability through a combination of in house training and external courses, including structured on the job, hands on training under the guidance of qualified team members.

Conditions of Employment:

- Must be eligible to hold an Australian Government Security Clearance.
- Must be able to work at location to a standard working week, no work from home is available.
- Will be required to wear personal protective equipment (PPE) and undergo regular safety and medical assessments.
- Will be required to pass an on-boarding medical assessment.
- Will be required to participate in a 6 month probation period.
- The occupant of this role may be required to participate in shift work arrangements as operationally required, which may include nights and weekends, as well as undertaking intermittent domestic or international travel for work and training.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technologies. The ITAR is United States (US) law that controls the manufacture, sale, use and access of defence and military end-use articles on the United States Munitions List. It is the policy of the US to deny exports of ITAR controlled technologies to proscribed countries.

This may also apply to access by persons who hold or have held a citizenship, or current permanent residency, of said countries. Defence utilises workforce mechanisms to mitigate these restrictions, which will require applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects citizenship details to confirm an applicant's eligibility for the role and to maintain compliance with international obligations.

About our Team

EOMD is an integral part of Maritime & Maintenance Branch, which is part of the Defence Delivery Group. Our team consists of various disciplines (including engineering, maintenance & technical inspection, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Amberley, Melbourne and HMAS Stirling in Perth. Our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

Maritime & Maintenance Branch is dedicated to providing our staff with a diverse, manageable, and favourable work-life balance, with flexible working arrangements where practicable. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one that directly reflects the needs and scope of Defence's varied operational requirements.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

In Maritime & Maintenance Branch, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

- 15.4% superannuation;
- Access to personalised professional development pathways, including opportunities to gain qualifications and technical authorisations, with progression across an APS 3–6 broadband (allowing advancement in classification, responsibilities, and remuneration as skills and competencies develop), as well as broader career development opportunities within Defence;
- Additional leave days between Christmas and New Year;
- Focus on work/life balance;
- Access to Defence Establishment Orchard Hills base facilities and amenities (including gym and swimming pool); and
- Salary sacrifice opportunities.

Our Ideal Candidate

Our ideal candidate is a hands on technician with experience gained in an electrical trade or a closely related electrical maintenance environment. You bring practical, workshop based skills such as electrical servicing, fault finding, component replacement, and working with hand tools, power tools, and diagnostic equipment.

You are comfortable working from technical manuals, specifications, and procedures, and you apply a high level of attention to detail to ensure work is completed accurately, safely, and in accordance with required standards. You understand the importance of compliance, traceability, and doing the job right the first time. You are organised, reliable, and able to manage competing tasks in a busy workshop, while working effectively both independently and as part of a team. You communicate clearly with supervisors and colleagues and are open to learning new systems, equipment, and regulatory requirements. Previous Defence or Explosive Ordnance experience is not required, and training will be provided to support your transition into the role.

What You’ll Bring:

- A trade qualification such as Electrical, Avionics, Industrial Electronics and Control, Electronics and Communications Engineering, Electrotechnology Electrician or relevant equivalent.
- Strong practical skills in electrical maintenance, inspection, servicing, and fault finding within a workshop or industrial environment.
- Demonstrated attention to detail and a commitment to completing work in line with technical instructions, safety requirements, and quality standards.
- Experience completing maintenance documentation such as job cards, service reports, inspection records, fault reports, or electronic maintenance systems.
- An understanding of the importance of accurate record keeping, traceability, and compliance to support safety, auditing, and ongoing maintenance history.
- A safety focused mindset and the ability to consistently follow procedures and authorised processes.
- Clear communication skills and the ability to work both independently and also collaboratively within a team environment.
- A willingness to learn new equipment, systems, and regulatory frameworks, and to apply existing trade skills in a highly controlled technical environment.

If you are a hands-on, safety focused technician who enjoys working to high standards and is eager to grow your skills in a specialised Defence environment, then this is the role for you!

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 3 - Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Celenne Moncada, 02 4726 0551
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1B8547C7-98E1-DC3B-DEAC-EI

Defence

Vacancy VN-0771781

Department of Defence

Closing Date:Monday 31 August 2026

Joint Capabilities Group
Joint Training Command

Job Title	Learning and Development Team Leader
Job Type	Full-Time, Ongoing
Location	Holsworthy NSW
Salary	$99,733 - $112,431
Future Merit Locations	Holsworthy
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	JCG/04611/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A37B5307-60E4-B8E2-E1BE-ED34D1175A20

Duties

The Role

As an APS 6 Learning and Development Team Leader at the Defence Force School of Policing (DFSP), you will work under limited direction to lead the Training Systems Support Cell (TSSC), in the development and continuous improvement of complex Learning Management Packages (LMP). In this role you will need an understanding of the Defence Learning Manual and Army Training Manual, detailing Defence's policies relating to the Systems Approach to Defence Learning (SADL) framework.

You will manage team workflows, priorities and resources, provide specialist learning and development advice, and ensure LMP are developed, reviewed and maintained in accordance with Defence policy.

The role requires independent judgement, leadership and stakeholder engagement to identify training requirements, coordinate quality assurance activities, and support continuous improvement of Military Police training capability. You will build team capability through coaching and mentoring, contribute to strategic workforce planning, and ensure learning products effectively support Defence operational outcomes.

About our Team

The team, under APS 6 leadership, is responsible to develop, implement, and evaluate Military Police training in accordance with the SADL framework. While training analysis and design are conducted by Headquarters Joint Training Command (HQJTC), the TSSC team supports continuous improvement by collecting and reviewing learner and instructor evaluation data, identifying actionable trends and issues, and providing validated feedback to HQJTC.

The team develops and quality-assures LMP, manages training delivery, and provides specialist advice to the Commanding Officer. These functions ensure that DFSP delivers effective, policy-compliant training that prepares personnel for law enforcement, mobility support, security, and detention roles, contributing to ADF operational readiness and the broader Defence learning enterprise.

Our Ideal Candidate

The ideal candidate has demonstrated experience leading learning and development teams and managing competing priorities within a complex environment. They possess strong training design and quality assurance skills and can independently analyse issues, provide strategic advice, and develop practical solutions.

They build productive relationships with internal and external stakeholders, mentor staff, and foster a culture of continuous improvement. The successful candidate will demonstrate sound judgement, resilience, initiative and a commitment to delivering high-quality learning outcomes that support Defence capability requirements.

Eligibility

Security Clearance:

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

Notes

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

To Apply

Position Contact	Glenn Smith, 02 9537 3473
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A37B5307-60E4-B8E2-E1BE-ED

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Defence

Vacancy VN-0771783

Department of Defence

Closing Date:Monday 31 August 2026

Defence People Group
Australian Defence College

Job Title	Tok Pisin Senior Language Teacher
Job Type	Full-Time, Ongoing
Location	Laverton VIC
Salary	$99,733 - $112,431
Future Merit Locations	Laverton
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	DPG/04184/26
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=8564E34C-4CAB-37C1-E5B3-ED34D1354441*

Duties

The Role

Play a key role in preparing Australian Defence Force personnel to operate effectively in Papua New Guinea and the broader Pacific region. As the APS 6 Tok Pisin Language Teacher, you will lead a small specialist department responsible for the development and delivery of Tok Pisin language and cultural training. You will guide students through a challenging and rewarding learning journey while driving continuous improvement across curriculum, assessment and teaching practice.

You will develop innovative learning materials, monitor and support student achievement, provide expert advice to the Head of Wing, and lead cultural and in-country learning activities. Working closely with colleagues across the Defence Force School of Languages (DFSL), you will shape how language capability is delivered to Defence personnel and contribute directly to Defence's regional engagement objectives.

About our Team

The Tok Pisin Department is a small, high-performing team delivering language and cultural capability that supports Defence engagement throughout the Pacific. As part of the Defence Force School of Languages, you will work alongside expert linguists, educators and cultural advisers who are passionate about language learning and professional excellence.

DFSL delivers courses across 18 languages, equipping Defence personnel with the skills they need to build relationships, strengthen partnerships and operate effectively in diverse environments. Located in Laverton, Victoria, with a detachment in Canberra, DFSL offers a collaborative, inclusive and culturally diverse workplace where innovation is encouraged and professional development is valued. This is a unique opportunity to combine your language expertise, teaching experience and cultural knowledge in support of Defence capability.

Our Ideal Candidate

We are looking for a passionate educator, capable leader and language expert who is committed to excellence in language training.

You will bring:

- Advanced proficiency in Tok Pisin and a strong understanding of Papua New Guinea's cultures and contemporary society.
- Experience teaching languages, ideally in an adult learning environment.
- Demonstrated leadership, initiative and the ability to influence positive outcomes.
- Experience developing curriculum, assessments and learning resources.

- Knowledge of contemporary language teaching methodologies and emerging educational technologies.
- Strong communication and stakeholder engagement skills.
- The ability to work collaboratively, think strategically and deliver high-quality outcomes in a dynamic environment.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Leon Kaese, 0458 999 569
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8564E34C-4CAB-37C1-E5B3-ED

Defence

Vacancy VN-0771784

Department of Defence

Closing Date:Monday 31 August 2026

Guided Weapons and Explosive Ordnance
GWEO Capability Development Division

Job Title	Material Inventory Officer
Job Type	Full-Time, Ongoing
Location	Orchard Hills NSW
Salary	$81,868 - $89,377
Future Merit Locations	Orchard Hills
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 4
Position Number	GWEO/04616/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7444B080-558B-27B3-B9A3-ED34D19EA690

Duties

The Role

Based in Western Sydney as an APS 4 Materiel Inventory Officer, you will play a key role in supporting Defence logistics operations through effective inventory, asset, procurement, and supply chain management activities. Working within an integrated workforce, you will maintain accurate materiel records, monitor inventory holdings, support procurement processes, and contribute to the efficient management of assets throughout their lifecycle.

You will organise and prioritise your workload, applying relevant policies, procedures, and legislative requirements to deliver quality outcomes. The role requires sound judgement, strong organisational skills, and the ability to research, analyse, and resolve moderately complex inventory, logistics, and financial matters.

You will work closely with internal and external stakeholders, building and maintaining effective working relationships while providing advice and administrative support on materiel management activities. Strong communication skills are essential, with the ability to communicate clearly and professionally, both verbally and in writing, within a team-focused environment.

Success in this role will be supported by experience in logistics, procurement, purchasing, or supply chain operations, along with strong financial management skills, including budgeting, expenditure monitoring, and cost analysis. Proficiency in financial and procurement systems, strong Microsoft Office skills (Word, Excel, Outlook, and PowerPoint), and exposure to SAP and its application in procurement, finance, inventory management, and reporting functions will be highly regarded.

As part of this Logistics Support Unit, you will be part of the Explosive Ordnance Maintenance Directorate (EOMD). This directorate plays a vital role in delivering the latest guided weapons for the Australia. You will be part of a team that is crucial to delivering the latest guided weapons for the Australian Defence Force (ADF).

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technologies. The ITAR is United States (US) law that controls the manufacture, sale, use and access of defence and military end-use articles on the United States Munitions List. It is the policy of the US to deny exports of ITAR controlled technologies to proscribed countries. This may also apply to access by persons who hold or have held a citizenship, or current permanent residency, of said countries. Defence utilises workforce mechanisms to mitigate these restrictions, which will require applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects citizenship details to confirm an applicant’s eligibility for the role and to maintain compliance with international obligations.

About our Team

EOMD is an integral part of GWEO Maritime & Maintenance Branch, which is part of the Guided Weapons & Explosive Ordnance (GWEO) System Division. Our team consists of various disciplines (including engineering, maintenance & technical inspection, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Amberley, Melbourne and HMAS Stirling in Perth. Our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

GWEO Maritime & Maintenance Branch is dedicated to providing our staff with a diverse, manageable, and favorable work-life balance, with flexible working arrangements where practicable. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and

professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one that directly reflects the needs and scope for Defence's varied operational requirements.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. In GWEO Maritime Branch, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Our Ideal Candidate

The ideal candidate will demonstrate:

- Experience in logistics, inventory management, procurement, purchasing, or supply chain operations.
- Strong financial acumen, including budgeting, expenditure monitoring, cost analysis, and value-for-money decision making.
- Experience using SAP, to support procurement, finance, inventory management, and reporting activities.
- Proficiency in Microsoft Office applications, highlighting Excel, Word, Outlook, and PowerPoint.
- Strong organisational skills with the ability to manage competing priorities and meet deadlines.
- High attention to detail and a commitment to maintaining accurate inventory, asset, and financial records.
- Well-developed communication and stakeholder engagement skills, with the ability to build positive working relationships across all levels.
- Ability to work collaboratively within a team while also managing tasks independently.
- Strong analytical and problem-solving skills, with the ability to identify process improvements and efficiencies.
- Commitment to compliance, accountability, and adherence to policies, procedures, and governance requirements.
- A proactive and adaptable approach, with a willingness to learn and contribute to continuous improvement initiatives.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Amanda Cartwright, 02 8345 3238
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7444B080-558B-27B3-B9A3-ED3

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Defence

Vacancy VN-0771792

Department of Defence

Closing Date:Monday 31 August 2026

Security and Estate Group
Service Delivery Division

Job Title	ICT Solutions Architect
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Bandiana VIC, Canberra ACT
Salary	$99,733 - $112,431
Future Merit Locations	Melbourne, Bandiana, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	SEG/04101/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=96088E48-D1B2-4168-6390-ED34D362170C

Duties

The Role

The Directorate of Digital Service Delivery (DDSD) is seeking a motivated and innovative APS 6 ICT Technical Architect to play a key role in shaping and enhancing Defence’s digital service delivery platforms, including ServiceConnect, the DCAC Portal and the Web Forms Portal. These platforms are critical enablers of simplified, integrated and user-centered services for the Defence Community.

Working within a collaborative and fast-paced environment, you will lead the development of solution designs, technical analysis and architectural artefacts that align business requirements with Defence's strategic and operational objectives.

Reporting to the EL1 Lead Architecture, you will work closely with business owners, technical specialists, delivery teams and industry partners to analyse complex requirements, develop solution options and deliver practical, scalable and compliant outcomes.

You will enjoy working across strategy, research, delivery and sustainment activities, building strong stakeholder relationships and applying your problem-solving skills to influence decisions and drive continuous improvement. This role offers a unique opportunity to contribute to the future of Defence digital services while working as part of a high-performing team committed to innovation and service excellence.

About our Team

The Directorate of Digital Service Delivery (DDSD) is responsible for the delivery and continual improvement of digital services across Defence. The Directorate works closely with customers, technical teams and industry partners to ensure digital services are accessible, responsive and aligned with business needs. Through a strong focus on service excellence, innovation and user experience, DDSD drives initiatives that improve productivity, strengthen service performance and support Defence's evolving digital transformation journey.

As part of DDSD, staff in our team have the opportunity to contribute to meaningful outcomes, collaborate with a diverse range of stakeholders and help shape the future of digital service delivery in a dynamic and mission-focused environment. As Defence continues to invest in digital transformation, our team is growing—and so is our impact.

Our Ideal Candidate

The ideal candidate is an experienced ICT Technical Architect with a proven ability to design, develop and deliver complex technology solutions that align with business objectives and Defence requirements. They possess strong analytical, stakeholder engagement and problem-solving skills, enabling them to translate business needs into scalable, secure and sustainable architectures.

The candidate demonstrates sound knowledge of Azure cloud and its services, good understanding of PEGA platform and Adobe Experience Manager (AEM) technology environments. They have a strong expertise in system integration architecture, including Representational State Transfer (REST)/ Simple Object Access Protocol (SOAP) Application Programming Interfaces (API)’s, industry standard integration patterns, protocols, and best practices.

Deep understanding of cloud architecture, API security, Authentication/Authorization mechanism, governance and risk management, supported by the Microsoft Azure Solutions Architect Expert (AZ-305) certification. The successful applicant is able to work collaboratively with technical and business stakeholders, provide strategic advice, and contribute to project planning and delivery.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Mradulanand (Maddy) Sharma, 03 9282 7652
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=96088E48-D1B2-4168-6390-ED3

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Defence

Vacancy VN-0771794

Department of Defence

Closing Date:Sunday 30 August 2026

Defence Intelligence Group
Intelligence Capability Division

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$99,733 - $112,431
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DIG/03466/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1A0A9DD2-93C6-5054-EA52-ED34D39A827C

Duties

The Role

The Geospatial Collection Systems (GCS) has an exciting opportunity for a Project Manager to join our team. Operating in a dynamic integrated environment comprising of APS, Contractors and Military personnel, the role is responsible for providing assurance on the development and delivery of Geospatial collection projects and products.

The role requires excellent communication and coordination skills, as well as experience in, or a strong understanding of, project management and the Defence Capability project lifecycles. You will be working closely with the GCS executive team to support capability development and assure project and product delivery.

About our Team

The Intelligence Data and Targeting (IDT) Branch manages the Defence Targeting Enterprise, Defence Geospatial Program, and Foundational Military Intelligence. It will deliver intelligence capability outcomes to the integrated force, Defence and whole of government. Capabilities within the program will enable Defence to source, produce, and share data, information and intelligence to enable critical Australian Defence Force (ADF) targeting, and operations, and meet National Defence priorities.

As part of IDT the GCS team sponsors Integrated Investment Program (IIP) geospatial collection capability projects in various stages of the Defence Capability project lifecycle. This position is required to ensure effective planning, governance, and assurance over delivery of work packages to achieve strategic outcomes. The resource will be responsible for a broad range of activities including task management; simple procurement support; information management, workforce support, and governance and assurance activities.

Our Ideal Candidate

Our ideal candidate will have a high level of project management skills, including the ability to work under pressure with limited resources. Strong written, verbal and presentation skills are also required in order to engage with internal and external stakeholders to achieve the required outcomes for Defence.

The successful candidate will be a highly motivated individual who demonstrates the ability to manage project activities in a complex integrated environment, including the ability to prioritise tasks and manage risks, issues and stakeholder engagements. The candidate needs to be motivated and willing to take on new challenges, whilst implementing and aligning with Defence capability processes.

Note: This position will require a Top Secret Positive Vetting (TSPV), but NV1 and NV2 will be considered if willing to undergo the process to upgrade to TSPV. Candidates will also be required to successfully undergo a Defence Intelligence Suitability Assessment (DISA) prior to engagement.

Eligibility

Security Clearance

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Department of Defence

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To Apply

Position Contact	Amy Stevens, 02 5108 9689
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1A0A9DD2-93C6-5054-EA52-ED

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Defence

Vacancy VN-0771801

Department of Defence

Closing Date:Monday 31 August 2026

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Industry Engagement Officer
Job Type	Full-Time, Non-Ongoing
Location	Brindabella Business Park ACT
Salary	$99,733 - $112,431
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	ADFHQ/04217/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BA1037A2-8B38-E8DF-EFB8-ED34D4139FF4

Duties

The Role

As the Industry Engagement Officer you will be accountable under broad direction, to achieve high impact industry engagement and meaningful stakeholder outcomes in support of the Advanced Strategic Capabilities Accelerator (ASCA). You will have the ability to work independently and be required to use their initiative and judgement when engaging with internal and external stakeholders.

They will be required to execute event management activities and construct detailed reports in relation to ASCA’s programs, and contribute to strategic communication planning, program management and engagement activities.

An APS6 Industry Engagement Officer is expected to be a capable team member and be accountable to set work priorities. They must be able to build the team’s capability through coaching, feedback and developing the quality of work undertaken by others in the team. They may exercise the associated people and financial responsibilities to achieve team outcomes.

An APS 6 Industry Engagement Officer will have a considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex and technical issues. They will be required

to identify, anticipate and respond to stakeholders' needs and expectations to achieve ASCA and Defence outcomes.

They will be accountable to contribute towards ongoing self-improvement and professional development. This position will require some travel and work away from the office and at times, outside of standard business hours. The individual will also be required to assist with carrying tangible materials for events, including but not limited to banners, boxes of merchandise, flyers, and similar items.

About our Team

The Advanced Strategic Capabilities Accelerator (ASCA) rapidly translates disruptive new technologies into Defence capability in close partnership with Australian industry and research organisations. ASCA is a key element of Australia's Defence innovation, science and technology efforts, taking Defence further, faster by accelerating the delivery of minimum viable capabilities that can rapidly be put into operational use.

The position of Industry Engagement Officer sits within ASCA's Strategic Engagement and Communications team, reporting to the Assistant Director. The team's main function is to align, enhance and enable ASCA's communication and engagement activities to more effectively reach our key audiences both internally and externally, and support the delivery of program outcomes.

You will be at the cutting edge of innovation if Defence, working across ASCA's directorates and exploring new mechansims that promote and support ASCA's focus on delivering asymmetric capabilities in priority areas. The environment is fast paced, with priorities shifting on a daily basis as we work together as a small cohesive team to deliver outcomes to a high standard.

Our engagement with stakeholders is achieved through a variety of platforms and provides an opportunity to gain an insight into the wider Defence innovation ecosystem.

Our Ideal Candidate

The ideal candidate will demonstrate their qualifications and experience at the APS 6 level against:

- Proven experience in planning, coordinating, and delivering events to advance ASCA's engagement initiatives, supported by strong organisational skills, exceptional attention to detail, and a proactive, hands on approach to event execution.
- Highly capable in events logistics and vendor coordination, scheduling, building and maintaining registration pages, arranging travel, venue coordination, administrative tasks and ensuring smooth event execution.

- Have confidence completing data entry, updating records and databases accurately, and contributing to draft written content such as event briefs, promotional copy, and internal communications.
- Proven ability to develop reports, briefs to support ASCA’s industry engagement initiatives and communication channels.
- Work collaboratively and engage effectively with key stakeholder across a diverse network, communicate with influence, and deliver program/business outcomes.
- Have an ability to build and sustain effective relationships with team members and wider Defence stakeholders, and actively participate in team and group activities.
- Self-driven and outcome focused, with strong communication and interpersonal skills.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Alannah Johnson, 02 5131 5938
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BA1037A2-8B38-E8DF-EFB8-ED

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Defence

Vacancy VN-0771806

Department of Defence

Closing Date:Sunday 30 August 2026

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Repairable Items Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$99,733 - $112,431
Future Merit Locations	Sydney
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 6
Position Number	NSSG/04646/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8E48CE20-87EB-6860-9DFE-ED34D306B94A

Duties

The Role

The APS 6 Repairable Items Officer within Maritime Inventory Management (MIM) is responsible for planning, coordinating and managing the sustainment of repairable items supporting Navy capability. Operating with a high degree of autonomy, the role develops and manages forward plans for repairable item activity, informed by maintenance schedules, fleet demand signals and stakeholder inputs.

The position leads a small team to coordinate induction, assessment and repair activities with industry partners, including determining value for money outcomes and identifying items beyond economic repair. They monitor performance, risks and inventory outcomes to ensure availability of serviceable materiel to meet operational requirements.

The role requires strong analytical and planning skills, application of financial, logistics and materiel management principles, and an understanding of procurement and contracting frameworks. It involves close engagement with internal and external stakeholders to deliver and optimise integrated sustainment outcomes.

About our Team

Maritime Sustainment Division (MSD) operates within the Naval Shipbuilding and Sustainment Group, delivering in service sustainment of naval capability in support of Navy's operational readiness. As part of MSD's transformation to the Maritime Sustainment Model, the MIM has been established to centralise and modernise inventory management across the fleet.

MIM is responsible for the procurement and management of common inventory, repairable items and cross class equipment, ensuring the right materiel is available to support maintenance delivery, sustain onboard allowances and enable future fleet operations.

Our team works across procurement, logistics, engineering and operational stakeholders to deliver integrated supply chain outcomes, improve efficiency through scale, and drive cost savings through aggregated purchasing and reduced duplication, while providing assured inventory support that directly underpins Navy capability and readiness in a dynamic and evolving operational environment.

Our Ideal Candidate

The APS 6 Repairable Items Officer is a capable materiel logistics professional who performs effectively in a complex sustainment environment and demonstrates a strong commitment to Defence's values of service, courage, respect, integrity and excellence. You bring strong planning and analytical skills, with the ability to interpret demand signals, maintenance schedules and inventory data to develop and manage repairable item programs of work.

You are confident leading a small team and coordinating activities with industry partners, including assessing value for money outcomes and making informed decisions on repair versus replacement. You apply sound knowledge of logistics, product management and relevant procurement and contracting frameworks to deliver practical outcomes.

You build productive relationships with stakeholders, communicate clearly and respond to competing priorities with sound judgement, initiative and attention to detail, contributing to reliable sustainment outcomes and continuous improvement.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Adele Speechley, 02 8440 4341
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8E48CE20-87EB-6860-9DFE-ED

Defence

Vacancy VN-0771810

Department of Defence

Closing Date:Sunday 30 August 2026

Defence Digital Group
Military Systems

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$124,393 - $140,315
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	Executive Level 1
Position Number	DDG/04434/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5FB4ACF4-C65B-B6AE-1AB7-ED34D10C03F2

Duties

The Role

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

An EL 1 Project Manager will exercise a considerable degree of independence and perform a leadership role. They will exercise sound decision-making and judgement to provide expert policy advice. They will have in-depth knowledge of the Project Management function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

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 Military Systems Enhancements Branch is a dynamic and collaborative environment dedicated to delivering new capabilities and enhancing existing military systems to improve operational performance and outcomes across Defence. As an EL 1 Project Manager, you will work closely with a broad range of stakeholders, including Lifecycle Management, Demand Management and the Joint Capabilities Group (JCG), to lead complex and fast-paced projects that support strategic Defence objectives.

Our team is focused on excellence in project delivery, applying contemporary project management methodologies, strong governance practices and innovative problem-solving approaches to achieve successful outcomes. We foster a high-performing and inclusive culture where collaboration, professional development and knowledge sharing are highly valued.

Team members are empowered to lead multidisciplinary project activities spanning finance, procurement, contracts, risk, scheduling, workforce planning and industry engagement, while mentoring and developing others to build capability across the organisation. Together, we are committed to delivering effective, efficient and sustainable system enhancements that strengthen Defence capability and support mission success.

Our Ideal Candidate

The duties of an EL 1 Project Manager occupation in Defence include the following:

- Accountable for managing and leading a team, providing clear and consistent communication, setting clear performance and behavioural standards, managing performance.
- Responsible for the management of schedule, risk, budget and resources, preparation of briefings, submissions, reports and returns relating to the project progress and issues in accordance with organisational requirements.
- Apply established technical, operational, professional and administrative activities, procedures, practices and project management methodologies.
- Identify risks and opportunities and take account of these in planning, decision-making and priority setting.
- Build and sustain stakeholder engagement, including the ability to communicate with influence and negotiate effectively.
- Analyse, interpret project performance against agreed plans, develop, and evaluate strategies to achieve project outcomes.
- Prepare correspondence, briefs and reports as required.
- Interpret and ensure compliance with legislative, policy and regulatory frameworks.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Nivasraj Sivakumar, 0436 846 490
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5FB4ACF4-C65B-B6AE-1AB7-EI

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Defence

Vacancy VN-0771812

Department of Defence

Closing Date:Sunday 30 August 2026

Defence People Group
People Services and Wellbeing

Job Title	Senior Investigator/Case Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Melbourne VIC
Salary	$99,733 - $112,431
Future Merit Locations	Brindabella Business Park, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	DPG/04631/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3A620697-8935-BD28-75B0-ED350AD3DFDF

The Role

As an APS 6 Senior Investigation/Case Officer, you will manage a diverse caseload of conduct, performance and attendance matters and contribute to fair, timely and well-reasoned outcomes.

Key responsibilities include:

- Conducting complex inquiries and investigations into suspected breaches of the APS Code of Conduct.
- Managing conduct, performance and attendance-related matters, including Right Track Plans and probation processes.
- Providing expert advice and guidance on sensitive and complex employee matters.
- Building effective working relationships with managers, supervisors and employees across the Department.
- Preparing high-quality correspondence, reports, notices and recommendations for senior decision-makers.
- Managing competing priorities while maintaining accurate and comprehensive records.
- Interpreting and applying relevant legislation, policy and procedural frameworks in line with APS and Defence Values.

This opportunity is available in:

- Canberra, ACT
- Melbourne CBD, VIC

Due to the nature of the role, regular in-person engagement is required for training, collaboration and operational purposes. While Directorate of Conduct and Performance (DCP) supports flexible working arrangements, including working from home by agreement, successful applicants will be required to attend the office a minimum of three days per week.

Applicants located outside Canberra and Melbourne are encouraged to apply. While preference may be given to candidates who can readily meet the role's in-person requirements, exceptional candidates with a strong track record, relevant experience and the ability to meet operational needs will be considered.

About our Team

The Directorate of Conduct and Performance (DCP) provides advice and guidance on conduct and performance management issues. It manages inquiries into suspected breaches of the APS Code of Conduct; and administers and facilitates the management of poor performance of APS employees in accordance with current legislation, policies, business rules and agency best practice.

Our Ideal Candidate

We are looking for people who are curious, adaptable and able to work through complex issues in a fair and balanced way. You may come from a range of professional backgrounds and bring experience in case management, workforce management, policy, governance, operational decision-making or other roles that require sound judgement and strong stakeholder engagement.

You will bring:

- Strong analytical and problem-solving skills.
- The ability to assess information, identify key issues and develop practical recommendations.
- Strong written and verbal communication skills.
- The ability to build effective working relationships and manage sensitive conversations with professionalism and empathy.
- Experience managing competing priorities and delivering quality outcomes in a busy environment.
- Sound judgement, attention to detail and a commitment to confidentiality and procedural fairness.
- A willingness to learn and develop capability in investigation and case management practices.

Duties

Security Clearance:

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

Eligibility
Notes

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

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To Apply

Position Contact	Harshika Reddy, 03 9200 0418
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3A620697-8935-BD28-75B0-ED3

Defence

Vacancy VN-0771819

Department of Defence

Closing Date:Monday 31 August 2026

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Security Practitioner
Job Type	Full-Time, Ongoing
Location	Bungendore NSW
Salary	$89,841 - $96,829
Future Merit Locations	Bungendore
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 5
Position Number	JOC/03105/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=0080A756-EED6-FC38-4CC2-ED350C03E3CE

Duties

The Role

Your role at HQJOC is primarily as a Security Officer (SO) but you will also assist as a Deputy Communications Intelligence Security Officer (COMSO), reporting directly to the HQJOC Security Manager. The position supports security governance, compliance, and risk management activities that protect Defence personnel, information, assets, and facilities. Key responsibilities include conducting security inspections and audits, maintaining security records and procedures, delivering security awareness training, providing security advice, and assisting with security incident investigations.

As the HQJOC D/COMSO, you are responsible for assisting with compliance for personnel requiring compartmented access, delivering mandatory security briefings, and developing briefing programs that support the annual HQJOC induction cycle.

The role ensures compliance with Defence security policies and Physical Security Zone requirements and requires the ability to maintain a Positive Vetting (PV) clearance. Strong communication skills, sound judgement, and the ability to meet demanding and short-notice operational requirements are essential to supporting HQJOC operations.

About our Team

The HQJOC Security Operations (SEC OPS) Team is led by the Security Manager and forms part of the Chief of Staff Branch. The team consists of the Security Manager, Security Officer, Communications Security Officer (COMSO), Deputy Communications Security Officer (D/COMSO) and Visits Clerk. The team manages daily visitor access to HQJOC, supports security compliance, and promotes a strong security culture through security awareness, advice, and adherence to Defence security requirements. SEC OPS plays a key role in protecting personnel, information, assets, and facilities, while supporting HQJOC operations.

Our Ideal Candidate

The ideal candidate holds a PV clearance and will be a proactive and adaptable security professional with a demonstrated understanding of Defence Physical Security requirements. They will be a proven self-starter, capable of operating independently, prioritising competing demands, and exercising sound judgement in the protection of government intelligence, classified information, and physical security environments. Strong decision-making skills and the ability to respond effectively to evolving operational requirements are essential.

Eligibility

Security Clearance:

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

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To Apply

Position Contact	Carmen Canning, 02 6250 6057
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0080A756-EED6-FC38-4CC2-ED

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Defence

Vacancy VN-0771829

Department of Defence

Closing Date:Wednesday 02 September 2026

Security and Estate Group
Infrastructure Division

Job Title	Assistant Director & Project Director
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$124,393 - $140,315
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	SEG/04132/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=13E27271-017C-D7B0-7195-ED350D76BD87

Duties

The Role

EL 1 Assistant Director

The EL 1 Assistant Director will support the financial management of Capital Facilities and Infrastructure Branch's (CFI) capital works program.

This includes:

- Identifying, understanding and applying relevant financial policy including the Accountable Authority Instructions, Defence Financial Delegations and Defence Accounting Policy Framework.
- Developing and maintaining Branch resources, templates and processes that relate to financial management.
- Providing support and training to CFI Project Teams in using corporate financial systems.
- Providing support and training to CFI Project Teams in undertaking financial activities including preparing PGPA Section 23(3) Commitment Approval minutes, managing Purchase Orders and Outline Agreements, receipting goods, processing invoices, rolling-out assets and financially closing projects.
- Conducting assurance activities to identify and report financial non-compliances.
- Managing financial tasks including Asset Demolition Reporting, Assets Under Construction Reporting, and Decontamination Reporting.

EL 1 Project Director

The EL 1 Project Director will be responsible for managing the planning, development and, subject to approval, delivering of major capital works projects for the Department of Defence from within one of the Branch's project delivery directorates. You will be the client-side project manager, responsible for managing your assigned projects on behalf of Defence as the client, and working closely with industry who will design, cost and construct project works.

This will require you to:

- Develop project plans;
- Engage stakeholders;
- Procure industry and administer industry contracts;
- Conduct financial management activities;
- Conduct reporting, governance and assurance activities;
- Respond to routine and ad-hoc taskings;
- Manage project risks and issues;
- Obtain Departmental, Government and Parliamentary approvals; and
- Progress project objectives against approved schedule, scope and budget parameters.

You will lead a Defence project team, comprised of APS and/or Military personnel, that works collaboratively with industry across each assigned project. You will work under limited direction from an EL 2 Director, and you will have a level of delegated authority to make decisions on behalf of the Branch and the Commonwealth.

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

Security and Estate Group (SEG) is the consolidated security and service delivery organisation for Defence. SEG is part of the Associate Secretary Group and is responsible for protecting and advancing Defence's strategic interests through the provision of security and estate services. The Group has a budget of over $6.6 billion and around 1,900 APS and 150 ADF staff, along with numerous contracted service providers.

Within Security and Estate Group, Capital Facilities and Infrastructure Branch is responsible for planning, developing and delivering major capital works projects across the Defence estate. This includes estate projects, which maintain and upgrade Defence bases, and the facilities elements of capability projects, which provide new and/or refurbished infrastructure to support new Defence platforms, systems and equipment. Capital Facilities and Infrastructure Branch has project delivery directorates, which deliver assigned projects, and enabling directorates, which provide support.

Our Ideal Candidate

The EL 1 Assistant Director role will suit people with Financial Management skills and qualifications.

You must:

- Possess attention to detail and a strong analytical approach.
- Effectively work in a fast-paced dynamic environment that routinely receives high priority and short-notice tasks.
- Possess strong communication skills when educating and training project teams.
- Work as a positive, supportive and productive member of our team.

The EL 1 Project Director role will suit people with the following skills and qualifications:

- Contract management / administration.
- Project management / client-side project management.
- Procurement management.
- Financial management.

The EL 1 Project Director role is dynamic and requires you to work in a fast-faced environment delivering multiple complex and high-value projects in line with relevant legislation and policy.

You must:

- Confidently communicate with stakeholders and present compelling business cases to decision makers.
- Manage competing priorities and deadlines across multiple projects.
- Foster a positive team culture and drive performance through strong leadership.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Ashley Passey, 02 5109 5933
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=13E27271-017C-D7B0-7195-ED3

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Defence

Vacancy VN-0771839

Department of Defence

Closing Date:Thursday 03 September 2026

ARMY
Forces Command

Job Title	Learning and Development Officer
Job Type	Full-Time, Ongoing
Location	Paddington NSW
Salary	$89,841 - $96,829
Future Merit Locations	Paddington
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ARMY/04661/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=F34E3BF2-58C2-CD27-3156-ED350F3BB3F4

Duties

The Role

The APS 5 Manager Education Schemes (Army) is responsible for coordinating the day-to-day management of Army specific and Defence led civil education schemes. These schemes ensure Army personnel are supported to access educational opportunities that contribute to capability development and workforce readiness. Working within the Directorate of Army Learning and Education Systems (DAELS) at Headquarters Forces Command, the role involves administering education schemes, in year and short term financial planning and management, providing policy advice and guidance to stakeholders, monitoring program compliance, managing student and unit enquiries, and coordinating with education providers across Australia. Routine business management tasks including payment of invoices relating to Army/ADF Education Schemes.

The position requires strong organisational skills; a sound aptitude for financial management, oversight and governance; attention to detail; and the ability to manage competing priorities while delivering high-quality customer service and administrative support in a dynamic environment.

About our Team

The Education Schemes team is part of the Directorate of Army Learning and Education Systems (DAELS) within Headquarters Forces Command. The team is responsible for supporting Army's workforce generation through the administration and coordination of a range of civilian education programs and educational assistance schemes. Working closely with Army career management agencies, units, education providers, and Defence stakeholders, the team ensures members are able to access learning opportunities that enhance individual development and support Army capability outcomes. The team fosters a professional, inclusive, and supportive workplace culture where collaboration, continuous improvement, and customer service are highly valued. Members of the team contribute directly to enabling Army personnel to develop the skills, knowledge, and qualifications required to meet current and future workforce needs.

Our Ideal Candidate

The ideal candidate is a motivated and adaptable professional with excellent stakeholder engagement and communication skills. They will have experience in administration, financial management, learning and development, or workforce capability, with the ability to interpret policy and apply it effectively in a practical setting. The successful applicant will demonstrate sound judgement, attention to detail, and a commitment to delivering accurate and timely outcomes. They will be comfortable working independently while also contributing positively to a collaborative team environment. A strong customer focus, effective problem-solving skills, and the ability to build productive relationships with military members, APS employees, educational institutions, and other stakeholders will be critical to success in the role.

Eligibility

Security Clearance

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

Notes

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

To Apply

Position Contact	Geoffrey Cremin, 02 8108 6569
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F34E3BF2-58C2-CD27-3156-ED

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Defence

Vacancy VN-0771848

Department of Defence

Closing Date:Thursday 03 September 2026

ARMY
Forces Command

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Paddington NSW
Salary	$81,868 - $89,337
Future Merit Locations	Paddington
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	ARMY/04667/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8E3BD8C0-9806-EFAB-66BB-ED350F9F09CA

Duties

The Role

The APS 4 Administration Officer plays a key role in delivering administrative, business support, governance and coordination services within a dynamic and integrated workforce. Working under limited direction, the position is responsible for managing moderately complex administrative activities, coordinating correspondence, maintaining accurate records and reporting systems, supporting financial and procurement processes, and contributing to informed decision-making through research and analysis. The role requires sound judgement, attention to detail, and the ability to interpret and apply policies, procedures and legislative frameworks while providing high-quality support to achieve organisational outcomes.

About our Team

The APS 4 Administration Officer works within a collaborative team environment where information sharing, stakeholder engagement and continuous improvement are valued. The team supports a range of operational and business functions and works closely with internal and external stakeholders to deliver efficient administrative services. Team members actively contribute to meeting shared objectives, participate in problem-solving and process improvement initiatives, and may provide coaching and support to less experienced staff. The environment is professional, customer-focused and committed to delivering timely, accurate and compliant outcomes.

Our Ideal Candidate

The ideal candidate is a proactive and organised administrator with strong communication, coordination and stakeholder engagement skills. They demonstrate sound judgement, the ability to manage competing priorities, and a commitment to delivering high-quality outcomes. They are comfortable analysing information, preparing reports and correspondence, and applying relevant policies and procedures to their work. The successful candidate thrives in a team environment, builds positive working relationships, and identifies opportunities to improve administrative processes. They are adaptable, accountable and committed to continuous professional development while maintaining a strong focus on service delivery and compliance

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Colin Bigger, 02 8306 1443
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8E3BD8C0-9806-EFAB-66BB-EI

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Defence

Vacancy VN-0771857

Department of Defence

Closing Date:Monday 14 September 2026

NAVY
Fleet Command

Job Title	Governance and Risk Officer
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	$99,733 - $112,431
Future Merit Locations	Garden Island
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/03832/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8B8EA485-F181-8832-13B3-ED34D3014721

Duties

The Role

This is a dynamic role with the opportunity to design and implement new initiatives, work with senior leaders, and contribute to Navy Outcomes. We are looking for a proactive problem solver who is comfortable working both independently and as part of a team. An understanding of Seaworthiness or Land worthiness or Corporate Governance Principles would be advantageous but is not essential:

Reporting to the Deputy Director Operations, the successful candidate will:

- Develop Policy Processes and Procedures to ensure SPTFOR is aligned with Fleet Direction on Governance, Performance and Risk.
- Develop Policy Processes and Procedures to accurately report on status and capabilities of SPTFOR Units
- Monitor and Report Support Force Units compliance. Take the initiative to progress work to meet business objectives, provide advice and guidance on more complex issues
- Perform Quality Assurance and Audit Activities Resolve problems and implement alternative courses of action

- Develop and Maintain SPTFOR Risk Management Processes.
- Transition AFGO 324 into the N Library
- Work collaboratively, build and sustain effective relationships and provide constructive feedback. Limited travel may be required to support Assurance Activities during the period

Note: Work is mostly in an office environment. Limited domestic travel will be required for audit activities. During audit activities the successful applicant will need to moving between buildings, around operational dockyards and potential on and off ships.

About our Team

The Support Force Headquarters (SPTFOR HQ) provides oversight of and support to all Australian Naval Establishments and all Fleet enabling Directorates as well as all the RANs inshore and offshore Support Vessels. Support Force has undergone a period of rapid expansion post the Fleet Command and Control Review and is now the largest and most diverse Force Command within the Fleet.

Our Ideal Candidate

The successful candidate working under limited supervision and will have a demonstrated ability to think critically and implement innovative solutions. You must be comfortable working individually and as part of a small team. The ability to form strong working relationships will be a key to success.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	CMDR Peter Thompson, 02 9537 6147
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8B8EA485-F181-8832-13B3-ED3

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Defence

Vacancy VN-0771862

Department of Defence

Closing Date:Sunday 30 August 2026

NAVY
Fleet Command

Job Title	DESGRP Work Health & Safety Officer
Job Type	Full-Time, Ongoing
Location	Potts Point NSW
Salary	$99,733 - $112,431
Future Merit Locations	Potts Point
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 6
Position Number	NAVY/04628/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D57EC185-8451-6489-ADB9-ED34D36D79EE

Duties

The Role

- Lead and assure WHS and environmental compliance across SURFOR, ensuring alignment with Defence policy, ANP 2200, and relevant legislation.
- Undertake research, analysis, and risk assessments to identify, evaluate, and mitigate WHS risks impacting operational capability.
- Develop, implement, and continuously improve WHS frameworks, including policies, procedures, and safety management systems.
- Provide authoritative WHS advice and guidance to Command Teams, ship personnel, and stakeholders on legislative and Defence policy requirements.
- Monitor WHS performance and incidents, initiating timely investigations and ensuring effective corrective actions are implemented.
- Plan and conduct audits, evaluations, and assurance activities to verify compliance with WHS legislation, policies, and governance frameworks.
- Lead incident investigations, applying professional judgement to identify root causes and implement sustainable risk controls.
- Engage and collaborate with internal and external stakeholders and subject matter experts to resolve complex WHS issues.
- Confident in writing safety briefs and high-level communication.
- Coordinate, facilitate and prepare documentation for Group meetings, and contribute to preparation for SURFOR meetings as required.
- Operate effectively both autonomously and as part of Operational Risk Safety Teams to support enterprise safety outcomes.
- Promote a strong safety culture and continuous improvement through training, guidance, and the application of best practice in environmental and WHS standards.
- Working under direction of the Group CMR and Occupational Risk Safety Manager.

About our Team

Surface Force provides a working environment that offers you a diverse range of work in a highly technical and safety conscious environment. You will be supported by a close knit team and be encouraged to be innovative and adaptive to changing priorities and events. You will be provided with the training and support necessary to allow you to succeed in this vitally important area of Navy function and operation.

Our Ideal Candidate

- Completion of Cert IV, Diploma or Degree in Work Health and Safety.
- ICAM Lead Investigator Training.
- Extensive experience in Work Health and Safety and/or Environmental Science working with various stakeholders in a maritime and or high-risk environment. This could consist of working in a compliance role with HAZCHEM, Hazardous Materials, Heritage, Fire Compliance or Environment.
- A good working knowledge of contemporary WHS risk assessment tools and applications.
- Excellent written and verbal communication with a high-level ability to effectively engage stakeholders to achieve strategic outcomes.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Cveta Andary, 02 9537 1837
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D57EC185-8451-6489-ADB9-ED

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Defence

Vacancy VN-0771873

Department of Defence

Closing Date:Wednesday 02 September 2026

Guided Weapons and Explosive Ordnance
GWEO Capability Development Division

Job Title	Engineer Practioner - Explosive Ordnance
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Melbourne VIC, Penrith NSW
Salary	$89,841 - $96,829
Future Merit Locations	Brindabella Business Park, Melbourne, Penrith
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 5
Position Number	GWEO/04698/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4B52CF91-9593-1876-D194-ED35491F8468

Duties

The Role

Are you an engineer that is interested in delving into the world of Explosive Ordnance? If so, look no further than this meaningful opportunity for an APS 5 Engineering Practitioner role and apply your skills!

An opportunity exists to join our dynamic Defence team within the Land Explosive Ordnance system Program Office (LEOSPO) as an APS5 Engineering Practitioner. If you are searching for a new career opportunity with an agile, empowering, positive and open organisation, this role within LEOSPO could be for you!

You will spend your days;

- Investigating, analysing and reporting on engineering concepts and risks;
- Planning and delivering critical engineering activities;
- Providing advice to stakeholders; and
- Enabling good inventory decisions with quality and timely engineering advice.

Your ability to analyse and apply systems of work, Government decision-making and Defence's mission and policy requirements will be key to allowing you to deliver outcomes.

About our Team

The Land Explosive Ordnance System Program Office (LEOSPO) forms a key component of the Guided Weapons & Explosive Ordnance (GWEO) Land Branch, which sits within the GWEO Systems Division of Defence Delivery Group. Our team is made up of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are primarily located in Penrith, Canberra and Melbourne. LEOSPO manages the acquisition, sustainment and disposal of a large range of guided and non-guided land explosive ordnance.

We are dedicated to providing our staff with a manageable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one, which directly reflects the needs, and scope of Defence's varied operational requirements.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

You will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

- 15.4% superannuation;
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study;
- Additional leave days between Christmas and New Year;
- Focus on work/life balance; and
- Salary sacrifice opportunities.

Our Ideal Candidate

Our ideal candidate will;

- Be a highly proactive and organised Engineer; have a background in explosive ordnance, mechanical, chemical or electrical engineering;
- Be a clear and concise communicator (written and verbal), strong team player, able to analyse, interpret and apply engineering guidance, policy and regulations, influence stakeholders and evaluate strategies to achieve outcomes; and

- Take the initiative to resolve issues by identifying and developing ideas through analysis of alternative courses of action, whilst identifying their implications and associated risks.

Defence is committed to recruiting the right people, in the right jobs, at the right time. We are committed to building a diverse and inclusive workplace.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Engineers applying require a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

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 advertising agency.

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To Apply

Position Contact	Kellie Martin, 02 4738 4170
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4B52CF91-9593-1876-D194-ED3

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Defence

Vacancy VN-0771876

Department of Defence

Closing Date:Thursday 17 September 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Trials Officer
Job Type	Full-Time, Ongoing
Location	Graytown VIC
Salary	$89,841 - $96,829
Future Merit Locations	Graytown
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JCG/04674/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=99899D10-936C-67E9-B18F-ED354A2F30A3

Duties

The Role

We are seeking a dynamic and motivated Trials Officer based at Graytown to plan, schedule and conduct explosive ordnance test and evaluation activities, including small to medium calibre dynamic trials, grenade and mortar trials, and a range of static trials. Working closely with the Trials Manager, you will ensure trial site availability and resources are in place to support safe and effective trial preparation activities, contributing to the delivery of safe and suitable explosive ordnance and materiel to the Australian Defence Force.

The role involves coordinating and conducting test and evaluation activities in accordance with JPEU procedures, reporting on outcomes, developing and reviewing technical documentation, liaising with external agencies, supporting training and familiarisation activities, assisting with the

acquisition and introduction of new equipment, contributing to process improvement initiatives, and acting as a Safety Officer for non-JPEU activities in accordance with sponsor requirements.

About our Team

The Task Management Trials Team is a small team working in a dynamic environment that works closely with the Range Operations Team to conduct trials to support Army, Navy, Air Force, DSTG, CASG and LEA. The Task Management Team is critical in this process as they carry out the overall planning and resource management for the dynamic and static explosive ordnance and material trials carried out on the range. They will work closely with the other functions of the Establishment including ammunition preparation, data acquisition, maintenance and logistics.

The right person for this role will show the flexibility to respond to the changing context and shifting priorities of JPEU, to achieve business outcomes. In this role, the individual will provide support to a geographically dispersed team.

Our Ideal Candidate

Our ideal candidate will have knowledge and experience in explosive test development and delivery, particularly in small and medium calibre testing, including weapons, targets and associated support systems. Experience with small arms weapons, ballistics, test system design, test and evaluation activities, and measurement practices will be highly regarded. An understanding of Lean and Continuous Improvement methodologies would also be advantageous.

We are seeking a ballistics or explosives professional who can apply their technical expertise within a dynamic test and evaluation environment. The successful candidate will demonstrate initiative, sound engineering judgement and a strong commitment to delivering high-quality Defence trial outcomes. They will be adaptable, safety-focused and driven to continuously improve systems, processes and ways of working, ensuring efficient and effective delivery of critical Defence testing activities while supporting a culture of innovation and continuous improvement.

Eligibility

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 5 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Rebecca-Lee Kempton, 03 5736 3044
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=99899D10-936C-67E9-B18F-ED3

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Defence

Vacancy VN-0771890

Department of Defence

Closing Date:Wednesday 02 September 2026

Security and Estate Group
Service Delivery Division

Job Title	Customer Service Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$81,868 - $89,377
Future Merit Locations	Melbourne
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 4
Position Number	SEG/04553/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1DD9A812-390B-1F8A-CBB2-ED3582579DA4

Duties

The Role

This role requires an APS 4 Information and Records Management Officer who can effectively manage electronic records in accordance with legislative, governance and Defence policy requirements.

The position demands strong attention to detail, sound judgement and the ability to work independently while organising competing priorities in a high-volume service delivery environment. The officer must maintain the integrity and security of information, undertake research and analysis, support continuous improvement activities, and provide accurate advice to internal and external stakeholders.

Successful candidates will demonstrate well-developed communication and stakeholder engagement skills, strong computer literacy, resilience and adaptability, and the ability to work collaboratively within a team.

They will be capable of interpreting policies and procedures, exercising discretion within defined parameters, and contributing to team performance through knowledge sharing, coaching and support. A commitment to professional development, customer service excellence and compliance with legislative and security requirements is essential.

Top 3 job requirements:

- Strong information and records management skills, including compliance with legislation, security and governance requirements.
- Excellent communication and stakeholder engagement skills, with the ability to provide advice and manage customer enquiries.
- High attention to detail, sound judgement and the ability to work independently while contributing to team outcomes and continuous improvement.

About our Team

The Information Access Unit (IAU) provides a single point of contact for individuals seeking access to information held by Defence. Our team delivers information access, records management and customer support services to serving and former Australian Defence Force members, their families, representatives, Defence personnel and the wider community. Operating in a fast-paced, high-volume environment, we manage information requests, maintain the integrity and security of Defence records, and work collaboratively with internal and external stakeholders to achieve positive outcomes.

We pride ourselves on maintaining high standards of accountability, professionalism and customer service, ensuring every interaction is handled with care, accuracy and respect. Through our commitment to information governance, legislative compliance, continuous improvement and service excellence, we support Defence's mission by enabling transparent access to information, safeguarding sensitive records and enhancing the customer experience.

Our Ideal Candidate

Our ideal candidate is a motivated and customer-focused professional who thrives in a fast-paced environment and takes pride in delivering high-quality outcomes. You will bring strong attention to detail, sound judgement and the ability to manage competing priorities while maintaining the integrity, security and accuracy of Defence information and records. You will have well-developed communication and stakeholder engagement skills, enabling you to provide clear advice and build positive working relationships with a diverse range of customers and colleagues.

We are seeking someone who demonstrates resilience, accountability and a commitment to service excellence, with the confidence to work independently while contributing positively to a collaborative team culture. Experience in information and records management, administration, customer service or a related field, along with the ability to interpret policies, procedures and legislative requirements, will be highly regarded.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Carol Pearce, 0475 637 591
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1DD9A812-390B-1F8A-CBB2-ED

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Defence

Vacancy VN-0771891

Department of Defence

Closing Date:Wednesday 02 September 2026

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Business Operations Officer
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	$99,733 - $112,431
Future Merit Locations	Garden Island
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	NSSG/04712/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5780A035-3293-10B2-86C3-ED35821AEC9C

Duties

The Role

Within the Administration function, an APS 6 Administration Officer is accountable under broad direction to perform and achieve complex procedural, operational, administrative and business support work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS 6 Administration Officer will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed administration, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

An APS 6 Administration Officer may be a team coach or lead a team and be accountable to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

An APS 6 Administration Officer will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

The ideal candidate for the APS 6 Administration Officer role in Maritime Sustainment Division (MSD) is a high-performing, proactive administrative professional who thrives in fast paced, complex environments undergoing significant transformation.

They demonstrate a strong alignment with Defence values and actively contribute to an inclusive, collaborative culture. They bring substantial experience delivering administrative and business support functions, and are able to independently manage complex procedural and operational tasks. They comfortably interpret and apply legislation, policies, governance frameworks and organisational priorities, ensuring advice and outputs are accurate, compliant and support MSD's evolving enterprise needs.

Supporting MSD's transition to the Maritime Sustainment Model, the ideal candidate is adaptable, solutions-focused and comfortable navigating change. They identify risks, exercise sound judgement, progress work proactively and provide guidance on more complex matters. They are an excellent communicator who builds and sustains effective relationships across Defence and industry. They engage confidently and professionally to negotiate outcomes, resolve issues and support business objectives. Their approach is collaborative, mature and grounded in sound judgement.

With strong critical thinking and organisational skills, the ideal candidate contributes to the development and continuous improvement of administrative and operational processes. They demonstrate accountability, initiative and a commitment to continuous improvement in support of Defence capability. The ideal candidate values MSD's flexible and supportive culture, contributes positively to team wellbeing and performance, and takes ownership of their professional development while supporting the growth of others.

Our Ideal Candidate

Maritime Sustainment Division (MSD) operates within the Naval Shipbuilding and Sustainment Group delivering in-service support to Navy and Army along with delivering new capability to Government. MSD is embarking on transformational change to establish the Maritime Sustainment Model and ensure the organisation is able to respond to emerging demands and strategic priorities. The ACSSPO team sits within MSD and delivers amphibious capability to the Navy.

The team consists of ADF, APS and contracted personnel covering a range of disciplines including engineering and technical, logistics, corporate performance and decision support. The team values teamwork, mutual respect and continuous improvement.

Defence is committed to recruiting the right people, in the right jobs, at the right time - whether it is creating, acquiring or delivering Defence capability. Our greatest asset is our people.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Caitlin Telford, 02 9537 2081
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5780A035-3293-10B2-86C3-ED3

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Defence

Vacancy VN-0771892

Department of Defence

Closing Date:Wednesday 02 September 2026

Capability Acquisition and sustainment Group
Joint Systems

Job Title	Integrated Product Support (IPS) - MSCSPO
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$99,733 - $112,431
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	CASG/03219/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=31BEDD39-1CFC-CE8A-AA61-ED3581BD6C43

Duties

The Role

Maritime Strategic Communications System Project Office (MSCSPO) within the Capability Acquisition and Sustainment Group (CASG) is seeking a motivated professional to fill the role of APS 6 Integrated Product Support Officer to support the acquisition and introduction of new capability and manage the ongoing sustainment of in-service equipment

The APS 6 Integrated Product Support Officer will join a small, multidisciplinary team, providing critical logistics planning, management, governance and assurance for state-of-the-art ADF capability.

Working under broad direction, responsibilities may include:

- Reviewing, developing and supporting strategies and plans for logistics management, and implementing plans.
- Developing and advising internal and external stakeholder the procedures and processes for logistics management.
- Responding to stakeholder needs and expectations, and engaging with subject matter experts to resolve complex issues.
- Partnering with contracted suppliers to manage priorities and provide comprehensive integrated logistics support to Defence capability.
- Facilitating briefs and reports on project or product achievements against expected performance.
- Building and sustaining effective relationships with stakeholders and team members, participating in team work and supporting team development.

About our Team

Comprised of three major elements, the Maritime and Strategic Communications Systems Program Office (MSCSPO) executive functions are:

Maritime Communications Modernisation, including acquisition projects SEA1442 Phase 4 andSEA1442 Phase 5, and the sustainment of associated capabilities such as the Maritime Tactical Wide Area Network (MTWAN, ex SEA1442 Phase 3),

Naval and Shore Communications Sustainment Management Office, located in Sydney; and

Naval Communication Station Harold E Holt, in Exmouth, WA, which operates and sustains the Very Low Frequency Submarine Broadcast capability.

Our Ideal Candidate

The ideal candidate will have excellent stakeholder management skills, a project management mindset and a good understanding of the maritime sustainment environment. You will be highly motivated, enthusiastic, and capable of exercising autonomy, insight initiative in your approach to work.

Our ideal candidate will:

- Manage complex IPS Program activities, across all IPS elements, to agreed priorities and outcomes.
- The ability to manage and prioritise competing priorities whilst maintaining attention to detail and project timeframes.
- Strong verbal and written communication skills enabling you to liaise with stakeholders and convey information clearly.
- A collaborative mindset and the ability to work effectively within a team and independently.
- A proactive approach to risk management, identifying practical solutions.
- Accuracy and quality across deliverables, documentation and reporting.

- Manage and ensure compliance for IPS Data and information in agreed systems for review and analysis.
- Identify, understand and apply IPS processes and procedures that support informed decisions using data and information derived through analysis.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Michael Carney, 02 5109 9335
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=31BEDD39-1CFC-CE8A-AA61-E

Defence

Vacancy VN-0771893

Department of Defence

Closing Date:Wednesday 02 September 2026

Capability Acquisition and sustainment Group
Air Defence & Systems Division

Job Title	Integrated Logistics Manager (Sustainment)
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$124,393 - $140,315
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	CASG/04675/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C8A8EC38-4342-7AF6-ED42-ED354BDCC4B2

Duties

The Role

An exciting opportunity exist for an experienced Integrated Logistics Manager to join the Satellite Communications (SATCOM) Systems Program Office within Space Systems Branch to work on a variety of SATCOM Narrowband and Wideband sustainment communications capability for the Australian Defence Force (ADF).

The ILS Manager Sustainment is accountable under broad direction to perform and achieve complex materiel logistics work within an integrated workforce.

They will:

- Require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements.

- Exercise a considerable degree of independence and perform a leadership role and is accountable to lead and manage a range of human and physical resources and exercise the associated people and financial delegations.
- Have in-depth knowledge of Materiel Logistics or Project / Product Management and be responsible for the development, implementation, compliance and review of policies and procedures.

About our Team

Space Systems Branch acquires and sustains SATCOM systems, and is a trusted advisor of SATCOM systems for the Australian Defence Organisation. The team comprises professionals from various disciplines including project management, engineering, commercial, and logistics.

This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel. The team works from Brindabella Park offices in Canberra and maintains close collaboration with other parts of Defence and other Government Agencies.

Our Ideal Candidate

SATCOM SPO are seeking an experienced and dedicated EL 1 - ILS Manager - Sustainment.

The ideal applicant will be able to demonstrate:

- An excellent record in a Sustainment and/or Project Management environment;
- Demonstrated capacity to think strategically and develop plans and processes to enhance the achievement of business outcomes;
- Highly developed communication skills, self-drive, and initiative with the ability to influence others to achieve tasks and business objectives;
- Strong commercial and business acumen and a demonstrated understanding of the Defence Industry sector in Australia. Key attributes and experience we are looking for:
- At least five years of experience in the planning, governance, management & assurance of ILS or Materiel Logistics in a Sustainment environment or equivalent in Project Management;
- Excellent interpersonal skills, sound technical verbal and written communication abilities;
- An innovative and adaptive.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Kim Davis, 02 5109 5255
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C8A8EC38-4342-7AF6-ED42-ED

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Defence

Vacancy VN-0771908

Department of Defence

Closing Date:Thursday 03 September 2026

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Commercial Director
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$144,430 - $173,359
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 2
Position Number	CASG/04705/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E77D6A0D-1971-1843-E313-ED35848BCED1

Duties

The Role

The Electromagnetic Warfare Intelligence Systems (EWIS) Branch is seeking a highly motivated and experienced leader to drive commercial and contracting outcomes across a dynamic and strategically significant capability area. As the EL 2 Commercial Director, you will lead complex procurement activities, shape contracting strategies, and deliver innovative commercial solutions that support Defence's mission.

This role supports three Systems Program Offices (SPOs) and the Assistant Secretary by applying deep procurement expertise to drive innovation, efficiency, and assurance across procurement processes and contract management outcomes. This role requires a strategic thinker with the ability to deliver high quality advice, strong leadership capabilities, and the ability to influence and collaborate across Defence and Industry.

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 EWIS Branch under Joint Systems Division is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within Capability Acquisition and Sustainment Group (CASG).

We deliver joint capability with a primary focus on electronic protection, electronic support, and electronic attack, and seek to be recognised and respected as a centre of expertise and a global leader in delivering and supporting capability solutions within the EWIS domain.

Within this small but high performing team, you will be provided with a supportive team environment and significant professional development opportunities to help progress in your career. The successful candidate can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

Our Ideal Candidate

We are looking for a strategic thinker with the ability to deliver high quality advice, strong leadership capabilities, and the ability to influence and collaborate across Defence and Industry.

The successful candidate will have:

- Extensive experience in complex commercial activities across the entire procurement life cycle.
- Demonstrated leadership with the ability to influence and collaborate with stakeholders at all levels to achieve best-fit organisational solutions.
- Experience in making decisions based on professional judgement, evaluating risk in the context of a complex and changing environment.
- Highly developed interpersonal, written and communication skills, including relationship building, resilience and adaptability and tailoring your approach when targeting audiences.
- A people leader who can manage, develop and mentor their team to achieve quality outcomes in a high tempo environment.

Eligibility

Security Clearance:

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

Notes

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

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

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To Apply

Position Contact	Vanessa Lowe, 02 5130 4806
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E77D6A0D-1971-1843-E313-ED3

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Defence

Vacancy VN-0771927

Department of Defence

Closing Date:Thursday 03 September 2026

Joint Capabilities Group
Chief of Joint Capabilities

Job Title	Governance Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$99,733 - $112,431
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	JCG/04678/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CE551EC2-F31D-D4AE-6979-ED35866CBC7F

Duties

The Role

Joint Capabilities Group (JCG) is seeking a highly motivated and experienced Governance Officer to support the delivery of effective governance outcomes across the Group. The role will require demonstrated experience in planning, performance reporting, audit management and compliance.

The Governance Officer will contribute to the development, implementation and continuous improvement of the JCG governance plan, policies and procedures that align with Defence requirements and strategic objectives. The successful candidate will provide high-quality technical advice, exercising sound judgement and initiative in interpreting policy and applying governance processes.

With a strong focus on stakeholder engagement, the Governance Officer will build and maintain productive relationships across Defence and collaborate with a diverse range of stakeholders to address both routine and complex governance matters. The role requires the ability to identify emerging issues, anticipate stakeholder needs, and deliver responsive, practical solutions that support JCG and wider Defence outcomes.

About our Team

JCG Headquarters provides high level support to the Group Head, the Chief of Joint Capabilities (CJC), by directing and coordinating Group operations across a range of functions. JCG Headquarters works closely with the JCG Functional Commands and with other Groups and Services to contribute to JCG and Defence outcomes.

The position will work as part of the Business Operations team within JCG Headquarters. The Business Operations team manages the following functions - Risk and Governance, Business and Resource Management, Finance and Contracting and Procurement.

Our Ideal Candidate

Our ideal candidate is someone who has demonstrated experience in governance, planning, performance reporting, audit management, and compliance. You will be accountable under broad direction to perform and achieve complex governance work within an integrated workforce.

You must have the ability to attain knowledge of legislative frameworks, government decision-making and Defence's mission and policy requirements. You must be able to build and maintain productive relationships with internal and external stakeholders and provide advice and assistance on complex governance matters in accordance with relevant policy and procedures.

The successful candidate will be highly organised, have the ability to work independently and manage competing priorities while remaining flexible in a dynamic environment. The successful candidate will display strong personal drive and integrity.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Bella Mavromanolakis, 02 5130 4612
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CE551EC2-F31D-D4AE-6979-ED

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Defence

Vacancy VN-0771936

Department of Defence

Closing Date:Thursday 03 September 2026

Governance Group
Office of DEPSEC Governance

Job Title	Assistant Director Performance Measures and Analysis
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$124,393 - $140,315
Future Merit Locations	Russell
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	GG/04316/26
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=8A3CE906-9B1D-5748-5A6D-ED363529BB9D*

Duties

The Role

As an Assistant Director in the Performance Measures and Analysis Team you will work with stakeholders to improve the quality and consistency of performance information and contribute to key corporate reporting products, including the Defence Corporate Plan, Annual Report and Annual Performance Statements.

You will provide advice on performance measurement, reporting and governance, helping Defence meet its accountability obligations under the Public Governance, Performance and Accountability Act 2013 (PGPA Act).This is an exciting opportunity to step into a role that combines strategic thinking, analysis and stakeholder engagement.

You will analyse complex information, support the development of performance measures, and help strengthen evidence-based reporting and decision making. You will be comfortable working in a large, complex organisation and engaging with diverse stakeholders. You will be adaptable, resilient and able to manage competing priorities. Strong analytical and critical-thinking skills, sound judgement and high-level communication skills are essential. Due to the nature of the role, the successful candidate is required to be based in Canberra.

About our Team

The Enterprise Performance Branch is responsible for leading Defence’s enterprise-level performance analysis and measurement, corporate planning and reporting and accountability activities in line with PGPA Act and the Public Governance, Performance and Accountability Rule 2014 requirements.

The Branch also facilitates the Australian National Audit Office performance statements audit, and supports implementation of a Royal Commission into Defence and Veteran Suicide final report recommendation. The Enterprise Performance Measures and Analysis Team works extensively across Defence Groups and Services, senior leaders, as well as with external agencies to strengthen enterprise performance and evaluation capability and ensure alignment with broader Commonwealth performance, governance and accountability requirements.

The Team provides expertise and guidance to Defence's senior leaders to measure and monitor Defence’s performance, including how to design performance measures and targets to demonstrate how Defence plans to achieve its mission, outcomes and key activities.

Our Ideal Candidate

Our ideal candidates will be highly motivated with a curiosity for how government works and an interest in improving governance.

You will bring demonstrated capability in:

- Building and leading high-performing teams while driving an inclusive workplace culture.
- Operating effectively in high-tempo and dynamic environments, and managing competing priorities.
- Strong written and verbal communication skills, with the ability to develop and tailor high-quality written products (e.g. parliamentary and corporate briefs, minutes, talking points) for different audiences.
- Building and maintaining strong working relationships with both internal and external stakeholders, including senior leaders, ministerial offices and other government agencies.
- Understanding and appropriately applying governance policies, frameworks and legislative requirements within a large, complex organisation.
- Strong critical thinking and analytical skills.
- Applying sound judgement, especially when dealing with sensitive information.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Stephanie Robinson, 02 5108 9430
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8A3CE906-9B1D-5748-5A6D-ED

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Defence

Vacancy VN-0771937

Department of Defence

Closing Date:Thursday 03 September 2026

Joint Capabilities Group
Joint Training Command

Job Title	ICT Security Specialist
Job Type	Full-Time, Ongoing
Location	Macleod VIC
Salary	$99,733 - $112,431
Future Merit Locations	Macleod
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	JCG/04227/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5A374ABD-9B81-1FD5-DA4B-ED36361A7552

Duties

The Role

The ICT Support Engineer (APS 6) / Information Technology Manager is responsible for managing Defence Force School of Signals (DFSS) training information systems, communications services and ICT security capabilities. The role leads a small team of ICT professionals and oversees the planning, maintenance and support of secure training networks, servers, desktops, video teleconferencing systems and associated technologies. The position provides technical advice, manages stakeholder relationships and ensures compliance with Defence ICT security requirements.

Top 3 Job Requirements:

- Strong ICT systems administration and technical support experience within secure environments.
- Demonstrated leadership and team management skills.
- Experience in ICT security, cyber risk mitigation, and systems maintenance and stakeholder engagement.

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 Information Systems team at the Defence Force School of Signals provides critical ICT support services that enable the delivery of Defence communications and information systems training. The team directly supports four DFSS wings by maintaining training networks, ICT infrastructure, communications systems and cyber security controls. Our work ensures that training activities can be conducted securely, reliably and effectively, contributing to Joint Capabilities Group objectives and supporting Defence's broader capability development and operational readiness requirements.

Our Ideal Candidate

Our ideal candidate is an experienced ICT professional with strong technical expertise across enterprise networks, server and desktop operating environments, virtualisation technologies and ICT security practices. They will be capable of managing competing priorities while supporting critical Defence training environments and maintaining high service delivery standards.

The successful candidate will demonstrate sound judgement, leadership, communication and stakeholder engagement skills. They will be comfortable working in a highly structured and secure environment, providing technical advice to senior leaders and coordinating with Joint Capabilities Group (JCG), Defence Digital Group (DDG) and other stakeholders to achieve organisational outcomes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	MAJ Mitchell Futcher, 07 4446 1249
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5A374ABD-9B81-1FD5-DA4B-EI

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Defence

Vacancy VN-0771948

Department of Defence

Closing Date:Wednesday 02 September 2026

Defence
Defence Science and Technology Group

Job Title	2027 DSTG Industry Experience Placement Program
Job Type	Full-Time, Non-Ongoing
Location	Fishermans Bend VIC
Salary	$63,449 - $89,377
Future Merit Locations	Fishermans Bend
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertsied location
Classification	
Position Number	DSTG/03467/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4D7E3688-D9B8-0485-A1D5-ED363504DD60

The Role

The Industry Experience Placement (IEP) program provides undergraduate students currently enrolled in a relevant Science, Technology, Engineering and Mathematics (STEM) degree the opportunity to complete a compulsory industry placement component as part of their degree. The IEP offers work placements of 12 months with Defence Science and Technology Group (DSTG).

The IEP provides successful applicants with the opportunity to gain industry experience in a large research organisation. Successful applicants are supervised by DSTG staff, who work closely with the university to ensure that academic requirements are met.

Placements will commence in March 2027, however alternate start dates may be able to be negotiated.

If you require further information, please contact the contact officer on the front of this Information Pack.

About our Team

DSTG is the Australian Government's lead agency responsible for applying science and technology to safeguard Australia and its national interests.

As one of Australia’s largest employers of scientists and engineers, we deliver expert, impartial advice and innovative solutions for Defence and national security.

We are a workplace that is respectful and adaptive, where all people feel valued and supported to thrive. DSTG is committed to being an organisation that values diversity, equity and active inclusion. DSTG is proud to be recognised with the Bronze Science in Australia Gender Equity, Athena Swan Award. DSTG is also a member of the STEM Male Champions of Change group and a STEM Decadal Plan Champion. DSTG’s ally network serves to provide awareness of and support for all individuals regardless of background, culture, gender, sexuality, ability and neurodiversity.

Our Ideal Candidate

- Are you excited about the future?
- Do you have passion for STEM based research?
- Do you want to work on exciting problems with real applications?
- Are you able to complete an industry placement as part of your course?
- If you answered yes to these questions, you could have what it takes to excel in a DSTG Industry Experience Placement program.

Successful applicants will enjoy working in a diverse team environment and using their initiative to solve problems. They will be able to utilise this opportunity to transform studied theoretical knowledge into a solid foundation of skills on which they can use to build their career.

Find your STEM pathway with a Defence placement.

More information on the DSTG Industry Experience Placement program can be found here:

Industry Experience Placement Program | DST

Duties

Security Clearance:

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

Mandatory Qualifications:

To be eligible for the IEP you must:

- Be enrolled at an Australian tertiary institution;
- Have a degree requirement to undertake a 12-month practical placement with industry;
- Have completed a minimum of two (2) years of tertiary study (full-time or equivalent) before starting a project;
- Be available to undertake a full-time work placement between the advertised dates;
- Be an Australian citizen; and
- Be eligible to obtain a Negative Vetting 1 security clearance.

Eligibility
Notes

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

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To Apply

Position Contact	David Broderick, dstg.studentpathways@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4D7E3688-D9B8-0485-A1D5-ED

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Defence

Vacancy VN-0771973

Department of Defence

Closing Date:Thursday 03 September 2026

Guided Weapons and Explosive Ordinance
GWEO Delivery Division

Job Title	Information and Records Management Officer
Job Type	Full-Time, Ongoing
Location	Penrith NSW
Salary	$89,841 - $96,829
Future Merit Locations	Penrith
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	GWEO/04752/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=81D3BB18-13FD-D2A8-B101-ED3672E01F78

Duties

The Role

Are you looking for a role that will give you both ownership of tasks as well as collaboration with your team on larger projects? An APS5 Information and Records Management Officer will be supporting the acquisition and sustainment of guided weapons and explosive ordnance used by the Australian Defence Force.

You will need to rapidly drive solutions and prioritise workloads in direct consultation with our wide customer base. Plan, implement and review information and records management provisions, and possess an understanding of technical publications, records management or editing/publishing.

You will have experience in the administration of information and records management within a regulatory framework and well developed experience in Microsoft and Adobe applications. You will analyse, plan, review and adjust priorities to meet outcomes and undertake objective, systematic analysis and draw accurate conclusions based on evidence providing detailed technical, operational, professional and procedural advice in relation to complex activities.

About our Team

The Technical Publications Team is an integral part of the Technical Data Unit (TDU) within the Directorate of Engineering in the Guided Weapons Explosive Ordnance Group (GWEO). The Engineering mission is to assure, and assist in ensuring the safety and reliability of explosive materiel.

The Directorate of Engineering is fast-paced and outcome driven in support of the acquisition and sustainment of guided weapons and explosive ordnance used the Australia Defence Force. The team works with a variety of systems across multiple classifications within regulatory and engineering processes that support capability life-cycle and safety and suitability for service.

Technical Publications is a small team that works in a multi-disciplinary environment of military, APS and contractor stakeholders delivering timely solutions and advice surrounding publications and information and records management issues. Team members require strong problems solving skills and an exceptional level of attention to detail.

Our Ideal Candidate

We are seeking a high-performing and motivated candidate to join the Technical Publications Team where you will have the opportunity to contribute to complex publication and data management.

The successful candidate will bring the following attributes and skills to the role:

- Strong analytical skills, attention to detail and sound judgement;
- Excellent written and verbal communication skills;
- Ability to balance strategic thinking with practical delivery in a sensitive and fast-paced environment;
- Outcome-focused mindset, with an ability to apply innovative approaches to achieving results;
- Ability to build and sustain effective relationships and work collaboratively and independently as required with a wide array of stakeholders;
- Resilience and flexibility in the face of changing and competing priorities

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Julie Woods, 02 4738 4173
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=81D3BB18-13FD-D2A8-B101-ED

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Environment and Energy

Vacancy VN-0771951

Clean Energy Regulator

Closing Date:Sunday 30 August 2026

Corporate HR, Facilities & Security

Job Title	Senior HR Advisor - Recruitment
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$102,268 - $116,424
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation and where appropriate based on the specifics of the role.
Classification	APS Level 6
Position Number	CER 085/26
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

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

About the Branch

The Corporate Branch is responsible for delivering enabling services that support the effective and efficient operation of the agency and facilitates the agency's compliance with legislation, policies and guidelines as a non-corporate Commonwealth entity.

The branch complements the scheme-focus of other agency divisions by providing digital services for internal and client-facing systems and facilitating strategic communications and client engagement through the agency's website and contact centre. In addition, the Branch supports efficient resource management and corporate accountability through functions such as financial management, performance reporting, parliamentary services, procurement, risk management and assurance, facilities management and human resource management.

About the Section

The Human Resources, Security and Facilities section are responsible for operational and strategic people related matters for the agency.

We support the agency to achieve its purpose through providing business focussed advice and support, and we strive to continuously improve the quality of our services and ensure that our workplace respects and meets the needs of all employees.

The section has responsibility for three distinct and important functions:

- The Human Resources function supports the attraction, retention and development of a highly skilled, motivated and engaged workforce.
- The Security function manages protective and physical security as directed in the Protective Security Policy Framework (PSPF).
- The Facilities function manages our property and facilities in accordance with government and industry guidelines.

Duties

Under limited direction and with a sound understanding of employment related legislation, policies and processes, you will:

- Manage the Recruitment function under the general direction of the Manager – Recruitment and Workforce Analytics
- Provide leadership and supervision to a small team, including managing workload and performance, building team capability by sharing recruitment knowledge and providing leadership, coaching and training to team members
- Coordinate business as usual recruitment activities from end-to-end, including:
    - Ensuring the agency’s compliance with the relevant legislation such as the PS Act, Commissioners Directions and Fair Work Act
    - Undertaking media advertising and understanding of the appropriate media channels and processes to use
    - Consistently review recruitment activities to ensure a smooth candidate experience and make improvements as needed
- Undertake SES recruitment under the guidance of the Manager – Recruitment and Workforce Analytics, including procuring external service providers
- Provide accurate and timely advice on complex recruitment issues
- Develop resources and support internal training providing advice and guidance on best practice recruitment
- Undertake enhancements to the eRecruitment system and other recruitment processes to improve agency efficiency and automation
- Encourage workplace diversity through recruitment initiatives designed to increase the diversity of our workforce
- Support the Senior HR Advisor – Entry Level Programs in the delivery of recruitment for entry level programs
- Build and maintain internal and external stakeholder relationships within the section, the Agency and the APS more broadly to achieve work area and agency goals
- Provide back up support to other functions within the section as required

Knowledge, Skills and Attributes

The following requirements are essential:

- A high level of experience in using Application Tracking Software (ATS) such as Acendre to manage recruitment
- Demonstrated highly effective time management and coordination skills to manage multiple tasks and changing priorities
- Excellent written and verbal communication skills with a high level of attention to detail
- A well-developed understanding of the legislation and other guidance relevant to recruitment in the Australian Public Service

The following requirements are highly desirable, but not essential:

- Tertiary qualifications in Human Resources or related fields

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens. You will be asked to declare your citizenship status as part of the application process.

We will conduct pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

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

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the

community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Shinta Wulandari, 02 6159 3408
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Foreign Affairs and Trade

Vacancy VN-0771986

Austrade

Closing Date:Wednesday 02 September 2026

Job Title	Policy Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$92,823 - $113,746
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 5;APS Level 6
Position Number	6394_06/26
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

The Office of Tourism and the Visitor Economy in the Australian Trade and Investment Commission—the Commission—is the Australian Government lead for tourism and the visitor economy. We also promote Australian trade, investment and education to the world.

This is an exciting time to be working on the visitor economy and tourism policy for the Australian Government. The tourism industry directly employs more than 700,000 people across over 360,000 businesses in Australia.

The visitor economy covers:

- domestic and international tourism
- international student, business, employment-related and leisure travellers
- visiting friends and relatives
- associated industries such as hospitality, aviation, attractions, travel agents and tour operators, transport, retail, arts and culture, sport and accommodation.

The Office of Tourism and the Visitor Economy in Austrade leads the development and implementation of tourism and visitor economy policy for the Australian Government and provides the Australian Government's official tourism statistics.

We work with a range of Commonwealth agencies, States and Territories, industry and researchers to develop and deliver innovative and effective policy outcomes for tourism. We use insights from this engagement, along with tourism data, to support the Minister for Trade and Tourism and Assistant Minister for Tourism in our collective work to deliver THRIVE 2030, the national visitor economy strategy.

We are seeking experienced and enthusiastic people to fill Policy Advisor roles at the APS5 and APS6 levels for both ongoing and non-ongoing roles. The Policy Advisors will support portfolio ministers and the Commission's engagement by drafting and developing policy; researching and analyzing policy options and developing potential solutions; providing advice on complex policy matters; and supporting Ministers' and Executive briefings, correspondence and engagement with a range of stakeholders (Federal Government, state and territory and industry). Successful candidates will work on a diverse range of issues, which could include workforce and skills, transport and border services, First Nations, sustainability, regional tourism, accessibility and growing international visitation, including as part of the tour guide (Approved Destination Scheme) with China.

Duties

APS5 Policy Adviser

- Support research of policy issues
- Contribute to policy analysis and development
- Provide advice on moderately complex policy matters.
- Preparing evidence-based policy advice, briefings and correspondence for the Minister, Assistant Minister and Senior Executive to achieve tourism outcomes.
- Coordinate stakeholder consultation with industry, state, territory and Commonwealth governments.
- Support policy implementation, monitoring and evaluation
- Being agile, a team player and contributing to other divisional priorities as needed.

APS 6 Policy adviser

- High quality policy research and analysis, drawing on information from multiple sources.
- Analysis of policy options and development of high-quality, innovative and data-driven policy advice, briefings and correspondence for the Minister, Assistant Minister and Senior Executive to inform and influence government deliberations on complex issues.
- Engage and collaborate with a range of policy stakeholders, including state, territory and Commonwealth governments, to influence policy and program settings that impact tourism.
- Support policy implementation, monitoring and evaluation.
- Being agile, a team player and contributing to other divisional priorities as needed.

Eligibility

Australian Citizenship - Our successful candidate must be an Australian citizen.

Security Clearance - Our successful candidate will be required to obtain and maintain a Baseline security clearance.

Pre-employment checks- your suitability for employment will be assessed through a pre-employment screening

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 advertising agency.

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade’s core purpose is to grow Australia’s prosperity and

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

To Apply

Position Contact	Sonia Keda, 02 9392 2300
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0771989

Austrade

Closing Date:Wednesday 02 September 2026

Job Title	Information and Records Specialist
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$121,755 - $136,267
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	6440_08/26
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is seeking an experienced and motivated Information Management and Records Specialist to lead and manage the information and records management function across the agency. The successful candidate will be responsible for developing and implementing a strategic and operational framework for managing Austrade's information assets in compliance with the National Archives Act and other relevant legislation and standards.

Duties

- Manage and contribute to the development and implementation of an information and records management strategy that supports Austrade's business objectives and meets legislative, regulatory and technical requirements.
- Manage Austrade’s Information policies and supporting procedures and coordinating the NAA Digital Check-up survey.
- Facilitate access to records and establish best standards and practices for information and records management across Austrade's digital and physical information systems.
- Provide sound, detailed advice and guidance to Austrade staff on information and records management issues, policies, procedures and systems.
- Support and train Austrade staff on the use of Austrade's Electronic Documents & Records Management System (EDRMS) and other information management tools and platforms.
- Conduct and implement the technical aspects of information management, such as complex searches, data migration, classification, retention and disposal of records.
- Manage and oversee the administration and support of Austrade's EDRMS for both physical and digital information, ensuring its functionality, security, integrity and performance.
- Coordinate and liaise with internal and external stakeholders, such as business areas, IT teams, National Archives of Australia, and other government agencies, on information and

records management matters, including in the development and implementation of new record authorities.
- Monitor and report on the compliance and performance of information and records management within Austrade and identify areas for improvement and innovation.
- Champion and promote a culture of knowledge sharing and information literacy within Austrade and foster collaboration and engagement among staff and stakeholders.

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a Negative Vetting Level 1 security clearance.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process.

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 advertising agency.

About the Austrade

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

To Apply

Position Contact	Patrick McNamara, +61 (02) 939 22733
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0771945

Australian Centre for International Agricultural Research (ACIAR)

Closing Date:Thursday 03 September 2026

Research

Job Title	Senior Program Officer, Capacity Development
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$100,354 - $111,701
Future Merit Locations	Canberra
Office Arrangement	Work From Home;On Site
Office Arrangement Details	While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and operational requirements
Classification	APS Level 6
Position Number	0017
Agency Website	https://www.aciar.gov.au

Job Description

https://www.aciar.gov.au

ACIAR is a small agency with a domestic and international focus. It comprises three branches: Research, Partnerships and Corporate.

This role sits within the Capacity Development team of the Research stream. The Capacity Development team is responsible for the design, management, and review of effective programs that strengthen individuals, institutions, and systems that deliver agricultural research for development in the Indo-Pacific region. Currently, there are six investments within the capacity development program.

The Senior Program Officer, Capacity Development is responsible for their assigned capacity development investments, including project coordination, contract management, risk tracking, financial management, reporting, resource coordination, and stakeholder engagement. This position reports to the Director, Capacity Development and works within a small collaborative team.

Duties

Under the direction of the Director, Capacity Development, the Senior Program Officer, Capacity Development will be required to:

1. Provide end-to-end program management and coordination services for assigned capacity development investments, including:
    1. Managing the day-to-day administration and delivery of capacity development investments to ensure activities are implemented effectively and in accordance with agreed objectives, timelines and contractual requirements.
    2. Establishing and maintaining productive working relationships with external contractors, delivery partners and stakeholders, including representing ACIAR at meetings and forums.
    3. Coordinating, reviewing and quality assuring the design and delivery of workshops, events and other capacity development activities, including facilitating input from relevant ACIAR teams and external stakeholders.
    4. Monitoring, tracking and recording capacity development decisions, actions, milestones and deliverables to support effective implementation, accountability and quality standards.
    5. Analysing capacity development data, stakeholder feedback and other learning information sources to identify trends, risks, opportunities and lessons learned to inform continuous improvement and future program delivery.
2. Monitor and assess capacity development risks, issues and dependencies, implement appropriate mitigation strategies, and escalate residual risks and emerging issues to the Director as required.
3. Support monitoring, evaluation, learning and reporting activities in accordance with ACIAR frameworks and requirements, recording documentation in SharePoint and ACIAR's research and procurement database.
4. Work collaboratively across the capacity development team and broader research branch to promote systems thinking, knowledge sharing and strategic alignment across capacity development efforts, ensuring complementarity and maximising development outcomes.
5. Represent ACIAR in capacity development-related forums, meetings and stakeholder engagements, building and maintaining effective relationships with domestic and international partners.
6. Undertake other duties and activities commensurate with the classification level, as required or requested.

Eligibility

· **Australian Citizenship** - the successful candidate must be an Australian citizen.

· **Security clearance** - the successful candidate will be required to obtain and maintain a Baseline security clearance.

Notes

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

About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is a statutory agency within the Australian Government's Foreign Affairs and Trade Portfolio. It operates under the Australian Centre for International Agricultural Research Act 1982. ACIAR invests in collaborative research and knowledge-sharing partnerships to improve the livelihoods and resilience of smallholder farming, fishing and forestry communities in Africa, South Asia and the Indo-Pacific. We work with governments and institutions to grow food more efficiently, increase food system resilience, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably. Our partnerships prioritise economic, social and environmental benefits for partner countries, and contribute to the development of our international and Australian partner institutions' research, policy and leadership capabilities. Further information on our current projects, programs and priorities can be found at https://www.aciar.gov.au/. It's important to note that ACIAR are responsible for commissioning research, not undertaking research.

To Apply

Position Contact	Jennifer Ross, 0262170500
Agency Recruitment Site	https://www.aciar.gov.au

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Foreign Affairs and Trade

Vacancy VN-0771949

Australian Centre for International Agricultural Research (ACIAR)

Closing Date:Wednesday 09 September 2026

Corporate

Job Title	Director, Procurement and Contracting
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$158,169 - $171,874
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site
Office Arrangement Details	While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and operational requirements
Classification	Executive Level 2
Position Number	0079
Agency Website	https://www.aciar.gov.au

Job Description

https://www.aciar.gov.au

ACIAR is seeking a collaborative and credible leader who can provide clear, practical advice, on complex procurement and contract management. The successful candidate will demonstrate sound judgement, a strong service focus and the ability to build trusted relationships across the agency.

They will be comfortable leading through change, influencing senior stakeholders, improving systems and practices over time, and strengthen organisational capability within a hybrid procurement model that balances central expertise with distributed business area capacities.

Reporting to the General Manager, Corporate (GMC), the Director, Procurement and Contracting leads ACIAR's central procurement and contract management function. The role provides specialist strategic advice and ensures procurement, contract management and related legal matters are managed in accordance with legislative requirements, governance frameworks and probity principles.

The Director is responsible for procurement and contract management policy, frameworks, governance and continuous improvement across the agency, and coordinates access to procurement related legal advice where required. The role supports ACIAR staff to achieve compliant, value-for-money outcomes in line with the Commonwealth Procurement Rules.

Drawing on strong Commonwealth procurement and contract management experience, the Director will provide strategic leadership, build organisational capability and foster a culture of sound procurement, contract management and risk management practices across ACIAR.

Duties

This role provides a unique opportunity to support procurement and contract management activities across both domestic and international research partnerships, requiring practical judgment and innovative solutions within the Commonwealth framework.

As part of ACIAR's evolving procurement operating model, the successful candidate will shape and lead a small but vital agency-wide function, embedding a practical, risk-based and service-oriented approach to procurement and contract management.

The Director will help ensure procurement activities support ACIAR's operational needs, strategic priorities and public sector obligations.

Under the broad direction of the General Manager, Corporate, the Director, Procurement and Contracting will:

1. Lead ACIAR’s procurement, contract management and procurement legal coordination function, providing strategic direction, managing a small specialist team, building organisational capability, and ensuring frameworks, policies and practices support compliant, risk-based and fit-for-purpose outcomes.
2. Provide authoritative technical and strategic advice to the Executive and business areas on complex procurement, contract management and related legal matters, including tenders, panels, contracts, probity, risk and compliance with legislative and policy requirements.
3. Design and embed risk-based procurement and contract management approaches that support value for money, meet Commonwealth Procurement Rules and enable ACIAR to deliver its corporate and program objectives.
4. Influence and work collaboratively with program areas and corporate enabling functions to align procurement activity with budgets, strategic priorities, the corporate plan and annual procurement planning.
5. Provide stewardship of procurement and contract management reporting, assurance and documentation, including AusTender reporting, corporate procurement records, Questions on Notice and other internal or external reporting requirements.
6. Contribute to agency governance through the development and maintenance of ACIAR delegations, CEO Instructions, procedural rules and related governance documents.

Eligibility
Notes

- Australian Citizenship - our successful candidate must be an Australian citizen.
- Security clearance - our successful candidate will be required to obtain and maintain a Baseline security clearance.
- Employment with ACIAR is subject to the successful candidate meeting all relevant Australian Public Service employment requirements, including citizenship, security and

pre-employment checks. The successful candidate will be expected to demonstrate a commitment to the APS Values, APS Code of Conduct, workplace health and safety, diversity and inclusion, and culturally respectful ways of working.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is a statutory agency within the Australian Government's Foreign Affairs and Trade Portfolio. It operates under the Australian Centre for International Agricultural Research Act 1982. ACIAR invests in collaborative research and knowledge-sharing partnerships to improve the livelihoods and resilience of smallholder farming, fishing and forestry communities in Africa, South Asia and the Indo-Pacific. We work with governments and institutions to grow food more efficiently, increase food system resilience, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably. Our partnerships prioritise economic, social and environmental benefits for partner countries, and contribute to the development of our international and Australian partner institutions' research, policy and leadership capabilities. Further information on our current projects, programs and priorities can be found at https://www.aciar.gov.au/. It's important to note that ACIAR are responsible for commissioning research, not undertaking research.

To Apply

Position Contact	Samantha Callinan, 02 6217 0565
Agency Recruitment Site	https://www.aciar.gov.au

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Foreign Affairs and Trade

Vacancy VN-0772007

Australian Centre for International Agricultural Research (ACIAR)

Closing Date:Wednesday 09 September 2026

Corporate Business Systems Unit

Job Title	Senior ICT Operations Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$100,354 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site
Office Arrangement Details	While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and operational requirements
Classification	APS Level 6
Position Number	0089
Agency Website	https://www.aciar.gov.au

Job Description

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

ACIAR is a small agency with a domestic and international focus. It comprises three branches: Research, Partnerships and Corporate.

This role sits within the Information and Communication Technology (ICT) Section in the Business Systems Unit (BSU). The BSU is a small, high-performing team responsible for delivering and supporting ACIAR's technology environment.

The team manages a broad range of ICT services and platforms, including cloud and enterprise systems, cyber security, digital workplace technologies, records management systems, communications services and end-user support. Working in a small team environment, you will have the opportunity to contribute across a diverse range of technologies and projects that support ACIAR's operations in Australia and overseas.

Reporting to the ICT Operations Manager, this position is responsible for developing, implementing, maintaining and monitoring ACIAR's ICT systems and services. The role requires the application of specialist technical expertise across a range of activities, including the implementation, testing, support and maintenance of server and desktop environments, cyber security systems and services, mobile device management solutions, identity and access management services, and cloud-based platforms and services.

Duties

Under the general direction of the ICT Operations Manager, the Senior ICT Operations Officer will:

1. Manage complex ICT support, incidents and service requests, providing specialist technical assistance to staff and acting as an escalation point for challenging issues.
2. Design, implement, administer and maintain ICT infrastructure and services, including Microsoft 365, Windows operating environments, cloud platforms, identity services and end-user technologies.
3. Develop, implement and continuously improve cyber security controls, operational processes and risk management practices to protect ACIAR's systems, information and services.
4. Manage mobile device services and other end-user technologies, ensuring reliable service delivery and identifying opportunities for improvement and innovation.
5. Research, recommend and implement enhancements to ICT systems, services and business processes that support ACIAR's strategic and operational objectives.
6. Lead ICT projects and procurement activities, including vendor management, technical documentation, user training and the coordination of contractors and project resources as required.

Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen.
- **Security clearance** - our successful candidate will be required to obtain and maintain a Negative Vetting 1 security clearance prior to being offered the role.

Notes

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

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To Apply

Position Contact	Jarrod Hardie, 02 6217 0513
Agency Recruitment Site	https://www.aciar.gov.au/careers

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Foreign Affairs and Trade

Vacancy VN-0771865

Australian Secret Intelligence Service

Closing Date:Monday 31 August 2026

Not specified
Not specified

Job Title	Risk Management and Policy Professionals
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,199 - $175,338
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This is an office based role in Canberra
Classification	APS Level 6;Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

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

About ASIS

The Australian Secret Intelligence Service (ASIS) is Australia’s overseas intelligence collection agency. We are Australia’s experts at collecting highly sensitive information – secret intelligence – from sources overseas to keep Australia and our region safe and prosperous.

Our work spans continents and cultures. As a tech-powered and data-driven organisation, we use covert techniques and cutting-edge technology to put us in the right rooms, next to the right people, with the right access to the intelligence we need. We are tasked to collect intelligence – it might be political, military or economic information – deliberately withheld from the Australian Government that might present threats to or opportunities for Australia.

From graduates to career changers, we come from every corner of the country and all walks of life, with backgrounds from all around the world.

Regardless of our ethnicity, experiences and education, we're bound by a shared commitment to something bigger: building a better future for those who come after us. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTQIA+.

It's a mission owned by everyone, with opportunities for all.

The Role

Risk Management Professionals L6 – EL1

Risk Management Professionals define and develop enterprise level policies and frameworks to identify, control, monitor and report on ASIS's risk exposure across the Service at the enterprise and functional level. Risk Management Professionals provide an enterprise view of ASIS's risks, enabling coordinated risk mitigation and a centralised evaluation of risk control effectiveness.

Policy Officer Professionals L6 – EL1

Policy Officer Professionals drive strategic policy development and implementation that supports and aligns with the unique mission of ASIS. Policy Officer Professionals provide high quality strategic advice that is timely, accurate and persuasive, and is underpinned by analysis, stakeholder consultation and awareness of important policy developments across government and internationally. The Officers ensure that policy enhances the Service's ability to undertake its activities.

Duties

Under limited/broad direction, Risk Management and Policy Professionals will be responsible for the following key duties:

RISK MANAGEMENT PROFESSIONALS

Planning and Coordination

• Plan, design, implement and maintain risk management frameworks and policies across ASIS - for both enterprise risks and functional risks.

• Adapt risk management frameworks and policies as required, ensuring they remain relevant and responsive to evolving requirements.

• Coordinate consistent risk identification, assessment, recording, controls and reporting at an enterprise level.

• Identify, analyse, control and report on enterprise risks (financial, security and counter intelligence, intelligence edge, people and culture, technology and license to operate).

Reporting

• Obtain regular updates from risk owners on enterprise risks and associated controls.

• Conduct periodic assessments of control impact.

• Formulate periodic assessments of cumulative and combined risk at an enterprise level.

• Provide periodic and exception reporting to risk owners, relevant seniors and governance bodies on enterprise risk status.

Guidance and Advice

• Provide advice and support on risk management matters and practices, fostering a culture of compliance and risk awareness.

• Conduct training and provide updates on risk management practices and expectations.

POLICY OFFICER PROFESSIONALS

Policy Research & Analysis

• Conduct research and analysis to support policy development and implementation on a range of ASIS activities.

• Identify policy issues relevant to ASIS's intelligence and security functions.

• Develop evidence-based rationale to support policy changes that align with national security priorities

Policy Development & Drafting

• Develop and draft strategic policy documents that support the Service’s mission.

• Contribute to the development and finalisation of policy documents, ensuring they align with relevant legislation, national security objectives, and ASIS's operational requirements.

• Incorporate feedback from stakeholder consultation, including input from intelligence and security specialists, into policy instruments and solutions

Advice & Support

• Provide high quality, timely, accurate, and persuasive advice on policy matters, with a focus on supporting the Service’s mission.

• Conduct research and analysis to support advice, ensuring it aligns with government requirements and priorities.

• Maintain accurate records of policy advice and decisions, adhering to relevant security protocols and ensuring the protection of sensitive information.

Implementation, Monitoring and Evaluation

• Support the implementation, monitoring, and evaluation of policies that impact the Service’s mission.

• Contribute to the development of supporting infrastructure and processes for policy implementation.

• Monitor policy performance indicators, ensuring they align with ASIS's strategic goals and making recommendations for ongoing improvement.

In addition to the above, Risk Management and Policy Professionals at Executive Level 1 are also expected to:

• Lead a team and identify learning and growth opportunities.

• Set tasks that align with the strategic objectives of the organisation.

• Negotiate confidently and persuasively.

• Exemplify resilience and inspire a positive team culture.

Core skills

We encourage applicants with the following skills and attributes to apply:

• Demonstrated ability to build and maintain strong and productive working relationships with key stakeholders.

• Ability to exercise independent judgement, critical thinking and innovative problem-solving in a complex and changing environment.

• Ability to deliver training, guidance and support to areas across the Service.

• Ability to deliver frank and fearless advice and guidance.

• Demonstrated ability in applying legislation, policy and procedural framework to support sound decision making.

• Strong ability to communicate clearly and effectively, both in writing and verbally, specifically when developing policy submissions and briefings.

• Ability to manage sensitive matters with discretion and confidentiality.

Experience requirements

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

• Experience in risk management and/or policy.

• Experience in strategic thinking and development,

Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance

For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at https://protectivesecurity.gov.au, section 12 provides information on Eligibility and suitability.

Notes

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respective work environment. We encourage applications from Aboriginal and Torres Strait Islander people, Women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

Please note: ASIS does not provide feedback to unsuccessful applicants

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0771997

Australian Secret Intelligence Service

Closing Date:Monday 07 September 2026

Not Provided
Not Provided Not Provided

Job Title	Network Integration/CDS Senior Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$150,072 - $175,338
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	on site
Classification	Executive Level 1
Position Number	Not Provided
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/

The role

ASIS is seeking senior network integration / CDS engineer with the requisite technical background, skills and experience to support the development and delivery of a range of secure gateways and cross domain solutions in a fast-paced and complex global environment. Working in the gateway and cross domain solutions team, you will be working with emerging high security data transfer and access technology to ensure information is securely processed between security domains. You will ensure security threats and risks are understood and enforce CDS controls to protect against malicious actors. Working to deliver solutions for both operational and corporate technology areas, you will provide essential enabling services in ASIS.

This is an excellent opportunity to leverage your existing network knowledge to deploy specialist cutting edge technologies in secure systems globally. You will be provided with training, support and mentorship required to develop and grow your skills to further your career.

Duties

Role responsibilities

Outlined below are the key areas of responsibility for the role:

- Design and implement network and system integration between disparate platforms to provide new capabilities implementing secure quantum-safe gateways and cross domain solutions
- Evaluate emerging technologies, vendor capabilities and business needs to recommend secure, scalable, and operationally effective cross domain architectures
- Provide technical leadership in the development and delivery of mission critical capabilities within a team environment, mentoring junior engineers to foster a culture of knowledge sharing
- Engage with business areas to understand requirements and identify technology solutions that follow accreditation frameworks to ensure a robust security posture
- Collaborate with cybersecurity to produce clear technical documentation and artefacts to achieve accreditation in accordance with the ISM and PSPF to support accreditation and assurance activities

Core skills

We encourage applicants with one or more of the following skills and attributes to apply:

· Demonstrated experience designing and maintaining enterprise network infrastructure

· Strong knowledge of TCP/IP, routing, switching and network security principles

· Experience/knowledge in cross domain solution (CDS) concepts; both bi-directional and one-way cross domain data transfers

· Experience configuring networking/telecommunications infrastructure and network security appliances, such as next generation firewalls, CUBE/Expressways, NiFi and/or email proxy solutions

· Experience in firewalls, gateways, cloud networking platforms, principles and environments

· Exposure to networks using commercial and government grade cryptographic equipment

Eligibility

Education and qualification requirements

Experience in the following would be beneficial, but not essential:

- Relevant engineering degree or professional industry experience/certifications (e.g. CCNP or equivalent)
- Working in secure government enterprise environments in networks, gateways or internet security infrastructure

Benefits of working at ASIS

ASIS employees enjoy access to generous workplace terms and conditions. Benefits include but are not limited to:

- Competitive salary plus 15.4% superannuation
- A variety of leave options including 22 days paid annual leave per year
- Paid leave between Christmas and New Year
- Domestic Relocation assistance for new staff to Canberra
- Health and wellbeing initiatives
- Salary packaging arrangements
- Learning and development opportunities including access to study assistance
- A variety of support services including but not limited to Employee Assistance Program (EAP) and a Staff and Family Support Office.

Whilst ASIS officers are not able to work from home due to the classified nature of our work, staff have access to a range of flexible working arrangements. These include part time hours, condensed hours and/or flexible start/finish times to support other responsibilities.

ASIS conditions of service are similar to those applying for the Australian Public Service, for a full list of benefits and conditions see asis.gov.au

Notes

Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance
- For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at protectivesecurity.gov.au, section 12 provides information on Eligibility and suitability

Notes

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respective work environment. We encourage applications from Aboriginal and Torres Strait Islander people, Women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

Please note: ASIS does not provide feedback to unsuccessful applicants

To apply please visit the ASIS website to view further job details and selection criteria

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not Provided, Not Provided
Agency Recruitment Site	https://www.asis.gov.au/

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Health

Vacancy VN-0771601

Aged Care Quality and Safety Commission

Closing Date:Sunday 30 August 2026

Regulatory Operations Division
Compliance and Enforcement Enforcement

Job Title	Investigator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$89,135 - $96,829
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 office arrangements are approved as per the ACQSC Enterprise Agreement
Classification	APS Level 5
Position Number	396_07/26
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=5618A4D7-E644-E164-8A43-ED32F76203DA

The Enforcement Team aligns with the Commission's provider supervision and regulatory models, conducting investigations into alleged serious non-compliance with the Aged Care Code of Conduct and other conditions of registration relating to regulated entities (registered providers, responsible persons and aged care workers) obligations under the Aged Care Act 2024 and the Aged Care Rules 2025. The team focuses on enforcing compliance through various regulatory actions to hold providers and workers accountable for their conduct.

Duties

The Investigator provides support and assistance to complex investigations, focusing on serious non-compliance with relevant legislative provisions. These investigations may result in the making of significant administrative decisions and/or briefing for civil litigation (in particular, applications for civil penalties).

Working within the Enforcement Team, the Investigator must approach their duties with sensitivity, recognising that individuals accessing Commonwealth funded aged care services are among the most vulnerable in the community. The role involves dealing with potentially confronting and distressing material with professionalism and empathy.

The role includes field-based duties that involve travel and overnight stays to undertake activities in varied locations across the country. The incumbent may be appointed as an Authorised Commission Officer (ACO) and exercise regulatory powers under the Aged Care Act 2024, subject to meeting all statutory and eligibility requirements. The regulatory powers and appointment of an ACO are governed by the Aged Care Act 2024.

Position duties include, but are not limited to:

- Under direction, support and contribute to complex investigations into the conduct and suitability of registered providers of aged care, aged care workers and responsible persons, ensuring accountability and quality in administrative, civil, and other enforcement responses.
- Recognise the care needs of aged care recipients during investigations and support care recipients' participation through well-structured interviews, detailed statements, affidavits, and comprehensive evidence collection.
- Collect, manage, and securely maintain evidential material and protected information obtained through investigations and monitoring activities, ensuring compliance with legislative standards.
- Handle sensitive and potentially distressing material with professionalism and empathy, maintaining emotional resilience and contribute to investigative activities with a focus on the well-being and dignity of everyone involved.
- Prepare investigation reports to inform regulatory responses and support decision making on remedial actions and assist in the preparation of evidence briefs to facilitate civil penalty proceedings in the Federal Court.
- Communicate effectively by anticipating other parties' perspectives, presenting positions effectively and resolving moderately complex to complex matters, including advocating for enforcement outcomes based on evidence and engaging with stakeholders to achieve agreeable outcomes.
- Establish and maintain productive stakeholder relationships with external agencies and relevant authorities to support enforcement activities.
- Utilise a well-developed understanding of statutory, regulatory and policy frameworks including the Aged Care Act 2024, the Aged Care Rules 2025 and Regulatory Powers (Standard Provisions) Act 2014 and the appropriate application of Commission powers, to contribute to investigations and provide informed advice on investigative matters.
- Provide support to Senior Investigator by collaborating with legal officers and other advisors in developing compliance and enforcement responses, and act as a liaison with external counsel on enforcement matters, engaging Legal team as required.
- Contribute to the continuous improvement for processes, guidance and technology for the team.
- Hold or be eligible to obtain, appointment as an Authorised Commission Officer (ACO) to undertake field-based duties, subject to meeting all statutory and eligibility requirements.

Eligibility

- Proven ability to support and assist complex investigations, ensuring accountability and integrity and achieving quality outcomes.
- Sound understanding of, or the ability to quickly acquire of, aged care legislation, statutory, regulatory, and policy frameworks including the Aged Care Act 2024, Aged Care Rules 2025 and Regulatory Powers (Standard Provisions) Act 2014.
- Sound knowledge of contemporary investigations methodologies, practices, and experience in undertaking investigations including conducting interviews and preparing statements and affidavits.

- Demonstrated ability to apply sound communication and interpersonal skills to engage confidently in difficult conversations, managing sensitive issues with respect, clarity, and productive outcomes.
- Well-developed written communication skills to produce clear, accurate, and high-quality reports and briefs that support regulatory and enforcement objectives.
- Demonstrated ability to manage confidential and protected information and evidence with accuracy and confidentiality, ensuring processes align with relevant policies, procedures and obligations.
- Ability to handle sensitive and potentially confronting and distressing material with professionalism and empathy.
- Ability to work under limited direction, demonstrating sound judgement through research, problem-solving, and evidence-based decision making to achieve quality outcomes.
- Ability to identify and contribute to opportunities for continuous improvement, supporting change initiatives while maintaining a positive and collaborative team environment.
- Ability to collaborate effectively, negotiate, and build productive working relationships with a range of stakeholders to achieve operational goals and support the Commission's strategic objectives.
- Ability to obtain Authorised Commission Officer approval in line with Commission policy and to meet obligations in respect of statutory powers, suitability requirements and responsibilities associated with field-based duties, including any travel.

Role Specific Requirements

- Required to provide evidence of seasonal influenza and COVID-19 vaccinations
- Ability to undertake local and interstate travel when required.

Mandatory qualifications

- Certificate IV in Investigations or an equivalent qualification in law enforcement, legal or other regulatory fields (Professional Services).

Desirable skills and experience

- Understanding of the Australian aged care system and the regulatory legislation, statutory, regulatory, and policy frameworks.
- Experience in civil litigation seeking regulatory outcomes.
- Experience working in a regulatory environment or aptitude to do so.

Notes

- Be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps
- Satisfy a National Coordinated Criminal History Check
- Satisfy a pre-existing medical condition declaration

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission is the national regulator of Australian Government-funded aged care services. We protect and enhance the safety, health, wellbeing, and quality of life of people receiving aged care. This includes managing

complaints and feedback about the care older people receive. We help build confidence and trust in aged care, by promoting best practice and a culture of safety and quality in the sector. We register providers and hold them to account if they don't meet expected standards of care. We work with providers, workers, older people, their families, and supporters to make sure they understand and uphold older people's rights.

To Apply

Position Contact	Bridget Pearce, 07 37405120
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=5618A4D7-E644-E164-8/

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Health

Vacancy VN-0771883

Australian Digital Health Agency

Closing Date:Thursday 27 August 2026

Technology Services
Technology Delivery System Integration

Job Title	Technical Delivery Lead – System Integration
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD
Salary	$124,583 - $142,089
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	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description *https://www.digitalhealth.gov.au/about-us/careers*

About the Agency

At the Australian Digital Health Agency, we're building and evolving the national digital health services that millions of Australians rely upon every day.

We're looking for an experienced Technical Delivery Lead to drive the successful technical delivery of complex technology solutions, integrations and enhancements across Australia's national digital health ecosystem. This is an opportunity to work at scale, influence strategic outcomes, and lead the delivery of secure, reliable and impactful technology services that improve healthcare outcomes for all Australians.

Play a key role in building the Agency's internal system integration capability and shaping future delivery practices, leading end-to-end delivery across a portfolio of technology initiatives, working with internal teams, vendors and stakeholders to ensure successful outcomes from solution design through to implementation and operational transition.

Duties

Key Responsibilities

- Lead delivery of national digital health technology solutions and integrations
- Provide technical leadership from solution design through to implementation
- Coordinate complex multi-vendor delivery across enterprise technology environments
- Manage delivery risks, dependencies, governance and stakeholder engagement
- Drive collaboration across architecture, security, operations and product teams
- Support operational readiness and successful transition into service
- Improve delivery practices, DevOps capabilities and systems integration maturity

Skills and experience

To be successful in this role, you will demonstrate:

• Extensive technical experience delivering complex ICT projects and technology programs within large enterprise environments

• Proven experience leading end-to-end project delivery across solution design, development, integration, testing and operational transition

• Demonstrated ability to deliver complex systems integration and technology initiatives across multiple stakeholders and workstreams

• Experience in solution design, cloud platforms, enterprise applications and integration technologies

• Experience managing project risks, dependencies, vendors, delivery partners and cross-functional teams

• Excellent stakeholder engagement, communication and influencing skills, with the ability to drive outcomes in complex environments

• Experience applying project delivery and operational frameworks such as SDLC, ITSM, SIAM, PRINCE2, COBIT or similar

Eligibility

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a Baseline security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

Our benefits

• Australian Public Service salary and career progression in collaboration with annual performance reviews and superannuation employer contribution of 15.4%.

• Salary packaging (also known as salary sacrifice) is available.

• Annual Christmas closedown– with no leave deduction!

• Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life

• Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

• Collaborative workspaces with new technology available within central locations.

• Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option.

How to apply

To apply for these opportunities, please submit your resume and a cover letter (1 page maximum) addressing the requirements outlined above and in the candidate pack.

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position-specific enquiries, please refer to the contact details provided in the candidate pack.

Closing date: Thursday 27 August, 11:00pm

Salary: $124,583 - $142,089 plus 15.4% superannuation, depending on skills and experience.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising 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	Javier Vazquez, javier.vazquez@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0771903

Australian Digital Health Agency

Closing Date:Sunday 30 August 2026

Digital Solutions
Informatics and Standards Standard Adoption

Job Title	Assistant Director - Standards Adoption
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$124,583 - $142,089
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 options available
Classification	Executive Level 1
Position Number	0233_08/26
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

Join the Australian Digital Health Agency's Informatics and Standards Branch as an EL1 Assistant Director, Standards Adoption and play a key role in advancing the adoption and implementation of digital health standards across Australia. Working within the Standards Adoption team, you will support the Agency's vision of a connected and interoperable digital health ecosystem by fostering engagement with the healthcare technology sector, supporting standards capability development, and strengthening partnerships across the digital health community.

Reporting to the Director, Standards Adoption, you will lead the delivery of key initiatives within the Capability Uplift workstream, focused on building digital health standards knowledge and capability across the sector. This includes overseeing the development and delivery of training programs, coordinating engagement with healthcare stakeholders and participants, and partnering with subject matter experts to create high-quality learning content aligned to industry needs. This is an exciting opportunity for a strategic and collaborative leader with expertise in digital health standards to influence national capability uplift and contribute to improved digital health outcomes for all Australians.

Duties

Skills and experience (essential criteria)

- Demonstrated experience delivering digital health, interoperability or standards-related projects in complex stakeholder environments.

- Strong knowledge of healthcare interoperability standards, digital transformation and emerging technologies, including FHIR and related standards.
- Proven ability to lead projects, manage competing priorities and deliver high-quality outcomes within agreed timeframes and budgets.
- Demonstrated capability to lead and develop teams, fostering collaboration and driving the successful delivery of work programs.
- Excellent written and verbal communication skills, with experience preparing executive briefs, reports, presentations and stakeholder communications.
- Highly developed stakeholder engagement and relationship management skills, including experience facilitating workshops, managing procurement activities, overseeing external providers, and delivering training, capability uplift or learning initiatives.

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a Baseline security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

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 advertising agency.

About the Australian Digital Health Agency

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To Apply

Position Contact	Cath Koetz, Cath.Koetz@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

Health

Vacancy VN-0771906

Australian Digital Health Agency

Closing Date:Thursday 27 August 2026

Technology Services
Technology Delivery Infrastructure Planning

Job Title	Director, Infrastructure Planning
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	$148,641 - $175,981
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 2
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

The Australian Digital Health Agency leads the national effort to digitally enable Australia’s health system. We support the delivery of person-centred, connected healthcare through the development and adoption of digital health services and systems.

We are recruiting for a Director, Infrastructure Planning to lead the planning and delivery of major technology releases that support critical national platforms including My Health Record, 1800MEDICARE and Provider Directory Australia.

As the Director, Infrastructure Planning, you'll own the planning and coordination of complex technology programs across nationally significant digital health platforms. You'll lead strategic release planning, partner closely with vendors and senior stakeholders, and ensure major initiatives are delivered successfully.

Duties

Key Responsibilities

• Lead the successful delivery of technology projects, ensuring outcomes are achieved on time, within scope and budget.

• Build strong partnerships with technology vendors and stakeholders to support the successful delivery of initiatives and releases.

• Identify, prioritise and drive technology initiatives that improve services, increase operational efficiency and deliver greater value to stakeholders.

• Collaborate with teams across technology delivery, cyber security, product management and vendor management to align priorities, manage dependencies and ensure successful outcomes.

• Champion best-practice project governance, ensuring compliance with project management frameworks, policies and organisational processes.

Key Criteria

• Minimum 5 years’ experience leading and managing technical and operational teams across geographically diverse locations.

• Strong leadership skills, including mentoring and professional development of technical and operational teams.

• Exceptional written communication skills, with the ability to produce clear, concise and audience-appropriate project documentation, business requirements and executive reports.

• Demonstrates strong personal accountability, professionalism and organisational skills, with the ability to build trusted relationships and effectively support and influence a diverse range of stakeholders.

Desirable:

• Knowledge of systems such as Service Now and Azure DevOps and proficiency in tools like Confluence

Eligibility

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a Baseline security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

Our benefits

• EA aligned salary increases, annual performance reviews and superannuation employer contribution of 15.4%.

• Salary packaging (also known as salary sacrifice) is available.

• Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life

• Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

• Collaborative workspaces with new technology available within central locations.

• Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option.

How to apply

To apply for these opportunities, please submit your resume and a cover letter (1 page maximum) addressing the requirements outlined above and in the candidate pack.

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

Closing date: Thursday 27 August 2027, 11:00pm

Salary: This role offers between $148,641 - $175,981 plus 15.4% superannuation depending on skills and experience.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising 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	Sharon Queen, sharon.queen@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0771963

Australian Digital Health Agency

Closing Date:Sunday 06 September 2026

Technology Services
Cyber Security Cyber Solutions

Job Title	Manager, Cyber Security Architecture
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	$124,583 - $142,089
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	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

The Australian Digital Health Agency leads the national effort to digitally enable Australia’s health system. We support the delivery of person-centred, connected healthcare through the development and adoption of digital health services and systems. Our work includes managing My Health Record, Electronic prescriptions, and the 1800MEDICARE app, ensuring a healthier future for all Australians through connected healthcare.

Reporting to the Director, Cyber Solutions, the Manager, Cyber Security Architecture leads the Cyber Security Architecture team and oversees the delivery of security architecture, advisory and assurance services across the Agency.

You will ensure security requirements are embedded within projects from design through to implementation, provide authoritative advice on cyber architecture patterns and controls, and support risk-based security decision-making aligned with the Agency's cyber security strategy and roadmap.

This role offers significant autonomy and influence, requiring strong stakeholder engagement, people leadership and technical cyber security expertise.

Duties

Key Responsibilities

- Lead and manage the Cyber Security Architecture team and day-to-day operational activities.
- Partner with enterprise architects, solution architects, product owners and delivery teams to drive secure-by-design outcomes.
- Provide expert cyber security architecture advice and guidance to internal and external stakeholders.
- Develop and implement security architecture plans aligned to the Agency's cyber strategy and roadmap.
- Lead cyber risk assessments and recommend effective security controls and mitigations.
- Ensure compliance with key government security frameworks including the ISM, PSPF and Essential Eight.
- Oversee architecture assurance activities and ensure solutions appropriately manage cyber security risk.
- Coach, mentor and develop team capability to achieve high-performance outcomes.

Essential Criteria

- Experience leading or managing cyber security teams.
- Excellent stakeholder engagement, communication and leadership skills.

- Experience conducting cyber security risk assessments and implementing security controls.

- Strong knowledge of the Information Security Manual (ISM), NIST Cyber Security Framework (CSF) and ISO 27000 standards.

- Relevant tertiary qualifications in ICT, Systems Engineering, Cyber Security or equivalent industry experience.

Eligibility

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a Baseline security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

Our benefits

- Join the APS and benefit from EA negotiated salary increases, annual performance reviews and superannuation employer contribution of 15.4%.

- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life

- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

- Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option.

How to apply

To apply for these opportunities, please submit your resume and a cover letter (1 page maximum) addressing the requirements outlined above and in the candidate pack.

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position-specific enquiries, please refer to the contact details provided in the **candidate pack.**

Closing date: Sunday 6 September, 11:00pm

Salary: This role offers between $124,583 - $142,089 plus 15.4% superannuation depending on skills and experience.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Australian Digital Health Agency

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To Apply

Position Contact	Mark Sellwood, mark.sellwood@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0771779

Australian Institute of Health and Welfare

Closing Date:Friday 28 August 2026

Business & Technology Group
Operations and Platforms Unit Various

Job Title	EL1 Azure Cloud Operations Team Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$123,564 - $137,837
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	099_08/26
Agency Website	

Job Description

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

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development.

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people, people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The Business & Technology Group (BTG) delivers the business infrastructure that supports AIHW Business in the discharge of their statistics and information responsibilities. Within the BTG, the Information Technology Operations and Platforms Unit provides the ICT infrastructure necessary to support the AIHW's evolving and expanding business requirements as well as supporting ICT security and project initiatives.

AIHW's rich mix of technologies, coupled with the Institutes' dynamic and nationally significant work program, makes for a challenging and exciting work environment. The Information Technology Operations and Platforms Unit works closely together to exploit their diverse range of talents and skill sets to find new and innovative approaches to meet these challenges.

The AIHW currently has several exciting projects and work underway to enhance its ICT environment and capabilities and are seeking an experienced and passionate Azure Cloud Engineer to join our team. This role is responsible for leading the AIHW cloud operations team, who are responsible for the implementation, validation, and continuing maintenance of all cloud systems and procedures, as well as maintaining hybrid connectivity between on-site systems and the cloud environment.

To succeed in these role, you will be a motivated go-getter who is able to work in a fast-paced environment, effectively manage their priorities and communicate with a wide range of stakeholders.

Under general direction you will:

- Work collaboratively with the Unit Head and other EL1 officers within the Unit to provide leadership, direction, performance management of staff and the effective management of allocated resources.
- Manage and administer the Azure cloud environment, including provisioning, configuration, performance monitoring, policy governance and security.
- Design, develop, and implement highly available, multi-region solutions within Microsoft Azure
- Analyse existing operational standards, processes, and/or governance to identify and implement improvements.
- Migrate existing infrastructure services to cloud-based solutions.
- Manage security and access controls of cloud-based solutions.

- Design, configure and document cloud solutions through the use of Infrastructure-as-Code (IaC) and Continuous Integration/Continuous Delivery (CI/CD) toolsets and practices.
- Support cloud adoption of applications as they are being transformed and/or modernised
- Follow best practice methodologies and adhere to recognised ITIL processes (EG: Change/release)
- Document system design, configuration, and procedures ensuring that they are maintained, reflect best practice.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute

A probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Please provide:

1. A summary of your relevant skills and experience and explain how your skills, experience and capabilities make you suitable for the role. Your response should clearly detail which classification you are applying for and align with the position summary and key duties of the position information above and must be no more than 750 words.
2. Your current CV and the names of two referees and their contact details.

Candidates applying for APS vacancies should follow the principles for candidate use of AI in recruitment.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Andrew Hood, 02 6249 5191
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0771817

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Thursday 27 August 2026

Radiation Health Services Emergency Management

Job Title	Assistant Director Emergency Management
Job Type	Full-Time, Ongoing
Location	Yallambie VIC, Miranda NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	13615
Agency Website	https://www.arpansa.gov.au/

Job Description

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

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

The Emergency Management Section ensures ARPANSA can lead Australia’s response to radiological or nuclear events in alignment with national and international frameworks. It supports this role by providing high-quality advice to decision-makers, maintaining strong relationships with Commonwealth agencies and state and territory responders, and contributing to coordinated national preparedness and response arrangements. The Section undertakes these responsibilities under the Australian Government Crisis Management Framework (AGCMF) and leads the development of the national radiological and nuclear event plan, the AUSRNEPLAN.

The Section oversees internal agency readiness by managing the Incident Response Officer roster, conducting training and exercises, and ensuring systems, processes and staff capability align with the Australasian Inter-service Incident Management System (AIIMS). It also supports situational awareness and executive decision-making through the development and maintenance of dashboards, reporting products and other decision-support tools, and monitors readiness across personnel, systems and operational arrangements. The Section contributes to continuous improvement by capturing lessons identified from exercises, activations and stakeholder engagement, and translating these into updates to plans, procedures and capability development.

Why work for us?

- Opportunities to engage with national and international stakeholders
- Inclusive and diverse workplace
- Competitive salaries with 15.4% superannuation
- Generous leave conditions
- Flexible work practices
- Modern amenities and free parking at both our Yallambie and Miranda sites.

Duties

The Assistant Director Emergency Management provides leadership of ARPANSA's technical and operational emergency preparedness capabilities. Working with a high degree of independence, you will lead the continuous improvement of radiological and nuclear emergency preparedness arrangements, provide specialist advice on radiation protection and health physics matters, and coordinate emergency management capability development across the Agency.

You will play a key role in ensuring ARPANSA can effectively fulfil its responsibilities as the Australian Government Coordination Agency for radiological and nuclear incidents. This includes maintaining operational readiness, supporting national preparedness initiatives, overseeing technical systems and radiation monitoring capabilities, and contributing to national and international emergency management activities.

The role includes leadership responsibilities within ARPANSA's incident management arrangements and participation in operational responses, exercises and national preparedness activities.

Key accountabilities

- Lead the development, implementation and continuous improvement of ARPANSA's radiological and nuclear emergency preparedness and response arrangements.
- Provide technical leadership and authoritative advice on radiation protection, health physics, radiation monitoring and environmental assessment matters.
- Coordinate and provide technical leadership for radiation monitoring programs, environmental assessment activities, consequence assessment methodologies and scientific decision-support systems used in preparedness, exercises and operational responses.
- Lead the delivery of training, exercises and capability development programs that support ARPANSA's emergency preparedness and response functions.
- Oversee the maintenance and enhancement of geospatial information systems, dashboards and technical tools used to support situational awareness and operational decision-making.
- Lead or coordinate technical support associated with nuclear-powered warship visits and broader national preparedness activities involving Defence and other Commonwealth agencies.
- Represent ARPANSA in domestic and international committees, working groups and technical forums relating to radiological and nuclear emergency preparedness.
- Lead incident management functions during exercises and responses and coordinate technical resources across ARPANSA as required.
- Contribute to strategic planning, policy development and national capability initiatives related to emergency preparedness and response.

Eligibility

To be considered for this position, you will hold a tertiary qualification in physics or another closely related science, technology, engineering or mathematics (STEM) discipline from an Australian tertiary institution, or comparable qualification, and relevant experience which is appropriate to the duties of the position. Qualifications and experience relevant to health physics, environmental radioactivity, or nuclear science are highly desirable.

You will possess demonstrated expertise in several of the following areas:

- radiation protection and health physics;
- radiation monitoring and environmental assessment;
- consequence assessment and emergency exposure situations;
- radiological and nuclear emergency preparedness and response;
- AIIMS and incident management systems;
- geospatial information systems and decision-support technologies;
- scientific analysis, data management and operational systems.

You will have a proven ability to lead technical programs, provide authoritative specialist advice and build productive relationships with stakeholders across government, industry and emergency

services organisations. You will have well developed interpersonal skills and the ability to contribute effectively in a team environment, often as a leader, together with the ability to liaise with all levels of staff, clients and members of the general public.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a national security clearance as a condition of engagement. You must also meet required pre-employment checks as necessary. Additionally, you must hold a current driver's licence.

Selection criteria

1. Demonstrated expertise in radiation protection, health physics, environmental monitoring or a closely related discipline and the ability to apply this expertise in operational emergency preparedness and response settings.
2. Demonstrated leadership in the development and continuous improvement of emergency preparedness, response or operational capability programs.
3. Demonstrated ability to lead technical projects, systems or specialist work programs and deliver outcomes in complex stakeholder environments.
4. Highly developed communication, liaison and stakeholder engagement skills, including the ability to represent organisational interests in high-level forums.
5. Demonstrated ability to exercise leadership, judgement and accountability while managing competing priorities and operational responsibilities.

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999
- agency and role specific pre-employment security checks that may include, but are not limited to:
    - entitlement to work in Australian
    - national criminal history
    - international criminal history
    - professional memberships
    - qualifications
    - sanctions
    - anti-money laundering & counter-terrorism financing
    - ASIC banned & disqualified persons
    - ASIC credit registered persons
    - bankruptcy & national personal insolvency
    - directorship
    - global media check
- former Australian Government employer information sharing
- Protective Security Policy Framework (PSPF) security clearance eligibility requirements
- evidence of citizenship status required
- evidence of qualifications required of the role
- internal security assessment
- security clearance vetting
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The Australian Government Security Vetting Agency (AGSVA) website provides detailed information about the requirements for obtaining a security clearance at the required level, the documentary evidence you will be required to provide, the forms that need to be completed, and the relevant timeframes. Please ensure that you are able to provide the required evidence if you apply for the position. Failure or refusal to complete the required forms, or to comply with reasonable requests from AGSVA, will result in ARPANSA withdrawing your security clearance application, and your employment with the agency not progressing.

ARPANSA is responsible for assessing how information relates to the agency's security risks, as well as a person's suitability for employment by the agency. ARPANSA will use the information you provide to undertake relevant checks in order to identify any factors or circumstances that pose a security risk to the agency and assess whether you are suitable to have access to the agencies non-public assets. You will be notified if you are assessed as unsuitable for employment by the agency.

Notes

How to apply

Applications can be lodged through ARPANSA Recruitment Portal. Your application should consist of a resume, and a '500-word pitch' that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activities for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide reasonable adjustments or flexibilities in the recruitment process as requested. For more information visit: https://www.apsc.gov.au/recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful

effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Andrew Yule, 03 9433 2445
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/

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Health

Vacancy VN-0771888

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Friday 28 August 2026

Regulatory Services Safety Systems

Job Title	Safety Systems Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Miranda NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4
Position Number	13525
Agency Website	https://www.arpansa.gov.au/

Job Description *https://candidate.aurion.cloud/arpnsa/production/*

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

The Safety Systems Section is responsible for developing ARPANSA’s capability to assess holistic safety aspects of its licence holders’ activities, incorporating technical, human and organisational factors affecting or contributing to safety into the assessments. This will be achieved partly through the RSB compliance monitoring program and working in close collaboration with the wider regulatory team. Safety Systems manages the Regulatory Administration Database (RAD), analyses trends in licence holder performance and promotes continuous improvement and holistic safety in licence holder activities. It facilitates the assessments of efficiency and effectiveness of ARPANSA’s regulation of Commonwealth licence holders, manages the RSB quality system including assisting regulatory staff to follow workflows, and regulatory content on the ARPANSA website. The section supports the Nuclear Safety Committee.

Why work for us?

- Opportunities to engage with national and international stakeholders
- Inclusive and diverse workplace
- Competitive salaries with 15.4% superannuation
- Generous leave conditions
- Flexible work practices
- Modern amenities and free parking at both our Yallambie and Miranda sites.

Duties

Primary purpose of the role

In this role, you will provide a broad range of administrative and regulatory support services to the Regulatory Services Branch (RSB) and the Director of Safety Systems. You will develop a working knowledge of ARPANSA’s regulatory systems, including ARPANSA legislation and regulatory policy, and become proficient in using the RAD. You will use RAD to monitor workflows, support business processes, and provide functional advice to ARPANSA staff and stakeholders. Drawing on RAD data, you will also undertake routine analysis and draft performance reports on ARPANSA’s regulatory activities and contribute new ideas and identify opportunities to improve our processes.

You will plan, coordinate and facilitate meetings and events, including the annual branch training day and the annual licence holder forum. You will also provide administrative secretariat support to the Nuclear Safety Committee (NSC), and manage procurement activities, including purchase orders and invoicing.

The role is a key administrative point of contact between ARPANSA and its stakeholders. You will build rapport and maintain productive working relationships with stakeholders, including by providing advice on straightforward regulatory and compliance matters.

Key accountabilities

- Provide administrative and regulatory support services to the Regulatory Services Branch and the Director of Safety Systems as required.
- Develop and maintain a working knowledge of ARPANSA’s regulatory systems including the RAD, legislation and regulatory policy
- Manage regulatory information and workflows and support regulatory business processes by providing functional advice and support to ARPANSA staff and stakeholders on the use of the RAD.
- Build and maintain productive working relationships with internal and external stakeholders. Provide advice on straightforward regulatory process and compliance matters within the scope of the role.
- Undertake routine analysis of RAD data to support reporting on regulatory activities including by drafting performance reports on ARPANSA’s regulatory activities.
- Plan, coordinate and facilitate meetings and events, including the annual branch training day and annual licence holder forum. Provide administrative secretariat support to the Nuclear Safety Committee.
- Manage procurement activities, including purchase orders and invoicing.

Eligibility

The successful applicant will have an inquisitive approach to their work, possess self-management skills including the ability to identify a client's needs. You will be able to operate with a high degree of autonomy and work cohesively and co-operatively within a team environment, display initiative and be able to exercise independent judgement in carrying out your functions.

Additionally, you will possess well-developed administrative, organising and prioritising skills and be committed to a high level of client service to ensure project delivery against the branch’s objectives in a timely and efficient manner. You will possess a high degree of communication and interpersonal skills that can be utilised with clients and staff to build productive working relationships. You will be able to identify and solve problems and deal effectively with day-to-day administrative issues that impact, or have the potential to impact, upon the operations of the branch.

You will possess a broad-based proficiency in using technology including the operation of Microsoft Office suite, database systems and electronic document management systems. You will be adaptable to support team outcomes and objectives. You will also be required to have an ability to work effectively with the scientific, professional and technical staff within the Branch.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a national security clearance as a condition of engagement. You must also meet required pre-employment checks as necessary.

Selection criteria

1. Understand the work context, the regulatory environment and maintain an awareness of the Agency's regulatory objectives;
2. Demonstrated ability and experience in the operation of the Microsoft Office Suite of products, including databases and electronic records management systems
3. Well-developed organisational skills including the ability to prioritise tasks to manage workloads
4. Well-developed oral and written communication and interpersonal skills, together with a proven ability to liaise with all levels of staff and external stakeholders

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999
- agency and role specific pre-employment security checks that may include, but are not limited to:
    - entitlement to work in Australian
    - national criminal history
    - international criminal history
    - professional memberships
    - qualifications
    - sanctions
    - anti-money laundering & counter-terrorism financing
    - ASIC banned & disqualified persons
    - ASIC credit registered persons
    - bankruptcy & national personal insolvency
    - directorship
    - global media check
- former Australian Government employer information sharing
- Protective Security Policy Framework (PSPF) security clearance eligibility requirements
- evidence of citizenship status required
- evidence of qualifications required of the role
- internal security assessment
- security clearance vetting
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Notes

How to apply

Applications can be lodged through ARPANSA Recruitment Portal. Your application should consist of a resume, and a '500-word pitch' that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activities for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide reasonable adjustments or flexibilities in the recruitment process as requested. For more information visit: https://www.apsc.gov.au/recruitability

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About the Australian Radiation Protection and Nuclear Safety Agency

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To Apply

Position Contact	John Ward, 02 9541 8350
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/

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Health

Vacancy VN-0771627

Department of Health, Disability and Ageing

Closing Date:Monday 07 September 2026

Medical Devices and Product Quality Division
Executive Branch Devices Reforms Taskforce

Job Title	Executive Level 1 - Unique Device Identification Team Lead - Devices Reforms Taskforce
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$124,951 - $142,509
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements by negotiation
Classification	Executive Level 1
Position Number	26-MDPQDIV-31554
Agency Website	

Job Description

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

The Executive Level 1 (EL1) leads the Unique Device Identification (UDI) Team and is responsible for the operation and ongoing development of Australia's UDI system and Database within the Therapeutic Goods Administration (TGA), taking into account evolving global UDI frameworks and considerations. The role requires working independently with strong initiative in a fast-paced

environment, while leading complex work across regulatory policy, IT systems, change management, and stakeholder engagement.

Key responsibilities:

- Setting strategic direction.
- Prioritising work.
- Providing expert advice on legislative and regulatory frameworks.

The EL1 manages relationships with internal and external stakeholders and oversees the operation and enhancement of the Australian UDI Database, including the UDI Team and IT delivery partners (which may include ITD and external service providers), and ensures effective project planning and delivery.

They are also responsible for:

- Defining requirements.
- Guiding project outputs.
- Improving processes.
- Managing risks and issues.
- Reporting on progress.

Overall, the role combines leadership, technical oversight, and policy expertise to support effective implementation and continuous improvement of the UDI system.

Requirements:

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

Duties

Key capabilities:

- Strong understanding of Australian therapeutic goods regulation, or the ability to quickly develop this knowledge.
- Ability to work independently under broad direction and exercise sound judgement in a complex operating environment.
- Ability to interpret complex regulatory, medical, or technical information and distil clear key messages.
- Capability to lead and oversee delivery and continuous improvement of IT projects.
- Drives strategic thinking, sets direction, and applies sound judgement.
- Delivers results by building capability, managing change, and ensuring outcomes are achieved.
- Builds and maintains productive relationships, fostering collaboration and supporting others' development.
- Demonstrates integrity, resilience, professionalism, and commitment to continuous self-improvement.

- Communicates effectively, adapting to audiences and negotiating with influence.

Desirable qualifications and experience:

- Qualifications in healthcare, science, digital related fields of study and/or equivalent work experience of at least 5 years.
- Relevant qualification and/or experience in project management.
- Relevant experience in regulation and/or policy development.
- Relevant experience in delivering digital projects.

Eligibility

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

Notes

- Applications close Monday 7 September 2026 at 11:30pm AEST.
- Applicants are asked to quote reference number 26-MDPQDIV-31554 to assist when making an enquiry.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (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 advertising 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	Xin-Lin Goh, 02 5132 4048
Agency Recruitment Site	https://www.health.gov.au/

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Health

Vacancy VN-0771965

National Health and Medical Research Council

Closing Date:Thursday 03 September 2026

Corporate Operations Communication and Engagement

Job Title	Graphic Designer (Three days per week)
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$99,734 - $111,701
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Office arrangement will be as negotiated.
Classification	APS Level 6
Position Number	17-2026
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 looking for a creative, motivated and confident Graphic Designer to join our high-performing team. The role is available on an ongoing, part time (three days per week) basis. A merit pool will be created to use in filling any similar future ongoing or non-ongoing vacancies.

This is an exciting opportunity for a designer who enjoys turning ideas into clear, engaging and accessible products that connect with different audiences. You will contribute to a wide range of work, from internal communication and agency events to major corporate publications such as the NHMRC Annual Report, while continuing to grow your skills in a supportive and collaborative environment.

We are seeking someone with strong design capability, sound judgement and a positive, can-do approach. You will be comfortable managing competing priorities, working with stakeholders at all levels and applying creativity, attention to detail and brand awareness to deliver polished communication products that inform, engage and inspire

Duties

- Designing and producing high quality digital and print communication materials that align with NHMRC branding, accessibility and editorial guidelines.
- Creating visual content for a range of channels, including social media, websites, intranet, newsletters, publications, presentations and campaigns.
- Liaising with internal stakeholders to develop creative concepts and deliver engaging communication products that support business objectives.
- Designing and producing materials for NHMRC events and stakeholder activities, including invitations, banners, signage, brochures, programs, presentations and promotional materials.
- Delivering major corporate publications and projects, including the Annual Report, Corporate Plan, corporate publications and other strategic communication products.
- Providing advice and recommendations on visual communication, branding, accessibility and design best practice.
- Managing and maintaining NHMRC's library of visual assets, templates and brand resources.
- Contributing to continuous improvement of NHMRC's communication products, processes and visual identity.
- Undertaking other duties as directed.

Eligibility

Core capabilities

- Experience designing high quality digital and print communications products using contemporary design software and technologies.
- Strong stakeholder engagement skills, with the ability to build productive relationships across NHMRC and with external providers.
- Strong written and verbal communication skills, with excellent attention to detail.
- Demonstrated ability to manage competing priorities and deliver high quality work within tight timeframes.
- Sound judgement, initiative and accountability in the delivery of work.
- A collaborative and flexible approach, with a strong commitment to team outcomes and client service.
- Strong technical skills and the ability to apply creativity across a range of communication channels and platforms.
- Ability to work independently while contributing positively to a multidisciplinary team environment.

Highly desirable

- Experience with video editing, animation and multimedia production.
- Understanding of Web Content Accessibility Guidelines (WCAG) and accessible document design.
- Experience working within government branding, publishing or communication environments.

Notes

Principles for candidate use of AI in recruitment

Candidates should familiarise themselves with the Australian Public Service Principles for candidate use of AI in recruitment as they guide the ethical, responsible and transparent use of AI tools by candidates engaging in APS recruitment processes. These principles are designed to ensure that the use of AI tools by candidates aligns with the expectations outlined in the APS Values and Employment Principles and maintains the integrity of recruitment decisions and outcomes.

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.

NHMRC is an inclusive and diverse employer. We encourage applications from people with disability, First Nations peoples, LGBTIQA+ people, mature age applicants, and people from culturally and linguistically diverse backgrounds.

Application

Your statement of claims should address the job specific duties and core capability requirements with reference to the Integrated Leadership System (ILS) and APS work level standards.

Please include:

- a statement outlining how your skills, knowledge and experience are relevant to the role (maximum 750words)
- a current resume
- contact details for 2 referees - one of whom should be your current supervisor.

Applications must be submitted online via NHMRC’s recruitment system, eRecruit. Submit your application through NHMRC’s careers page.

NHMRC is an inclusive and diverse employer. We encourage applications from people with disability, First Nations peoples, LGBTIQA+ people, mature age applicants, and people from culturally and linguistically diverse backgrounds.

Applications close

11.30 PM AEST Thursday 3 September 2026.

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	Carly Taylor, (02) 6217 9453
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0771872

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 13 September 2026

Chief Operating Officer
Corporate, Governance and Communication Governance and Communication

Job Title	Information Management Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $111,702
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	6596_08/26_CGC
Agency Website	https://www.acic.gov.au/

Job Description

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

The Information Management team is responsible for the provision of information strategy, policy, advice and reporting, user support and the administration of electronic document and records management systems, and promoting the implementation of whole of government policies.

The Information Management Advisor administrates the agency's records system and plays an important role in assisting managers and staff to understand their recordkeeping responsibilities, supports the lifecycle management of records with a strong focus on reporting, quality assurance and the resolution of complex issues. The role also contributes to planning, risk management and information discovery activities, in an environment with competing priorities and tight timeframes.

Duties

- Work under limited direction in relation to own tasks, lead and coordinate a range of activities to achieve individual and team work goals and deliverables
- Prepare and document all complex procedures, contribute to planning and risk management activities, identify business improvement opportunities and resolve complex problems

- Provide high quality customer service and training of staff to support their understanding of legislation, policies, recordkeeping obligations, and the use of electronic document and records management systems
- Administer and maintain electronic document and records management systems, and support systems administration processes
- Develop, review and maintain documentation and contribute to policy and procedural reviews
- Work in collaboration with team members to coordinate electronic document and records management quality assurance reviews and make recommendations for improvements
- Undertake research, analysis, evaluate data and information, and support information discovery tasks
- Provide high quality advice and guidance to staff including the drafting of written briefs and reports
- Apply knowledge of relevant legislative requirements, including but not limited to the Archives Act 1983, Privacy Act 1988, Freedom of Information Act 1982, Australian Crime Commission Act 2002, and the Public Service Act 1999, information taxonomies and classification methodologies to the information management environment.

Your skills and capabilities

- Demonstrated leadership skills including the ability to think strategically and coordinate the work of team members under limited direction to achieve own and team work goals and deliverables.
- Demonstrated ability to support technical and business-related change processes, work productively with stakeholders and contribute to planning and risk management.
- Demonstrated ability to administer and maintain electronic document and records management systems, manage all aspects of the records lifecycle, undertake quality assurance processes and recommend improvements.
- Demonstrated ability to analyse and resolve complex problems, draft high quality reports, and undertake information discovery and reporting processes.
- Demonstrated ability to provide training support to staff and team members, and communicate effectively in written and oral communications.
- Knowledge of relevant legislative requirements, including but not limited to the Archives Act 1983, Privacy Act 1988, Freedom of Information Act 1982, Australian Crime Commission Act 2002, and the Public Service Act 1999, information taxonomies and classification methodologies, and how these apply to government information and records.

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	Dominic, 0477061826
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0771924

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Monday 31 August 2026

Chief Operating Officer
Corporate, Governance and Communication Finance and Enterprise Support

Job Title	Procurement Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$88,833 - $96,829
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, Sydney
Office Arrangement	Flexible
Office Arrangement Details	to be negotiated
Classification	APS Level 5
Position Number	6569_07/26_CGC
Agency Website	https://www.acic.gov.au/

Job Description

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

The Procurement Officer provides support of the procurement and management of ACIC contracts to meet the key organisational requirements. The occupant of this position will provide administrative support for the management of contracts for goods and services, including the procurement, tracking and maintenance of ICT hardware, software and warranty/support agreements.

Duties

- Provide advice and assist with the development of procurement policies, strategies and supporting guidelines for stakeholders across ACIC's national offices.
- Assist with the preparation of briefs, reports and various other executive correspondence as required.
- Conduct reviews of guidelines to ensure internal policies and intranet information are current.
- Maintain a knowledge base on government policies affecting ACIC procurement.
- Assist in the preparation of training materials to improve procurement capability as required.
- Provide project and administrative support to the Procurement team as required.
- Support and assist in the delivery of contract management compliance.

Desirable skills and experience

- A Cert IV in Government Procurement but if not, a willingness to complete a Cert IV in Procurement.

Your skills and capabilities

We invite applications from people with the following experience, skills and attributes:

- Can provide procurement guidance and advice to line areas on complex procurement, contract management and probity matters in accordance with Government legislation and policy.
- Can draft government contract documentation, including contract management plans, data and records to ensure timely and quality outcomes for the ACIC.
- Can draft procurement documentation, including section 23 approvals, requests for quotes and contract documentation.
- Is responsible for reviewing and updating the Contract Management Register when and where required.
- Develops and maintains strong business relationships with stakeholders and suppliers including effectively managing low level contract enquiries, issues, disputes, variations and risks and escalating when required.
- Will prioritise to ensure customer satisfaction and is responsive to stakeholders' requests.
- Provides support to the Team Leader, Procurement with other procurement and administrative tasks when required.

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 Level 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**.**

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To Apply

Position Contact	Nicole, 02 6268 7222
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0771855

National Emergency Management Agency

Closing Date:Sunday 30 August 2026

Job Title	NEMA Executive Assistant
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$80,246 - $86,246
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 4
Position Number	141895
Agency Website	https://nema.gov.au/about-us

Job Description

https://jobs.homeaffairs.gov.au/job-invite/141895/

Overview of the branch and section

The Chief Operating Officer (COO) Group provides corporate and enabling services, including finance, human resources, audit and risk, governance, communications, media, property, technology, data analytics, legal and parliamentary services. The group also oversees shared services arrangements with Home Affairs and the claims assurance process for Disaster Recovery Funding Arrangement (DRFA) programs.

The Emergency Management and Response (EMR) Group provides national preparedness, crisis coordination, response and early recovery support across all hazards. The group leads national operational capability uplift, exercising, lessons management and specialist capability, and manages key Australian Government crisis coordination functions and national-level plans under the Australian Government Crisis Management Framework.

The Disaster Resilience and Recovery (DRR) Group is responsible for disaster recovery, risk reduction and resilience policy and programs. The group administers funding programs, including the Disaster Recovery Funding Arrangements (DRFA) and the Disaster Ready Fund (DRF), and leads policy on natural hazard risk reduction, insurance, international engagement, disaster funding reform and national emergency management governance.

About the role

The Executive Assistant role provides high-quality executive and administrative support to Senior Executive Service (SES) officers. The role works with autonomy and accountability, manages competing priorities, shares information and expertise, and supports effective work practices and procedures.

The role builds effective stakeholder relationships, assists with straightforward to moderately complex issues, and contributes to NEMA's broader Executive Support team. Working under limited direction in a complex and fast-paced environment, the Executive Assistant must exercise sound judgement, discretion and initiative to manage a range of matters as they arise.

At times staff within NEMA may be required to work outside of standard business hours.

Our ideal candidate

To be successful in this role, the individual will be self-motivated, adaptable and comfortable working in a rapidly evolving and forward-thinking environment. They will demonstrate strong critical thinking skills, or the ability to quickly develop them, to support branches and senior executive officers in delivering key priorities and outcomes. The successful candidate will work collaboratively across the Executive Support team, contribute to the effective delivery of business outcomes and identify opportunities to directly support the agency's objectives.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Duties

Under limited direction, undertake routine to moderately complex general administration, including:

- Provide diary and meeting management support to SES officers, including coordinating appointments, stakeholder engagements, venue bookings and associated logistics and resources
- Coordinate travel arrangements, accommodation and supporting documentation, including acquitting corporate travel cards
- Build and maintain effective working relationships with internal and external stakeholders, providing professional and responsive administrative support

- Manage routine and moderately complex enquiries on behalf of the SES officers, responding to requests and support the coordination of executive workloads
- Prepare and coordinate meeting agendas, briefing materials, correspondence and administrative documentation and record meeting minutes, outcomes and decisions in line with agency policies and procedures
- Work collaboratively with executive assistants and employees across the agency to support business outcomes and contribute to the continuous improvement of administrative processes
- Monitor and track incoming documents to ensure correspondence is triaged and actioned appropriately.

Role requirements/qualifications:

- Demonstrated strong written and verbal communication skills
- Strong organisational and time management skills, including the ability to manage competing priorities and meet deadlines in a fast-paced environment
- Demonstrated ability to build and maintain effective working relationships with internal and external stakeholders at all levels
- Knowledge of, or the ability to quickly acquire, an understanding of organisational relationships, agency functions and business priorities
- Demonstrated sound judgement and problem-solving skills, including the ability to analyse issues and develop practical solutions
- Proven ability to adapt and work effectively in a dynamic and evolving environment
- Demonstrated discretion and the ability to handle confidential and sensitive information appropriately
- High level of attention to detail, ensuring accuracy, consistency and quality of documentation and administrative processes
- Strong interpersonal skills, with the ability to build rapport and maintain productive stakeholder relationships
- Self-awareness, initiative, flexibility and resourcefulness when managing competing demands and challenges
- Ability to work independently, take ownership of tasks and contribute effectively as part of a team.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process and successfully undergo a National Police Check
- Obtain and maintain a Baseline Vetting (AGSVA) security clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

Notes

The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact recruitment@homeaffairs.gov.au.

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

About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Christine Culnane, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/141895/

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Home Affairs

Vacancy VN-0771856

National Emergency Management Agency

Closing Date:Sunday 06 September 2026

N_B ACG National Crisis Operations Crisis Intelligence

Job Title	NEMA Crisis Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite - Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	141794
Agency Website	https://nema.gov.au/about-us

Job Description

https://jobs.homeaffairs.gov.au/job-invite/141794/

Overview of the branch and section

The Crisis Intelligence Section (CIS) analyses emerging and ongoing crises affecting Australia and Australian interests. The section provides all-hazards intelligence, with a focus on natural hazards and space weather events, to support evidence-based decision-making across the preparedness and response phases of the emergency management continuum. The section works with national, state, territory and local governments, as well as industry and commercial stakeholders, to deliver evidence-based, data-driven decision support.

The section delivers current operations, futures and strategic intelligence functions. Through these functions, it supports NEMA and Australian Government analysis and planning in the National Situation Room by informing decision makers, coordination and planning activities.

About the role

The Crisis Intelligence Analyst supports the development of all-hazards intelligence analysis and products that inform decision-making during crisis response. Working in a fast-paced, dynamic environment, the role applies structured analytical techniques, follows Crisis Intelligence Section procedures and processes, and responds flexibly to changing priorities.

The position may require work outside core business hours during crises including participation in Crisis Coordination Teams to support effective coordination and response.

At times staff within NEMA may be required to work outside of standard business hours, particularly during the higher risk weather season.

Please note: This recruitment process is intended to create a merit pool to fill future vacancies in the Crisis Intelligence Section.

Our ideal candidate

Successful candidates will demonstrate a strong willingness to learn, sound research and analytical skills, and the ability to work effectively in a fast-paced, rapidly changing environment. We are seeking motivated critical thinkers and problem solvers who can work well under pressure, remain flexible and resilient, and can build knowledge of new subject matter. Candidates will show curiosity, judgement and initiative, with the ability to develop a deeper understanding of diverse topics and contribute effectively both independently and as part of a team.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Duties

- Draw on a range of sources to undertake objective analysis
- Contribute to evidence-based intelligence products that support decision making
- Apply qualitative and quantitative analysis methods in a multidisciplinary environment
- Work under limited supervision and in line with established priorities to support situational awareness, planning and decision making
- Work collaboratively with team members and stakeholders to deliver agreed outcomes
- Apply analytical techniques and seek feedback to develop capability, improve tradecraft and support continuous improvement.

Role requirements/qualifications

- Strong written and verbal communication skills, with sound attention to detail
- Ability to research, interpret and synthesise information to support clear written outputs
- Sound judgement and problem-solving skills, including the ability to identify practical insights from complex information
- Flexibility, resilience and adaptability when responding to changing priorities, pressure and uncertainty
- Commitment to continual improvement, learning and professional development
- Strong interpersonal skills and the ability to build and maintain effective professional relationships
- Ability to manage tasks, work collaboratively and deliver outcomes within agreed timeframes.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process and successfully undergo a National Police Check
- Obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

Notes

The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact recruitment@homeaffairs.gov.au.

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

About the National Emergency Management Agency

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situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Michael Radisich, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/141794/

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Home Affairs

Vacancy VN-0771931

National Emergency Management Agency

Closing Date:Monday 31 August 2026

Media Communications & Engagement Employee Communications, Channels and Production

Job Title	NEMA Multimedia Content Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	141908
Agency Website	https://nema.gov.au/about-us

Job Description

https://jobs.homeaffairs.gov.au/job-invite/141908/

National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with states and territories to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters
- Have officers located across Australia, working in partnership with states and territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure

outages, biosecurity risks and widespread cyber attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

For further information on NEMA's purpose, vision and values, please see the NEMA website.

Overview of the branch and section

The Multimedia Content Officer role is situated within the Employee Communications, Channels and Production Section of the National Emergency Management Agency's (NEMA) Media, Communications and Engagement Branch.

The section supports staff engagement by delivering clear, timely and accessible internal communications that connect employees with NEMA's priorities, people, services and culture. It manages the agency's internal communication channels and supports external communication channels through high-quality digital content, design, photography and multimedia products that promote a consistent agency voice and visual identity. More broadly, the branch provides public communication, internal and executive communication, stakeholder engagement and media advice to support ministerial and departmental priorities, policies and programs.

This work helps ensure NEMA employees are informed, engaged and connected, while contributing to the branch's broader role in delivering strategic, timely and effective communication across government, communities and the emergency management sector.

About the role

The Multimedia Content Officer supports the development and delivery of digital content that communicates the work of NEMA and its programs to internal and external audiences. The role contributes to video production, photography and written content to support clear, engaging and accessible communication across NEMA's channels.

Working with NEMA colleagues and external stakeholders, the role supports the creation of high-quality multimedia products that promote a consistent agency voice and visual identity. The role assists with content that helps inform, educate, build awareness and support engagement with NEMA's priorities, programs and operations.

The role requires creativity, sound judgement, technical capability and effective communication skills to support the delivery of content in a fast-paced environment.

At times, staff within NEMA may be required to work outside of standard business hours, particularly during the higher risk weather season.

Our ideal candidate

To be successful in this role, the successful candidate will bring extensive experience in multimedia production, gained through government production studios, private enterprise creative agencies, in-house communications teams or freelance environments. They will have strong capability in creating video content and possess formal training and experience across the full video production lifecycle, including planning, filming, editing and post-production.

The role requires creativity, sound technical expertise and a passion for visual storytelling, as well as the ability to develop high-quality, audience-focused content that supports organisational priorities. Experience in preparing communication briefs and ministerial products will also be highly regarded.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Duties

- Develop and deliver high-quality video, photography and multimedia content that communicates NEMA’s work, programs and priorities to internal and external audiences through engaging and accessible digital products
- Manage the end-to-end production of multimedia content, including concept development, storyboarding, pre-production planning, filming, editing, captioning, accessibility checks, post-production, publishing and file management
- Prepare written content to support multimedia products, including social media messaging, digital content and other communication materials
- Work collaboratively with internal and external stakeholders to identify content opportunities and deliver coordinated communication outcomes
- Support the development of audience focused content that informs, educates, builds awareness and promotes engagement with NEMA’s priorities, campaigns, programs and operations
- Provide multimedia production advice and support to stakeholders, including preparing briefs, coordinating filming logistics and ensuring content aligns with government communication, accessibility and branding requirements
- Maintain multimedia equipment, digital assets and production workflows to ensure content is organised, accessible and available for use across NEMA communication products and channels
- Contribute to a consistent agency voice and visual identity across digital platforms, ensuring content is fit-for-purpose and aligned with NEMA’s communication standards

- Manage competing priorities and support the delivery of multimedia projects from concept to completion in a dynamic and fast-paced environment.

Role requirements/qualifications:

- Demonstrated experience in multimedia production, including planning, creating and delivering high-quality video content across the full production lifecycle, from concept development to publication
- Experience working in multimedia environments, such as government production studios, creative agencies, in-house communications teams or freelance setting
- Strong knowledge of video production and motion graphics, including filming, editing, lighting, sound recording, DSLR cameras and related production equipment
- Proficiency in Adobe Creative Suite, including Premiere Pro, After Effects, Lightroom and Microsoft Office
- Strong communication and interpersonal skills, with the ability to build effective working relationships and confidently engage stakeholders at all levels
- Strong creative, technical and visual storytelling skills, with the ability to produce engaging, audience-focused content that supports organisational objectives
- Experience in video production and post-production editing, with strong attention to detail and commitment to quality
- A degree or diploma in film and television, arts, communications or a related field
- Willingness to travel interstate and work outside standard business hours when required, particularly during operational periods and higher-risk weather seasons
- A current Australian driver's licence.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process and successfully undergo a National Police Check
- Obtain and maintain a Baseline Vetting (AGSVA) security clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

Notes

The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact recruitment@homeaffairs.gov.au.

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

About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Tahlia Wood, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/141908/

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Home Affairs

Vacancy VN-0771958

National Emergency Management Agency

Closing Date:Tuesday 01 September 2026

Coordination and Planning Coordination and Planning - NT

Job Title	NEMA Coordination and Planning Officer
Job Type	Full-Time, Ongoing
Location	Various locations - NT NT
Salary	$125,935 - $143,531
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 1
Position Number	JR 141891
Agency Website	https://nema.gov.au/about-us

Job Description

https://jobs.homeaffairs.gov.au/job-invite/141891/

National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with states and territories to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters
- Have officers located across Australia, working in partnership with states and territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure

outages, biosecurity risks and widespread cyber attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

For further information on NEMA’s purpose, vision and values, please see the NEMA website.

Overview of the branch and section

The National Emergency Management Agency (NEMA) Coordination and Planning Branch provides national coordination across government to support states and territories in responding to disasters. Through meaningful partnerships, the branch helps build Australia's capacity for disaster response, recovery and resilience and supports communities when they need it most. The Coordination and Planning Branch also supports the delivery of national policies and programs and contributes to key NEMA functions, including the Crisis Coordination Team (CCT).

The Branch comprises of the Strategy and Coordination Section, and five state teams (NSW/ACT, QLD, VIC/TAS, SA/NT and WA) that support and partner with jurisdictions, which have lead responsibility under disaster management governance arrangements.

About the role

Coordination and Planning Officers, are located across Australia in metropolitan and key regional locations, working in partnership with Australian, state and local governments to support disaster-affected communities to build resilience, reduce risk and harm, and effectively respond to and recover from disasters.

Working under the direction of a director, the role supports the management of a network of Coordination and Planning Officers (CPO’s) to strengthen coordination across Australian government agencies, state and territory governments and local communities. The role enhances NEMA's capacity to support communities by providing additional coordination capability and enabling the agency to efficiently surge resources and personnel in response to emerging needs across the nation.

The Assistant Director supports preparedness activities, response and early recovery planning, recovery and resilience program design, assurance and continuous improvement, decision-making through information and issues management, and senior official visits and associated briefings.

At times staff within NEMA may be required to work outside of standard business hours, particularly during the high-risk weather season.

Our ideal candidate

To be successful, the successful candidate will demonstrate competence, initiative, sound judgement and emotional intelligence, with the ability to work effectively in a dynamic and forward-thinking environment. They will use well-developed communication, stakeholder engagement and problem-solving skills to support NEMA's priorities and contribute to disaster resilience outcomes across their jurisdiction.

The successful candidate will be required to provide detailed advice and act as a conduit between NEMA, Australian Government agencies, and the state and territory governments to help resolve on complex technical, operational and policy matters as they arise. They will be self-motivated, capable of shaping organisational outcomes and able to build and maintain strong stakeholder relationships.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, and people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Duties

- Engage and collaborate with internal and external stakeholders, including federal, state and territory governments, to build and maintain productive working relationships
- Act as a conduit between NEMA and jurisdictions to support strategic planning, coordinate responses to operational and program challenges, and help communities understand and access Commonwealth assistance
- Provide technical, professional and policy advice across a range of program areas, including identifying risks, anticipating challenges and managing complex issues in a changing environment
- Manage competing priorities, implement change and work effectively with ambiguity to achieve team outcomes aligned with NEMA's strategic directions, goals and objectives
- Coordinate and undertake detailed work activities with an awareness of their potential impact on strategic, political or operational outcomes for NEMA and disaster management coordination
- Exercise sound professional judgement to communicate effectively, make informed decisions, assess risks, and represent NEMA's position on complex issues in a dynamic operating environment
- Plan and monitor work processes, coordinate quality assurance practices and contribute to the development of performance indicators
- Prepare draft reports, briefing papers, ministerial correspondence, discussion papers and information briefs
- Manage systems, processes and robust record-keeping to support effective stakeholder and relationship management.

Role requirements/qualifications

- Ability to demonstrate strong personal resilience and to lead teams through change and ambiguity
- Demonstrated strong written and verbal communication skills

- Ability to manage competing priorities, respond to strategic direction and deliver team planning outcomes aligned with agency goals in a dynamic and unpredictable work environment
- Experience in emergency management at a strategic level
- Demonstrated strong presentation and briefing skills
- Ability to deploy to disaster impacted areas, if required
- Sound written and oral communication skills, including analysis and presentation of complex information to a wide variety of audiences
- Exercise a high degree of initiative and demonstrate strong leadership, decision making and judgement skills
- A current or ability to obtain an Australian driver’s license.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process and successfully undergo a National Police Check
- Obtain and maintain a Baseline Vetting (AGSVA) security clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

Notes

The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact recruitment@homeaffairs.gov.au.

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

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To Apply

Position Contact	Scott Perry, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/141891/

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Industry, Science, Energy and Resources

Vacancy VN-0771874

Australian Nuclear Science and Technology Organisation

Closing Date:Thursday 27 August 2026

Nuclear Science and Technology
Nuclear Materials Research and Technology Group ANSTO Synroc

Job Title	Senior Technical Officer (Chemistry)
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$100,445 - $134,236
Future Merit Locations	Lucas Heights
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	
Position Number	PD-2449
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description *https://careers.ansto.gov.au/search/*

Senior Technical Officer (Chemistry)

Position Overview

- Ongoing I Full Time | $100k - $134k +15.4% super | Salary sacrificing available
- Development opportunities with a linked role | Onsite Childcare for Employees | Cafe on site
- Sutherland Shire location | Health & Wellbeing Programs | generous leave provisions
- Play a vital role in advancing Australia's nuclear science capability by supporting the chemical characterisation and durability testing of nuclear wasteforms

About the Opportunity

Join a world-leading team developing innovative solutions for radioactive waste management. Working within ANSTO Synroc, you will investigate the long-term performance of materials used to safely immobilise radioactive waste, combining laboratory experimentation, materials science, and scientific problem solving to support nationally and internationally significant programs.

About You

"This role offers the opportunity to apply strong scientific skills to a unique and highly specialised field. We're looking for someone who is passionate about understanding how materials behave over time and who wants to grow into a technical leader in wasteform durability." – Dan Gregg, Manager Wasteforms Engineering, ANSTO Synroc

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Working with us you will enjoy

ANSTO offers training and development, performance-based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
    - 18 weeks Parental leave for primary caregiver

    - 14 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Duties

Your Duties and Responsibilities

Key Accountabilities- Band 5

Undertake wasteform durability analysis according to standard test methods and non-routine test protocols on both non-radioactive and radioactive materials, including reporting and authorising release of test results.

- Commission, operate, calibrate, troubleshoot, and maintain complex laboratory instrumentation
- Contribute to research and development activities by working as part of a team to complete experimental work on time, and within the required scope and budget
- Independently manage multiple tasks, prioritise work and effectively plan experiments so that deadlines are met
- Develop and review work instructions and safety documentation for laboratory activities.

Please view the full Position Description.

Eligibility

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Dan Gregg on (02) 9717 7075. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59pm 27 August 2026

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

About the Australian Nuclear Science and Technology Organisation

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To Apply

Position Contact	Donna Mansfield, (02) 9717-9361
Agency Recruitment Site	https://careers.ansto.gov.au/search/

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Industry, Science, Energy and Resources

Vacancy VN-0772005

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 30 August 2026

Nuclear Science and Technology
NST Nuclear Nuclear Fuel Cycle

Job Title	Computational Modeller
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$100,000 - $134,000
Future Merit Locations	Lucas Heights
Office Arrangement	On Site
Office Arrangement Details	TBC with hiring manager
Classification	
Position Number	PD-2163
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/

Position Overview

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- Ongoing | Full Time | Band 5/6 (Linked) | + 15.4% super | Salary packaging available
- Band 5: $100,445 – $112,773 | Band 6: $119,641 – $134,236
- Lucas Heights, Sutherland Shire | Flexible work practices | Onsite childcare | Fitness Passport
- Free onsite parking | pool, soccer field & café | ANSTO bus service available
- Rare opportunity to pair advanced computational modelling with world-class experimental characterisation – and see your work underpin real safety and lifetime decisions

About the Opportunity

ANSTO's Nuclear Materials Research and Technology Group is seeking a Computational Modeller to join our team at Lucas Heights. You will apply numerical modelling techniques – including finite element analysis, crystal plasticity and continuum-scale materials modelling – to analyse materials behaviour, component performance and engineering systems. Your work will directly support the safe and continued operation of ANSTO's nuclear research facilities and contribute to our research and commercial programs for Australian and international partners.

What makes this role unusual is the loop between simulation and measurement. Modelling here is informed, calibrated and validated by experimental work you help design and carry out, using

ANSTO's landmark research infrastructure and materials characterisation capability. You will publish in the peer-reviewed literature, report to industry clients and regulators, and collaborate with leading international organisations.

This is a linked Band 5/6 position. Candidates will be appointed at the band that matches their experience. Progression from Band 5 to Band 6 is not automatic and follows a formal assessment against the requirements set out in the Position Description.

About You

"I am looking for a curious and rigorous modeller who wants their simulations to matter – someone who is as comfortable interrogating an experimental dataset as they are building the model, and who wants to see their analysis underpin decisions about the safe operation of a nuclear facility. You will join a collaborative, internationally connected team, and we will back you to build a genuine research reputation of your own."

Ondrej Muransky, Research Program Manager, Nuclear Materials Research and Technology Group

Duties

Your Duties and Responsibilities

Must have

- PhD in Mechanical Engineering, Materials Science, Nuclear Engineering or an equivalent relevant discipline
- Demonstrated knowledge of numerical modelling methods and computational tools for the analysis of engineering materials, components and systems
- Demonstrated ability to develop numerical and mathematical models for materials properties and component behaviour
- Demonstrated capacity to plan and carry out experimental work to inform, calibrate and validate numerical models
- Demonstrated ability to work independently and effectively, and to contribute and share knowledge within a research project team
- Excellent written and verbal communication skills, including a record of technical reporting and peer-reviewed publication

Nice to have

- Experience applying engineering codes and standards relevant to nuclear or other safety-critical applications (e.g. ASME, R6)
- Experience with verification and validation practices for numerical models supporting safety cases or regulatory submissions
- Experience independently scoping, managing and delivering commercial or research projects, and contributing to research funding and grant applications
- Experience mentoring or supervising junior researchers, students, secondees or visiting staff

Appointment at Band 6 will require a demonstrated track record against the additional criteria set out in the Position Description.

Please view the full Position Description for further details or click Apply to view.

Eligibility

About Us

ANSTO is a leading global nuclear science and technology organisation delivering world-class research and expertise to benefit Australia and support a more sustainable future. Using nuclear science, we improve health, support industries, provide expert advice to government on nuclear technologies and help develop Australia’s nuclear workforce.

Working with us you will enjoy

ANSTO offers training and development, performance-based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
  - 18 weeks Parental leave for primary caregiver
  - 14 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Ondrej Muransky on (02) 9717-3488. For all other queries please contact Talent Acquisition on +61 (02) 9717 3740.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 30 August 2026 at 11:59pm

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

About the Australian Nuclear Science and Technology Organisation

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To Apply

Position Contact	Ondrej Muransky, (02) 9717-3488.
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0771813

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 28 August 2026

Job Title	Performance & Behaviour Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$102,072 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 6
Position Number	1049_07/26
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

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

About the team

The **Performance and Behaviour Team** sits within People Branch and plays a key role in supporting managers and employees to achieve positive workplace outcomes across the department. We provide practical, strategic and evidence-based advice on a broad range of complex people matters, helping our business areas navigate challenges while maintaining a respectful, safe and high-performing workplace.

Our team works collaboratively across Australia, delivering HR advisory services in areas including probation, performance management, workplace issues. We partner closely with leaders at all levels to build capability, support decision-making and contribute to a productive workforce that enables the department to achieve its objectives.

The opportunity

This is an exciting opportunity to work on challenging and meaningful people matters that have a direct impact on employees, managers and organisational outcomes. As an APS 6 Performance & Behaviour Advisor, you will manage complex cases, provide trusted advice to leaders and help shape practical solutions that balance people, risk and business needs.

You will work alongside experienced HR professionals, develop deep expertise in performance management and workplace behaviour, and contribute to continuous improvement initiatives that strengthen our people practices.

What's in it for you?

In this role you will:

- Manage complex and interesting people matters with real organisational impact.
- Develop your skills in complex case management and risk assessment.
- Partner with senior leaders across a diverse national organisation.

- Strengthen your ability to influence, negotiate and provide strategic advice.
- Work within a supportive and collaborative team of HR professionals.
- Contribute to initiatives that improve workplace culture and employee experience.
- Gain exposure to legislation, policy interpretation and organisational decision-making.

Our ideal candidate

We are looking for people who can build trusted relationships, exercise sound judgement and confidently manage complex and sensitive matters.

You will demonstrate:

- Experience managing or contributing to complex people, or workplace matters.
- Strong communication skills and the ability to explain complex information clearly.
- The ability to build productive relationships with managers, employees and stakeholders.
- Sound judgement and the ability to balance risk, policy and operational needs.
- Strong analytical and problem-solving skills.
- The ability to manage competing priorities and deliver quality outcomes.
- A commitment to integrity, procedural fairness and professional conduct.
- The ability to work collaboratively in a geographically dispersed team environment.

We welcome candidates from a range of professional backgrounds. Experience in HR, employee relations, workplace relations, investigations, case management, organisational development, public administration or related fields will be highly regarded.

Duties

As an **APS6 Performance & Behaviour Advisor**, you will:

- Manage complex workplace behaviour and performance management cases.
- Provide timely advice to managers and employees.
- Interpret and apply legislation, policy and employment frameworks.
- Support probation, performance and workplace behaviour processes.
- Identify risks and develop practical management strategies.
- Prepare accurate, evidence-based written advice and documentation.
- Build capability through coaching and guidance to managers.
- Contribute to continuous improvement across people management practices.

Eligibility

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

- Be Australian Citizens.
- Positions require a Baseline security clearance, and successful candidates will be required to obtain and maintain a clearance at this level.
- Satisfy the requirements of the APS employment framework.

Desirable

- Qualifications in Human Resources, Employee Relations, Workplace Relations, Psychology, Employment Law, Management or a related discipline are desirable but not mandatory.
- Experience providing advice on performance, workplace behaviour, or probation matters will be highly regarded.

This role offers the opportunity to influence outcomes across a large and diverse organisation while developing specialist expertise in some of the most complex and rewarding areas of people management.

Notes

Location and flexible working

- This role is based in Canberra.
- This position requires regular attendance at the office.
- Flexible and remote working arrangements may be available in accordance with departmental policies and business needs.

Travel requirements

- Occasional domestic travel may be required to support business outcomes, training activities or stakeholder engagement.

Working environment

- This role involves managing complex and sensitive workplace matters and engaging with a broad range of stakeholders across the department.
- The successful applicant will work with confidential and sensitive information and must exercise sound judgement, professionalism and discretion at all times.

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

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

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

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

To Apply

Position Contact	Stacey Smith, 02 6102 9869
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0771815

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 28 August 2026

Job Title	Assistant Manager - Performance and Behaviour
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,391 - $134,225
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1067_08/26
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

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

About the team

The **Performance and Behaviours Team** is a specialist function within People Branch that supports a high-performing, respectful and accountable workplace culture across the department. We partner with leaders to build capability, strengthen performance and address complex workplace behaviour matters, ensuring managers are equipped to lead effectively, and employees understand the standards expected within the Australian Public Service.

Our team provides strategic advice and leads the management of complex performance, conduct and workplace behaviour matters. We are focused on continuous improvement and innovation, driving contemporary people management practices that strengthen leadership capability, promote accountability and support positive workplace cultures. Through our work, we help shape organisational approaches to performance excellence, behavioural standards and workforce effectiveness across a nationally dispersed organisation.

The opportunity

This is an exciting opportunity to play a leadership role in shaping the department's approach to performance management and workplace behaviours.

As an EL1 Assistant Manager, you will lead complex and sensitive workforce matters while contributing to the ongoing evolution of performance and behavioural frameworks across the department. You will work closely with senior leaders to drive better people management outcomes, identify emerging workforce risks and implement solutions that strengthen capability, accountability and organisational performance.

Beyond managing complex cases, you will have the opportunity to influence policy, improve business processes and help implement innovative people management approaches that support a contemporary, high-performing public sector workforce.

What's in it for you?

In this role you will:

- Lead strategically significant workforce matters across the department.
- Influence how performance management is delivered across a large APS organisation.
- Drive improvements to people management frameworks, systems and practices.
- Partner with senior leaders to strengthen workforce capability and accountability.
- Contribute to innovative approaches that improve employee and organisational performance.
- Lead initiatives that shape positive workplace cultures and behavioural standards.
- Develop expertise in organisational risk, workforce performance and strategic HR leadership.
- Build your experience leading change and continuous improvement within a specialist HR function.

This role offers a unique opportunity to move beyond case management and contribute to the design, implementation and continuous refinement of best-practice performance and workplace behaviour frameworks that have a lasting impact across the department.

Our ideal candidate

We are seeking an experienced HR professional who combines strategic thinking with practical problem-solving and thrives on improving how organisations manage performance, accountability and workplace behaviour.

You will be a trusted adviser who can confidently navigate complex people matters, influence senior stakeholders and identify opportunities to strengthen people management practices across the department. You will bring a continuous improvement mindset and enjoy challenging the status quo to deliver contemporary, fit-for-purpose solutions that support organisational performance and positive workplace culture.

Our ideal candidate will demonstrate:

- The ability to provide strategic, evidence-based advice on complex performance, workplace behaviour and employee relations matters.
- Strong judgement and decision-making skills when managing sensitive, high-risk or complex issues.
- Experience influencing senior leaders and guiding them through challenging workforce matters.
- The ability to identify systemic issues and drive sustainable improvements to policies, frameworks, processes and service delivery.
- Strong analytical skills and the ability to assess risks, identify trends and develop practical solutions.

- Excellent written communication skills, including the ability to prepare clear, persuasive and defensible advice, briefs and reports.
- A collaborative leadership style that builds capability, fosters accountability and promotes positive workplace outcomes.
- Experience leading projects, implementing change or driving business improvement initiatives.
- A commitment to continuous improvement, innovation and contemporary people management practices.
- The ability to balance strategic objectives with operational requirements to deliver quality outcomes.

We welcome candidates from a range of professional backgrounds, including human resources, employee relations, workplace relations, organisational development, investigations, public administration, employment law or other related disciplines.

The successful candidate will be motivated by the opportunity to influence organisational culture, strengthen leadership capability and contribute to the ongoing development of best-practice performance and workplace behaviour frameworks across the department. They will be passionate about helping leaders create high-performing teams while ensuring workplace concerns are addressed fairly, consistently and effectively.

Duties

As an **EL1 Assistant Manager**, you will:

- Lead complex workforce performance and workplace behaviour matters.
- Provide trusted strategic advice to senior leaders.
- Drive innovation in performance and behaviour management practices.
- Lead projects that improve people policies and frameworks.
- Identify systemic issues and implement sustainable solutions.
- Strengthen leadership capability through coaching and mentoring.
- Use data and insights to improve organisational performance.
- Foster a culture of accountability, respect and high performance.

Eligibility

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

- Be Australian Citizens.
- Positions require a Baseline security clearance, and successful candidates will be required to obtain and maintain a clearance at this level.

Desirable qualifications and experience

- Qualifications in Human Resources, Employee Relations, Workplace Relations, Employment Law, Psychology, Business or a related discipline are desirable but not mandatory.
- Experience leading complex performance management, workplace behaviour, employee relations or workforce management matters is highly regarded.
- Experience driving organisational improvement, service innovation, policy development or business transformation initiatives will be well regarded.
- Experience providing strategic advice to senior leaders on complex workforce issues is desirable.

Notes

Location and flexible working

- This position is a Canberra based position
- This position requires regular attendance at the office
- Flexible and remote working arrangements may be available in accordance with departmental policies and business needs.

Travel requirements

- Occasional domestic travel may be required to support operational priorities, stakeholder engagement and capability-building activities.
- Working environment
- This role involves managing complex and sensitive workplace matters, including underperformance, workplace behaviour concerns and other high-risk people management issues.
- The successful applicant will regularly engage with senior leaders and work with confidential and sensitive information requiring sound judgement, professionalism and discretion.

Why join us?

This is a unique opportunity to influence the department's approach to performance, accountability and workplace culture. You will help shape best-practice people management frameworks, drive continuous improvement initiatives and implement innovative solutions that strengthen leadership capability and organisational performance across a diverse national workforce.

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

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

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

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

To Apply

Position Contact	Stacey Smith, 02 6102 9869
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0771907

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 01 September 2026

Job Title	Work Health & Safety Advisor (Expected Vacancy)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$81,448 - $87,918
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 4
Position Number	0951_07/26
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

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

About the team

The Work Health Safety (WHS) and Wellbeing Section supports the Department to meet its work health and safety obligations, strengthen safe systems of work, and promote a workplace culture that supports both physical safety and psychological wellbeing. The team works in partnership with leaders, managers, workers and specialist stakeholders to provide advice, manage WHS systems and programs, support incident and hazard reporting, coordinate consultation arrangements, and deliver practical tools and initiatives that prevent harm and improve workplace health, safety and wellbeing.

We are part of People Branch, which sits within the Chief Operating Officer Division. People Branch leads the department's strategic and operational human resources functions, including workforce planning, recruitment and employment programs, capability and talent, employee relations, people support, inclusion, work health and safety, and wellbeing. As part of the COO Division, the branch contributes to the department's enabling services by supporting a safe, capable, inclusive and high-performing workforce, and by helping leaders and employees access practical people-related advice, systems and support.

The opportunity

The APS4 WHS Advisor supports the delivery of practical WHS and wellbeing services, advice and administrative functions that contribute to a safe, healthy and legislatively compliant workplace. The role works under general direction to apply established legislation, policies, procedures and systems to routine and moderately complex WHS matters.

Please note, this is an anticipated vacancy. This round will be used to fill positions as they arise over the next 18 months.

What's in it for you?

Joining our team will give you exposure to a wide range of contemporary WHS issues across a large and diverse organisation. You will have opportunities to build your capability in WHS operations, incident management, consultation, reporting, training and continuous improvement.

Our ideal candidate

- Foundational understanding of WHS legislation, risk management principles and organisational WHS systems, or the ability to quickly acquire this knowledge.
- Ability to interpret and apply policies, procedures and guidance material to routine and moderately complex WHS matters.
- Strong written communication skills, including the ability to prepare minutes, reports, brief updates, correspondence and procedural material.
- Exceptional organisational skills, attention to detail and ability to manage competing priorities within agreed timeframes.
- Ability to work collaboratively, maintain confidentiality and communicate respectfully with a range of stakeholders.
- Confidence using Microsoft Office applications, electronic records management systems and WHS reporting or incident management systems.
- Sound judgement, initiative and problem-solving skills

Duties

The APS4 WHS Advisor provides key administrative support functions to the broader WHS and Wellbeing Team, including management of the WHS Inbox, tasking allocation within the WHS incident system and supporting the Health and Safety Representative and First Aid Officer programs. Key responsibilities include:

- Day-to-day management and tasking allocation of queries received through WHS inbox, WHS phone hotline and incident management system.
- Supporting the administration of Health and Safety Representative (HSR) and First Aid Officer programs, including coordinating expressions of interests and ensuring adequate coverage across work groups/sites.
- Providing first-level procedural advice on established policies and controls, escalating matters requiring interpretation or risk-based judgment.
- Assisting with the management of WHS incidents, hazards and near misses, including triage, data entry, follow-up actions (including escalating incidents that may meet notifiable thresholds) and records management.
- Maintaining accurate WHS records, dashboards, spreadsheets and reporting products to support compliance monitoring and management decision-making.
- Coordinating WHS training, awareness activities, inspections, and other wellbeing or safety initiatives, as required.
- Liaising with internal stakeholders, service providers and external contacts to obtain information, resolve routine issues and support timely delivery activities.
- Contributing to procedure reviews, guidance material, communication products, trend mapping and continuous improvement activities within the WHS function.

Eligibility

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

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

Notes

Desirable qualifications or experience:

- Certificate IV in Work Health and Safety, or progress towards a relevant WHS or human resources qualification.
- Experience using WHS incident management systems

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

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Industry House based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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To Apply

Position Contact	Sam Junor, 0261029135
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0771974

Geoscience Australia

Closing Date:Thursday 03 September 2026

Minerals, Energy and Groundwater Division
MEG Branches

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$79,125 - $86,246
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 will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27
Classification	APS Level 4
Position Number	10040
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia values the lands, water and sky as we work to deepen a shared understanding of Country and Earth. We respect First Nations peoples and their enduring connection, contribution and obligations to Country. Reflecting on our shared history, we are committed to listen and learn.

About us

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

Our culture

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

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

What we can offer you

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

Our team

The Executive Assistant to the Branch Heads within the Minerals, Energy and Groundwater division plays a key role in maintaining a well-organised, friendly and open office. In this role, you will assist in helping to conduct business in a timely, efficient, personable and professional manner. You will ensure that communication (written, electronic and verbal) to and from the Branch Head’s office is progressed and followed through to completion. Sound judgement will be required to ensure the time of the Branch Heads is managed to best meet the diverse needs and interests of the Division.

The Executive Assistant will be responsible for building and maintaining effective internal and external relationships with divisional staff and other stakeholders.

This role is a position of trust requiring a high standard of professionalism and integrity. This role requires enthusiasm, flexibility and excellent organisation to effectively manage multiple competing priorities and deadlines in a fast-paced environment.

Duties

The role

The APS4 Executive Assistant is accountable under limited direction to perform and achieve moderately complex high-level administrative support work. They will be accountable for organising their workflow, making decisions within their defined parameters relating to area of responsibility and will seek guidance when required and must clearly understand the goals, values and needs of both the programs and the Senior Executive Team.

They will provide high-level administrative support to the Branch Heads and Senior Executive Team that is informed and directed by their knowledge of the administration function. They may be required to undertake some research, analysis and secretariat activities.

The APS4 Executive Assistant will be required to share information, monitor work practices, set work priorities, follow, and develop local procedures and contribute and support the Divisional administrative support team and procedures.

The APS4 Executive Assistant may be required to communicate with, respond and provide advice to a range of stakeholders on moderately complex operational and administrative issues to achieve Branch and Geoscience Australia outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

In this role you will:

- Work with the Branch Heads to manage the flow of correspondence (both electronic and hard-copy) in and out of their office
- Work with the Branch Heads to manage their diaries and ensure that conflicting requirements are resolved quickly and respectfully
- Provide administration support for the Branch Heads including reconciling receipts, organising events, venue hire and catering arrangements as required
- Arrange domestic and international travel for the Branch Heads and other employees as required
- Maintain internal phone lists, contact lists and organisational charts

- Coordinate Question Time Brief's, Questions On Notice, Senate Estimates briefs and other documentation for the Branches
- Undertake quality assurance and proofreading activities
- Provide assistance as required for the on boarding of new starters
- Provide assistance as required for recruitment processes, including arranging travel and/or booking interviews for candidates

To be successful in the role you will:

- Provide exceptional organisational and communication skills
- Respond in a positive and flexible manner to change and uncertainty and remain calm under pressure
- Manage competing work priorities and respond in a positive and flexible manner to change and uncertainty and remain calm under pressure
- Provide strong co-ordination skills, including meeting deadlines
- Provide highly effective, timely and efficient executive support to the relevant Branches
- Provide support to the Senior Executive Team and Divisional support team as required

Required skills, knowledge, experience and/or qualifications

- Experience using electronic document management systems and most of the Microsoft Office suite of tools (Outlook, Word, Excel, PowerPoint, SharePoint etc)
- Excellent communication skills, both written and oral
- Excellent organisation skills and demonstrated experience working in a busy office environment

Are you unsure about applying?

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

To Apply

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

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

If you have any questions regarding the role, please contact Kristina Anastasi on (02) 6249 9436 or email Kristina.anastasi@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’.

Use of AI in Recruitment

Geoscience Australia may use Microsoft Copilot to support limited administrative and preparatory aspects of the recruitment process. Artificial Intelligence is not used to assess or select candidates, and all decisions are human-led and based on merit.

Candidates must ensure their application reflects their own skills, experience and capabilities. Any use of AI must be responsible, transparent where required, and must not misrepresent their suitability for the role.

Candidates will be asked to disclose their use of AI when submitting an application and may also be asked to do so at various stages throughout the recruitment process.

Applicants are encouraged to familiarise themselves with the Principles for candidate use of AI in recruitment, as well as the Principles for agency use of AI in recruitment which outline expectations for the responsible, ethical and transparent use of AI when applying for APS roles.

Eligibility

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

• Be an Australian Citizen at the closing date of application.

• The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.

• Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Notes

Technical Assistance

If you require technical assistance, call our Recruitment and Delivery team on (02) 6249 9777 or email recruitment@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Geoscience Australia

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

To Apply

Position Contact	Kristina Anastasi, (02) 6249 9436
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0771827

IP Australia

Closing Date:Thursday 27 August 2026

Finance and People Services People Services

Job Title	Assistant Director, Learning and Development
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$123,808 - $139,346
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available
Classification	Executive Level 1
Position Number	1859
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

The Assistant Director, Learning and Development leads the delivery, governance and continuous improvement of IP Australia's learning and development function, ensuring programs, systems and investments build workforce capability and support organisational priorities.

Key responsibilities include:

• Leading learning and development strategy, policies, frameworks and programs that support capability, workforce planning and organisational performance

• Managing the centralised Learning and Development budget, including procurement, reporting and governance to ensure value for money and alignment with business priorities

• Providing strategic advice to senior leaders on workforce capability, learning priorities and professional development initiatives

• Overseeing corporate learning and capability programs, including induction, study assistance, mentoring, professional memberships, employee recognition and mandatory learning

• Providing strategic oversight of the agency's learning management system, ensuring effective governance, user experience and continuous improvement

• Monitoring learning compliance and workforce capability outcomes, using data and insights to inform decision-making and capability planning

• Building strong stakeholder relationships to influence learning priorities and deliver organisational outcomes

• Managing risks and ensuring compliance with legislative, APS and organisational requirements

• Leading and developing a high-performing team, fostering a culture of innovation, accountability and customer-focused service delivery

• Collaborating across People Services to align learning initiatives with the IP Australia People Strategy and deliver integrated workforce capability outcomes.

Duties

We are looking for someone who can:

• Build strong stakeholder relationships to identify workforce capability needs and influence learning priorities

• Provide expert advice on learning and development, capability uplift and professional development programs

• Lead, coach and develop a high-performing and inclusive team

• Communicate effectively with a range of audiences, including preparing high-quality advice, briefs and reports

• Lead the design, delivery and evaluation of learning and development initiatives aligned with organisational priorities

• Use data and insights to inform decision-making and drive continuous improvement

• Ensure strong governance, risk management and compliance with relevant policies and requirements

• Collaborate across the organisation and APS to deliver integrated workforce and capability outcomes

• Support organisational change and promote a culture of continuous learning and innovation

• Manage competing priorities and deliver high-quality outcomes in a complex environment

• Bring relevant qualifications and/or significant experience in learning and development, human resources or a related field.

Eligibility

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

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months initially with the possibility of extension.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

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

About the IP Australia

IP Australia is the Australian Government agency that drives innovation by administering intellectual property (IP) rights, including patents, trade marks, designs, and plant breeder’s rights. Our mission is simple: to help Australians turn great ideas into reality through a world-class IP system that fuels creativity, investment, and economic growth. Working with us means being part of a team that influences global IP frameworks, supports trade agreements, and educates businesses and individuals on the value of IP. We’re not just about protecting ideas—we’re about enabling innovation that benefits everyone. At IP Australia, we foster an inclusive and diverse culture where every individual feels respected and valued. We believe that diversity drives innovation, and we are committed to creating a workplace where everyone can thrive and reach their full potential. We understand the importance of flexibility and wellbeing. That’s why we offer hybrid work arrangements, flexible hours, and programs to support mental health and overall wellbeing. Our focus on psychological safety ensures that employees feel secure and supported in their roles. Professional growth is a priority for us. We provide opportunities for skill development, education support, and clear pathways for career progression. Whether you’re starting your career or looking to advance, IP Australia offers the tools and resources to help you succeed. Our benefits are designed to support your lifestyle and future. With competitive conditions such as 15.4% superannuation contributions, salary packaging options, and family-friendly policies, we make sure our employees are well taken care of. Finally, integrity is at the heart of everything we do. We uphold the highest standards of fairness and respect, maintaining a workplace built on trust and collaboration. At IP Australia, you’ll be part of an organisation that values both people and purpose.

To Apply

Position Contact	Caroline Brown, (02)6160 5356
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772025

Australian Maritime Safety Authority

Closing Date:Wednesday 02 September 2026

Corporate and Enabling Services
Communication and Engagement Services

Job Title	Senior Officer Media
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$105,749 - $126,270
Future Merit Locations	Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	flexible hybrid
Classification	APS Level 6
Position Number	1333
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Senior Officer Media

$105,749 – $126,270 + 15.4% super

Canberra

Ongoing

• Bring your media expertise and creative skills to a role with national impact.

• Play a key role in managing AMSA’s media activities and supporting how we communicate with the community.

About AMSA - Work with Purpose

Safe Seas. Clean Seas. Saving Lives.

At the Australian Maritime Safety Authority (AMSA), every role contributes to our mission of ensuring safe vessel operations, combating marine pollution, and rescuing people in distress.

As Australia's national maritime regulator, we coordinate national maritime and aviation search and rescue services, protect Australia's marine environment, and support a safe and resilient maritime industry. Our work is made possible by the expertise of our people across corporate, specialist, digital and operational functions, working together to deliver services nationwide.

With around 500 employees across Australia, AMSA offers meaningful careers in a complex, highly regulated environment where your work has national impact. Learn more at amsa.gov.au.

About the Role

As part of AMSA’s 7 branch, the Senior Officer Media delivers integrated media and multimedia communication services to support AMSA’s strategic and operational objectives. The role offers a mix of strategic media work and technical expertise in audio-visual production, photography, video editing, voice-over recording, and other digital content activities.

In this role you will:

• Provide media advice and support to senior leaders and internal stakeholders, including on media opportunities, public messaging, reputational risks and emerging issues.

• Develop and coordinate media materials and responses, including releases, statements, talking points, briefs and responses to media enquiries, ensuring information is accurate, timely and aligned with strategic messaging.

• Identify and deliver proactive media opportunities, including developing story ideas and pitches, coordinating interviews and preparing and supporting spokespeople.

• Monitor media coverage and emerging issues, providing analysis and contributing to media response and crisis communication planning.

• Create and support multimedia content and media activities, including photography, filming, audio recording, video editing, captioning, live crosses, webinars and recorded interviews.

• Support AMSA’s Media Studio and team capability, including managing and testing equipment, troubleshooting AV issues, coordinating with IT and sharing expertise in media handling and multimedia tools.

Duties

What We’re Looking For

You will bring:

• Relevant qualifications and experience in communications, public relations, journalism or a related discipline, with demonstrated experience in media relations, journalism, government communication, public affairs or corporate communication.

• Highly developed writing, editing and proofreading skills, with the ability to produce clear, concise and accurate content for different audiences under competing priorities and tight deadlines.

• Strong knowledge of media and the public information environment, including news values and the judgement to identify and respond appropriately to media, reputational and emerging issues.

• Strong stakeholder engagement skills, with the ability to work collaboratively with senior leaders, subject matter experts, government, industry and media stakeholders.

• Practical multimedia production skills, including photography, filming, audio recording, lighting, video editing, captioning and preparing content for digital channels. Experience with media monitoring, social media, content management and digital publishing tools, and Adobe Premiere Pro, Photoshop and/or Adobe Express, would be highly regarded.

• Ability to work outside normal hours as part of an emergency on-call roster.

• Behaviours aligned with One AMSA values and ways of working

For further details, please refer to the position description. Information about our terms and conditions of employment are contained in the AMSA Enterprise Agreement 2024 - 2027

What We Offer at AMSA

At AMSA, we support our people to do their best work through:

· Competitive remuneration and salary packaging options

· 15.4% employer superannuation contribution

· Generous leave entitlements with 20 days annual leave plus paid Christmas shutdown

· Paid parental leave with 18 weeks for primary and 14 weeks for secondary carer

· Wellbeing focus with health reimbursements, flu vaccinations and an Employee Assistance Program for you and your family

· Flexible work including work from home arrangements

· Career development including training, study assistance, paid professional memberships.

· Opportunity to connect, collaborate, and contribute through AMSA's staff-led networks

One AMSA: Shaping Our Future Together

One AMSA is our commitment to creating a workplace that is safe, respectful and inclusive – where every employee feels valued, supported and empowered to contribute. It shapes how we work together and ensures collaboration, trust, and shared purpose across AMSA.

How to Apply

To apply, visit the Careers at AMSA portal and click 'Apply' on the job listing before 11:55pm AEST on Thursday 2 September 2026.

You will need to provide:

• A resume (maximum 3 pages)

• A cover letter (up to 600 words) outlining your suitability based on the key responsibilities and capabilities required for the role.

For further information about the role, contact Bella Ajaj, Advisor Media on 0447 224 979 or bella.ajaj@amsa.gov.au

For questions about the recruitment process, please contact recruitment@amsa.gov.au.

Applications from recruitment agencies will not be accepted, as AMSA recruitment is managed internally.

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

Eligibility
Notes

About the Australian Maritime Safety Authority

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

To Apply

Position Contact	Bella Ajaj, 0447 224 979
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0771881

Civil Aviation Safety Authority Australia

Closing Date:Sunday 23 August 2026

Stakeholder Engagement

Job Title	Executive Officer Stakeholder Engagement Division
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	Executive Level 2
Position Number	4546
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the Opportunity

The Executive Officer – Stakeholder Engagement Division (SED), works under the broad direction of the Executive Manager (EMSED) and is responsible for providing high level and specialist advice on SED's business operations and strategic planning. SED ensures CASA interacts with industry and stakeholders in a clear, consistent and coordinated way and is responsible for all internal and external communication activities, engagement with the aviation industry, government, industry bodies and the travelling public. SED manages consultation and communication strategies including secretariat functions for the Aviation Safety Advisory Panel (ASAP), management of all corporate communication channels, and entry control, surveillance and regulatory services for sport and recreational aviation.

The position exercises a high degree of independent judgement and delegated authority to drive delivery of divisional outcomes and represent EMSED across CASA and externally where

required. Management and reporting of issues and risks in line with a range of key governance accountabilities are key aspects of this role. The position develops and maintains high quality corporate and strategic planning documentation and coordinates resources and activities in line with those plans for a division comprising approximately 140 employees across 4 branches, with an annual operating budget of $30M. The position supports the full breadth of that remit.

The position is expected to work reasonable additional hours beyond the ordinary hours of work, which may include work on weekends or outside the span of hours. Working additional hours should be regarded as the exception rather than the rule and where additional hours are worked the occupant will be compensated in accordance with CASA’s Enterprise Agreement.

Key Responsibilities of the Executive Officer Stakeholder Engagement Division include:

- Leading the day-to-day operations of the EMSED’s office managing sensitive and complex matters, coordinating competing priorities, and providing strategic advice to EMSED.
- Assisting EMSED in driving the delivery of CASA's strategic priorities by translating CASA objectives and regulatory commitments into actionable initiatives, monitoring progress and supporting the division’s performance outcomes.
- Representing EMSED and CASA in dealings with government agencies, industry associations, regulated entities and other stakeholders, including leading negotiations, influencing outcomes and managing complex stakeholder relationships.
- Setting the standard and overseeing the development and quality assurance of internal and external correspondence, executive briefings, policy advice, regulatory analysis, ministerial and parliamentary communications and board-facing obligations.
- Leading divisional planning, governance and performance activities, including the development of business plans, reporting frameworks, policies and procedures, and coordinating Executive Committee, Board and other corporate governance obligations.
- Identifying, monitoring and managing risks and anticipating emerging issues associated with delivery of divisional and CASA objectives.
- Monitoring divisional compliance with organisational requirements including information management, performance agreements (PACS), leave management, flexible working arrangements, timesheets and mandatory training completion ensuring organisational efficiency and risk management.
- Maintain accurate records, monitor adherence to policies and procedures, and escalate non-compliance issues as required.
- Leading multidisciplinary teams without direct line authority and coordinating resources across branches to deliver strategic priorities, complex projects, organisational change initiatives and business improvement outcomes.
- Exercising financial and procurement delegations for travel, contracts and operating expenditure, supporting divisional financial and workforce planning activities, and identifying, assessing and managing risks within the area of responsibility.
- Engaging collaboratively with colleagues and stakeholders (internal and external) to positively drive, manage and coordinate initiatives, activities, and relationships.
- Using professional judgement and experience aligned with CASA’s strategic direction, the operational context and a changing environment to influence stakeholders or recommend to delegates appropriate actions on complex to highly complex matters using balanced, evidence-based and defensible information.
- Applying CASA’s risk management framework to decision making and outcomes delivery. Contributing to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.

- Demonstrating awareness of the diverse histories, cultures, and experiences of First Nations Peoples and other cultural groups. Communicating with respect and understanding of balancing work, family and community responsibilities.
- Positively engage in and respond to change, including supporting others through change.
- Other duties as required.

Duties

Ideal Candidate

- Demonstrated experience providing strategic advice, executive support and leadership in a complex, regulated or public sector environment, including supporting senior executives to deliver organisational priorities and outcomes.
- Demonstrated experience in managing and leading complex projects, competing priorities and outcomes across multi-disciplinary teams without direct line authority, integrating expertise and professional decision making into complex and sensitive matters.
- A demonstrated ability to interpret and apply policies and procedures, to make informed decisions with limited guidance or to provide recommendations on an appropriate course of action.
- Well-developed negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at a senior level.
- A demonstrated ability to oversee and actively engage in effective stakeholder management, including with regulated entities, on sensitive issues requiring conflict resolution within constrained time limits.
- A proven ability to seek out diverse perspectives, knowledge, and experience to identify opportunities and improvements.
- Experience in demonstrating empathy and influence to gain and build trust when collaborating across diverse groups.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the level of security clearance as required

Notes

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA’s Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Andreas Marcelja, 02 6217 1214
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0771882

Civil Aviation Safety Authority Australia

Closing Date:Sunday 23 August 2026

Stakeholder Engagement Division

Job Title	Executive Officer Stakeholder Engagement Division Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability -
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$143,903 - $174,038
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	Executive Level 2
Position Number	4546
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the Opportunity

The Executive Officer – Stakeholder Engagement Division (SED), works under the broad direction of the Executive Manager (EMSED) and is responsible for providing high level and specialist advice on SED's business operations and strategic planning. SED ensures CASA interacts with industry and stakeholders in a clear, consistent and coordinated way and is responsible for all internal and external communication activities, engagement with the aviation industry, government, industry bodies and the travelling public. SED manages consultation and communication strategies including secretariat functions for the Aviation Safety Advisory Panel (ASAP), management of all corporate communication channels, and entry control, surveillance and regulatory services for sport and recreational aviation.

The position exercises a high degree of independent judgement and delegated authority to drive delivery of divisional outcomes and represent EMSED across CASA and externally where required. Management and reporting of issues and risks in line with a range of key governance accountabilities are key aspects of this role. The position develops and maintains high quality corporate and strategic planning documentation and coordinates resources and activities in line with those plans for a division comprising approximately 140 employees across 4 branches, with an annual operating budget of $30M. The position supports the full breadth of that remit.

The position is expected to work reasonable additional hours beyond the ordinary hours of work, which may include work on weekends or outside the span of hours. Working additional hours should be regarded as the exception rather than the rule and where additional hours are worked the occupant will be compensated in accordance with CASA's Enterprise Agreement.

Key Responsibilities of the Executive Officer Stakeholder Engagement Division include:

- Leading the day-to-day operations of the EMSED's office managing sensitive and complex matters, coordinating competing priorities, and providing strategic advice to EMSED.
- Assisting EMSED in driving the delivery of CASA's strategic priorities by translating CASA objectives and regulatory commitments into actionable initiatives, monitoring progress and supporting the division's performance outcomes.
- Representing EMSED and CASA in dealings with government agencies, industry associations, regulated entities and other stakeholders, including leading negotiations, influencing outcomes and managing complex stakeholder relationships.
- Setting the standard and overseeing the development and quality assurance of internal and external correspondence, executive briefings, policy advice, regulatory analysis, ministerial and parliamentary communications and board-facing obligations.
- Leading divisional planning, governance and performance activities, including the development of business plans, reporting frameworks, policies and procedures, and coordinating Executive Committee, Board and other corporate governance obligations.
- Identifying, monitoring and managing risks and anticipating emerging issues associated with delivery of divisional and CASA objectives.
- Monitoring divisional compliance with organisational requirements including information management, performance agreements (PACS), leave management, flexible working arrangements, timesheets and mandatory training completion ensuring organisational efficiency and risk management.

- Maintain accurate records, monitor adherence to policies and procedures, and escalate non-compliance issues as required.
- Leading multidisciplinary teams without direct line authority and coordinating resources across branches to deliver strategic priorities, complex projects, organisational change initiatives and business improvement outcomes.
- Exercising financial and procurement delegations for travel, contracts and operating expenditure, supporting divisional financial and workforce planning activities, and identifying, assessing and managing risks within the area of responsibility.
- Engaging collaboratively with colleagues and stakeholders (internal and external) to positively drive, manage and coordinate initiatives, activities, and relationships.
- Using professional judgement and experience aligned with CASA's strategic direction, the operational context and a changing environment to influence stakeholders or recommend to delegates appropriate actions on complex to highly complex matters using balanced, evidence-based and defensible information.
- Applying CASA's risk management framework to decision making and outcomes delivery. Contributing to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.
- Demonstrating awareness of the diverse histories, cultures, and experiences of First Nations Peoples and other cultural groups. Communicating with respect and understanding of balancing work, family and community responsibilities.
- Positively engage in and respond to change, including supporting others through change.
- Other duties as required.

Duties

Ideal Candidate

- Demonstrated experience providing strategic advice, executive support and leadership in a complex, regulated or public sector environment, including supporting senior executives to deliver organisational priorities and outcomes.
- Demonstrated experience in managing and leading complex projects, competing priorities and outcomes across multi-disciplinary teams without direct line authority, integrating expertise and professional decision making into complex and sensitive matters.
- A demonstrated ability to interpret and apply policies and procedures, to make informed decisions with limited guidance or to provide recommendations on an appropriate course of action.
- Well-developed negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at a senior level.
- A demonstrated ability to oversee and actively engage in effective stakeholder management, including with regulated entities, on sensitive issues requiring conflict resolution within constrained time limits.
- A proven ability to seek out diverse perspectives, knowledge, and experience to identify opportunities and improvements.
- Experience in demonstrating empathy and influence to gain and build trust when collaborating across diverse groups.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position's occupant must be an Australian citizen with the ability to obtain and maintain the level of security clearance as required

Notes

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

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

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Andreas Marcelja, 02 6217 1214
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0771915

Civil Aviation Safety Authority Australia

Closing Date:Sunday 30 August 2026

Stakeholder Engagement
Communications

Job Title	Aviation Senior Writer/Editor, Technical Publications
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Cairns QLD, Brisbane QLD, Melbourne VIC, Sydney NSW, Adelaide SA, Darwin NT, Perth WA
Salary	$121,285 - $157,614
Future Merit Locations	Canberra, Cairns, Brisbane, Melbourne, Sydney, Adelaide, Darwin, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	4188
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Role

- Are you passionate about aviation and also have a desire for clear, precise documentation?
- Do you have aviation industry experience and a good understanding of the regulatory aspects of your industry sector?
- Do you have great writing / Word skills?

This is your opportunity to be part of the Technical Publications Section producing quality guides and publications in plain English to assist the aviation community in understanding (and thus complying with) the aviation regulations. The role of Senior Writer/Editor, Technical Publications is based within the Communications Branch of the Stakeholder Engagement Division.

The Communications Branch is responsible for CASA’s communication activities. This includes broad public and industry consultation and communication strategies, media engagement, website and intranet management, social media channels, safety promotion activities, graphic design, video production, sponsorships and event management, and development of plain English guides.

As the Senior Writer/Editor, Technical Publications you will need to:

- under limited direction, scope, develop and maintain plain English guides explaining complex aviation rules in a simple, easy-to-read writing style, and exercising good judgement to deliver quality work requiring little revision before finalisation of the given stage of document development.
- edit, peer review and quality check content produced by other team members to ensure a high-quality end product, ensuring written content retains the intent of the regulations and aligns with the current Australian Government Style Manual and current accessibility requirements
- be responsible for planning own work goals and priorities that align with and achieve both own and team outcomes, and work collaboratively with other team members to ensure team objectives are met, assisting in planning and managing projects and meeting agreed timelines
- attain, maintain and apply your knowledge of the Civil Aviation Act 1988, Civil Aviation Safety Regulations 1998, Civil Aviation Regulations 1988, and associated standards policy and practice, CASA decision-making processes and agency guidelines and regulations
- build and maintain effective relationships internally within the Communications branch and with other business units within CASA such as National Operations Standards Division and the Legal, International and Regulatory Affairs Division, as well as externally with contractors and other suppliers
- maintain and promote guidance material including safety information, education and training materials, advisory circulars, web-based information and other duties as required
- promote workplace safety, equity and diversity, participative management and environmental management in the workplace in accordance with CASA values and behaviours
- work supportively and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.

Duties

Ideal Candidate

Our ideal candidate must:

- have familiarity with the regulatory aspects of the aviation industry, preferably with an aviation licence and a strong knowledge of at least one sector (such as flying operations or airworthiness)
- be able to interpret a range of document types to bring technical information together in meaningful content for the specified user
- be able to develop and structure large documents considering the nature of the technical content and the knowledge of the reader
- have excellent command of written English, be familiar with writing to a style guide, have at least intermediate word skills and have meticulous attention to detail
- have a proven ability to work with minimal assistance, taking ownership of tasks and guiding/supporting others in the team as required
- have suitable people skills to develop new relationships between the section and other areas of CASA
- have strong organisational skills and the ability to contribute to continuous improvement of the product and the processes within the section
- be able to demonstrate and exercise both initiative and judgment in the provision of accurate technical knowledge and advice in a specialist discipline (relevant to your role), achieved through the exposure to CASA’s policies and procedures
- be able to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner
- promote workplace safety, equity and diversity, and act in accordance with the CASA values and behaviours.

Eligibility
Notes

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Ceri Bartlett, 02 8651 3182
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0771916

Civil Aviation Safety Authority Australia

Closing Date:Sunday 30 August 2026

Stakeholder Engagement
Communications

Job Title	Aviation Senior Writer/Editor, Technical Publications - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Cairns QLD, Brisbane QLD, Melbourne VIC, Sydney NSW, Adelaide SA, Darwin NT, Perth WA
Salary	$121,285 - $157,614
Future Merit Locations	Canberra, Cairns, Brisbane, Melbourne, Sydney, Adelaide, Darwin, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	4188
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Role

- Are you passionate about aviation and also have a desire for clear, precise documentation?
- Do you have aviation industry experience and a good understanding of the regulatory aspects of your industry sector?
- Do you have great writing / Word skills?

This is your opportunity to be part of the Technical Publications Section producing quality guides and publications in plain English to assist the aviation community in understanding (and thus complying with) the aviation regulations. The role of Senior Writer/Editor, Technical Publications is based within the Communications Branch of the Stakeholder Engagement Division.

The Communications Branch is responsible for CASA’s communication activities. This includes broad public and industry consultation and communication strategies, media engagement, website and intranet management, social media channels, safety promotion activities, graphic design, video production, sponsorships and event management, and development of plain English guides.

As the Senior Writer/Editor, Technical Publications you will need to:

- under limited direction, scope, develop and maintain plain English guides explaining complex aviation rules in a simple, easy-to-read writing style, and exercising good judgement to deliver quality work requiring little revision before finalisation of the given stage of document development.
- edit, peer review and quality check content produced by other team members to ensure a high-quality end product, ensuring written content retains the intent of the regulations and aligns with the current Australian Government Style Manual and current accessibility requirements
- be responsible for planning own work goals and priorities that align with and achieve both own and team outcomes, and work collaboratively with other team members to ensure team objectives are met, assisting in planning and managing projects and meeting agreed timelines
- attain, maintain and apply your knowledge of the Civil Aviation Act 1988, Civil Aviation Safety Regulations 1998, Civil Aviation Regulations 1988, and associated standards policy and practice, CASA decision-making processes and agency guidelines and regulations
- build and maintain effective relationships internally within the Communications branch and with other business units within CASA such as National Operations Standards Division and the Legal, International and Regulatory Affairs Division, as well as externally with contractors and other suppliers
- maintain and promote guidance material including safety information, education and training materials, advisory circulars, web-based information and other duties as required
- promote workplace safety, equity and diversity, participative management and environmental management in the workplace in accordance with CASA values and behaviours
- work supportively and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.

Duties

Ideal Candidate

Our ideal candidate must:

- have familiarity with the regulatory aspects of the aviation industry, preferably with an aviation licence and a strong knowledge of at least one sector (such as flying operations or airworthiness)
- be able to interpret a range of document types to bring technical information together in meaningful content for the specified user
- be able to develop and structure large documents considering the nature of the technical content and the knowledge of the reader
- have excellent command of written English, be familiar with writing to a style guide, have at least intermediate word skills and have meticulous attention to detail
- have a proven ability to work with minimal assistance, taking ownership of tasks and guiding/supporting others in the team as required
- have suitable people skills to develop new relationships between the section and other areas of CASA
- have strong organisational skills and the ability to contribute to continuous improvement of the product and the processes within the section
- be able to demonstrate and exercise both initiative and judgment in the provision of accurate technical knowledge and advice in a specialist discipline (relevant to your role), achieved through the exposure to CASA’s policies and procedures
- be able to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner
- promote workplace safety, equity and diversity, and act in accordance with the CASA values and behaviours.

Eligibility
Notes

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

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

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Ceri Bartlett, 02 8651 3182
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0771917

Civil Aviation Safety Authority Australia

Closing Date:Sunday 23 August 2026

Regulatory Oversight
Surveillance

Job Title	Surveillance Services Coordinator
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$120,448 - $140,835
Future Merit Locations	Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	Executive Level 1
Position Number	4540
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Role

The Surveillance Services Coordinator (CS4) is a member of the Regulatory Oversight Division (ROD) and Surveillance Branch which is responsible for a broad cross-section of programs and services to create, foster, and grow a culture of high performance and integrity through workforce planning, capability, and performance.

As a specialist within CASA, this position undertakes work that is highly complex and/or sensitive, works with a high level of independence, under broad direction from CASA management, and resolves issues to deliver quality outcomes aligned to CASA's strategic operational priorities and work plans. This position makes a significant contribution to achieve goals within CASA’s work plans, including the coordination of services responsible for planning, administering and supporting the delivery of CASA’s surveillance functions under the National Oversight Plan (NOP).

This position is expected to work reasonable additional hours beyond the ordinary hours of work, which may include work on weekends or outside the span of hours. However, this is regarded as the exception and where additional hours are worked, they will be compensated in accordance with CASA’s enterprise agreement.

This position’s responsibilities include:

- Actively contributing to team goals while maintaining compliance with applicable legislative standards and guidance material, CASA’s Corporate Plan, policies, practices and standards, and in accordance with CASA’s Values, Regulatory Philosophy and assigned delegations.
- Motivating, guiding, and developing self and others; empowering and providing direction to support colleagues. Being aware of others’ performance and supporting the achievement of performance goals and work expectations in accordance with CASA practices.
- Developing and maintaining policies and procedures ensuring alignment with relevant requirements.
- Recommending strategic directions and making decisions based on professional judgement and evaluating risks in the context of a complex and changing environment. Making decisions that consider CASA's strategic direction and have a high level of impact on the functional area with the potential to impact others.
- Providing expert advice on policy, operational processes, complex problem solving, and issues management relevant to internal and external stakeholders.
- Implementing change and managing workplace uncertainty. Providing a significant contribution to innovation and business improvement strategies.
- Representing CASA at internal and external meetings, working groups and conferences. Delivering complex to highly-complex and sensitive projects and initiatives that include significant degrees of stakeholder engagement with significant impact on CASA business outcomes.
- Applying in-depth understanding of aviation industry operations, challenges, and regulatory settings to deliver effective business solutions. Providing advice that aligns CASA practices with aviation stakeholder needs.
- Engaging with risk, including conducting risk assessment and risk management activities for area of responsibility.
- Maintaining a positive health and safety culture, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.
- Demonstrating awareness of the diverse histories, cultures, and experiences of First Nations Peoples and other cultural groups. Communicating with respect and understanding of balancing work, family and community responsibilities.
- Initiating, positively engaging in and responding to change. Supporting others through change.
- Other duties as required.

Duties

Ideal Candidate

Our ideal candidate must demonstrate the following:

- Knowledge of CASA’s Surveillance framework and auditing processes together with proven experience providing interdepartmental administration and coordination expertise across geographically dispersed teams.
- Proven ability to apply technical expertise and professional judgement when completing complex matters. Demonstrated experience in interpreting and adapting policies and procedures, to make informed decisions with limited guidance.
- Demonstrated application of well-developed negotiation and communication strategies when managing complex discussions and resolving sensitive issues. Persuading, influencing, and building consensus across diverse stakeholders.

- Demonstrated ability to engage and collaborate with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation. Promote business objectives through key strategic relationships with a range of internal and external stakeholders.
- Sound skills in developing plans and timeframes, seeing projects to completion and committing to achieving quality outcomes.
- Proven experience in developing, coaching and mentoring employees
- In-depth understanding of the aviation industry's operations, challenges, and regulatory setting. Proven ability to provide advice that aligns with organisational practices with stakeholder needs.
- Proven ability to work with a focus on research, analysis and judgement when managing complex issues, tasks, and/or projects. The ability to gather and investigate information from a variety of sources, identify critical gaps, recognise links and explore possibilities and alternatives.
- Proven ability in promoting respect, inclusivity, and openness across teams. Highly developed emotional awareness when managing sensitive matters and conflicting perspectives. Significant experience in demonstrating empathy and influence to gain and build trust when collaborating across diverse groups.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position's occupant must be an Australian citizen with the ability to obtain and maintain the level of security clearance as required.
- Extensive experience in an administrative or coordination position in a highly technical environment.
- Extensive experience in the development of surveillance-related instructions, standard operating procedures, and guidance materials.
- People leadership/management/coaching/mentoring experience.

Notes

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process

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To Apply

Position Contact	Russell Dyer, 0262171895
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0771918

Civil Aviation Safety Authority Australia

Closing Date:Sunday 23 August 2026

Regulatory Oversight
Surveillance

Job Title	Surveillance Services Coordinator - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$120,448 - $140,835
Future Merit Locations	Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	Executive Level 1
Position Number	4540
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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The Role

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Duties

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- Extensive experience in the development of surveillance-related instructions, standard operating procedures, and guidance materials.
- People leadership/management/coaching/mentoring experience.

Notes

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To Apply

Position Contact	Russell Dyer, 0262171895
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0771946

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 06 September 2026

Job Title	Executive Officer to First Assistant Secretary (multiple roles)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$126,838 - $144,278
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 the department's 2024 EA
Classification	Executive Level 1
Position Number	48072
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Operating in a dynamic and complex environment, First Assistant Secretary Executive Officers play a pivotal role in ensuring the effective functioning of the First Assistant Secretary's office, and in providing strategic advice and support. This includes managing sensitive and high-priority matters, coordinating strategic communications, and maintaining strong relationships with internal and external stakeholders. The Executive Officer works closely with the First Assistant Secretary and their Executive Assistant (EA) to ensure timely decision-making and seamless delivery across the Division.

Duties

Executive Officers provide high-level strategic, operational and governance support to First Assistant Secretaries across a broad range of complex policy, program and corporate matters impacting the Division, Group and Department. Operating in a fast-paced and dynamic environment, Executive Officers exercise a high degree of autonomy, judgement and initiative to manage competing priorities, support executive decision-making and ensure the effective delivery of business outcomes. The role requires flexibility and responsiveness, including the capacity to meet demanding and often competing deadlines, with occasional work outside standard hours to support priority business.

Executive Officers occupy positions of significant trust and are responsible for establishing and maintaining highly effective relationships with senior stakeholders across government. This includes managing professional relationships with Ministerial Offices, senior executives within the Department, counterparts across the APS, state and territory agencies, and external stakeholders.

They act as a key conduit between the First Assistant Secretary and stakeholders, ensuring strategic priorities, decisions and expectations are communicated effectively and translated into action.

The role requires the provision of authoritative advice and coordination on complex, sensitive and often politically significant issues. Executive Officers provide secretariat services for senior executive committees, governance forums and stakeholder engagements, including meetings involving Ministers and senior officials. They lead the coordination, review and quality assurance of briefing materials, correspondence, submissions and reports, ensuring advice is accurate, strategically aligned and reflects whole-of-government and whole-of-department considerations. Executive Officers also coordinate and oversee material supporting parliamentary and public accountability processes, including Senate Estimates, parliamentary committees and other high-profile engagements.

Executive Officers apply sound judgement, discretion and professionalism in dealing with confidential and sensitive information and operate effectively in environments characterised by ambiguity, complexity and competing stakeholder interests. They adapt their communication and engagement approaches to influence a diverse range of audiences and build consensus across organisational boundaries. They are expected to anticipate emerging issues and risks, identify opportunities, and proactively implement solutions that support executive decision-making and organisational objectives.

As trusted advisers, Executive Officers drive the implementation of divisional and group priorities, including strategic, organisational and cultural initiatives. They are accountable for delivering outcomes through effective planning, coordination and stakeholder engagement, often leading initiatives without direct positional authority. EL1 Executive Officers monitor the progress of key deliverables for which SES officers are accountable, provide strategic reporting and analysis, and ensure risks, dependencies and issues are escalated and managed appropriately.

Executive Officers play a critical role in supporting organisational performance by identifying and addressing risks, challenges and emerging opportunities. They work collaboratively with SES leadership teams to develop strategies, implement corrective actions and ensure high-quality advice is provided to Ministers, the First Assistant Secretary, Deputy Secretaries and the Secretary. Through their understanding of departmental priorities, government objectives and the broader operating environment, they contribute to strategic decision-making and organisational effectiveness.

The role requires the ability to lead through influence, build commitment across diverse stakeholder groups and foster collaboration to achieve outcomes. Executive Officers can be expected to represent the First Assistant Secretary in meetings, discussions and cross-departmental forums, exercising judgement and delegated authority appropriate to the role. They interpret executive intent, translate strategic direction into operational priorities, and provide guidance and advice that enables staff and stakeholders to deliver on organisational objectives.

Executive Officers are expected to model APS Values, Employment Principles and leadership behaviours, fostering a culture of integrity, respect, accountability and continuous improvement. They contribute to workforce capability by mentoring and supporting executive support staff and building effective networks across the Department. Depending on the role, they may also have direct people management responsibilities and are expected to create an inclusive, collaborative and high-performing work environment.

First Assistant Secretary Executive Officers operate in a high-pressure environment with significant responsibility for managing reputational, operational and strategic risk. They provide critical support to the Senior Executive by ensuring priorities are effectively coordinated, issues are managed proactively, and organisational objectives are achieved through sound governance, strategic foresight and strong stakeholder engagement.

Eligibility

The successful candidate for this position will be able to demonstrate their capability against the EL1 Work level standards, and specifically:

- **Provide strategic executive support** to the First Assistant Secretary by managing competing priorities, aligning divisional activities with strategic objectives, anticipating emerging issues, and exercising sound judgement in responding to complex, sensitive and time-critical matters. Provide authoritative advice and coordinate actions to support informed decision-making and the effective management of divisional priorities.

- **Act as a key liaison and representative** for the First Assistant Secretary, fostering collaboration across the Division, Group and Department. Provide leadership and guidance to staff on priorities, processes, standards and expectations; coordinate responses to organisational and operational issues; represent the First Assistant Secretary in meetings and forums as required; and maintain effective engagement with Ministers' Offices and other stakeholders on routine and sensitive matters.

- **Build and maintain productive working relationships** with a diverse range of stakeholders, including Ministers' Offices, Senior Executive Service officers, departmental staff, central agencies, other APS entities, state and territory counterparts, and external organisations. Influence outcomes through effective communication, negotiation and relationship management, including providing advice and guidance to senior stakeholders and leading collaboration across executive support networks.

- **Lead the coordination and quality assurance** of ministerial, executive and divisional briefings, correspondence and reporting, ensuring advice is accurate, timely, strategic and aligned with departmental priorities. Analyse documentation to identify strategic, operational and reputational risks, facilitate consultation across business areas, and ensure advice reflects whole-of-Division, Group and Department perspectives.

- **Drive continuous improvement** in divisional governance and business operations by identifying, developing and implementing effective administrative and business processes. Ensure compliance with corporate governance requirements, strengthen planning and reporting frameworks, improve information management practices, and support the delivery of strategic and operational priorities through proactive forward planning and coordination.

- **Provide leadership and oversight** of executive support functions, including mentoring and coordinating Executive Assistants and administrative staff, fostering a collaborative and high-performing culture, and promoting consistent approaches to executive support, governance and stakeholder management across the Division.

Notes

Eligibility requirements

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

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at NV1. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check:** The successful candidate must satisfactory complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an EL1 you will be expected to provide strategic leadership to embed cultural capability across programs, policies or functions, influence senior leaders on culturally informed approaches, and drive partnerships and co-design with Aboriginal and/or Torres Strait Islander organisations and communities where applicable or appropriate.

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

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women’s progression into senior leadership.

To Apply

Position Contact	SESUnit, (2) 6136 7949
Agency Recruitment Site	https://www.infrastructure.gov.au/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0771970

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Wednesday 02 September 2026

Road Vehicle Regulation
Vehicle Safety Operations Application Assess & Approvals

Job Title	APS6 - Senior Regulatory Officer, Vehicle Safety Operations Branch
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Canberra ACT
Salary	$99,733 - $118,084
Future Merit Locations	Brisbane, Melbourne, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48073
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Vehicle Safety Operations Branch is Australia's national vehicle standards regulator. The Branch is responsible for administering the Road Vehicle Standards Act 2018 (RVSA) which sets vehicle standards for all new vehicles entering the Australian market and regulates the supply to the market of used vehicles.

This involves assessment of RVS applications for the provision of compliant road vehicles, supporting stakeholders through a central contact centre, managing the road vehicle and road vehicle component recall process and, compliance and enforcement activities under the RVS legislation.

There are 4 sections in our Branch:

- Application Assessments and Approvals
- Technical Assessments and Approvals
- Compliance and Enforcement
- Recalls Notification and Monitoring.

Duties

What you will do

These roles are varied and dynamic and sit across the Recalls Notification and Monitoring; Compliance and Enforcement; and Technical Assessment and Approvals Sections. Typical duties include:

- Application assessment under the RVSA by leveraging technical expertise and knowledge of legislative framework requirements
- Development of vehicle safety policy, procedures and standards
- Liaison with stakeholders relating to applications, policy and standards
- Providing expert or technical input and advice to other sections within the branch
- reviewing and assessing enquires related to alleged non-compliance with relevant legislation
- analysis of information gathered during investigative activities (i.e. either desk or field) and making informed and proportionate regulatory enforcement recommendations for senior decision makers
- Contributing to risk-based assurance or review activities, such as audits and risk assessments for recalls
- Analysis and assessment of information from assurance or review activities and drafting recommendations for decision makers
- Liaison with industry and government agencies, including state and territory regulators, other Australian Government agencies.
- Conducting engagement and escalation activities with suppliers and working with key industry bodies
- Developing written reports, publications, briefings, correspondence, and technical papers on complex issues.
- Contribute to the continuous improvement of internal policies, processes and Standard Operating Procedures for the team.

Inherent requirements for the role

The inherent requirements for this role include:

- an ability to demonstrate their capability against the APS 6 Work level standards
- an ability to engage and influence stakeholders in a professional and effective manner

- an ability to apply critical thinking to analyse information and reach sound conclusions
- an ability to generate high-quality recommendations to support decision making
- an ability to lead and support a team, providing guidance and oversight to achieve high performance and foster a positive, collaborative culture
- demonstrated experience of the role of regulation and the legislative mandate.

Desirable requirements

- Qualifications in Science, Technology, Engineering, and Mathematics is desirable.
- Formal qualifications and / or relevant experience in any of the following: investigations, audit, law, regulation, compliance.
- Certificate IV in Government Investigations (or an ability and willingness to quickly obtain).

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS 6 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

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

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Wayne Bryant, 02 6136 7681
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0771980

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 13 September 2026

Job Title	APS5 - Regulatory Officer, Vehicle Safety Operations Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$89,225 - $96,829
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 5
Position Number	48062
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Vehicle Safety Operations Branch is Australia's national vehicle standards regulator. The Branch is responsible for administering the Road Vehicle Standards Act 2018 which sets vehicle standards for all new vehicles entering the Australian market and regulates the supply to the market of used vehicles.

This involves assessment of RVS applications for the provision of compliant road vehicles, supporting stakeholders through a central contact centre, managing the road vehicle and road vehicle component recall process and, compliance and enforcement activities under the RVS legislation.

There are 4 sections in our Branch:

- Application Assessments and Approvals
- Technical Assessments and Approvals
- Compliance and Enforcement
- Recalls Notification and Monitoring

Duties

What you will do

These roles are varied and dynamic and sit across the Recalls Notification and Monitoring; Assessment Application and Approvals; and Technical Assessment and Approvals Sections. Typical duties include:

- Contribute to briefings, correspondence and reports
- assess applications (and evidence) against the requirements of the Road Vehicle Standards Act 2018
- conduct quality assurance (QA) on applications, recalls and outgoing correspondence
- support process improvement through issue identification during QA reviews including the review of operating procedures
- support the branch risk reporting processes including contributing to the section’s risk management reviews and reporting
- analyse and assess information gathered through assessment and assurance activities and propose business improvements
- manage professional relationships with key internal and external stakeholders, including maintaining the arrangements for ongoing coordination, consultation, oversight and reporting.
- adopt and implement any changes in process or procedure
- develop training materials and standard operating procedures
- provide statistical and other reporting as necessary
- engage with stakeholders about their applications or recalls and the related policy and standards
- analysing and assessing information to conduct risk assessments.

Inherent requirements for the role

The inherent requirements for this role include:

- an ability to demonstrate their capability against the APS 5 Work level standards.
- an ability to engage and influence stakeholders in a professional and effective manner
- an ability to apply a range of tools, methods and approaches to deliver outcomes
- an ability to apply critical thinking to analyse information and reach sound conclusions
- an ability to generate high-quality recommendations to support decision making
- demonstrated understanding of the role of regulation and the legislative mandate.

Desirable requirements

- Qualifications in Science, Technology, Engineering, and Mathematics are desirable.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS5 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Catherine Tamburro, (02) 6136 7378
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0771879

Museum of Australian Democracy - Old Parliament House

Closing Date:Sunday 30 August 2026

Facilities, Security, Heritage & Collections Facilities & Audio Visual

Job Title	Manager of Facilities
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$121,756 - $132,712
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite with work from home one day per week considered
Classification	Executive Level 1
Position Number	32002
Agency Website	

Job Description

https://www.moadoph.gov.au/

As the Manager of the Facilities and Audio Visual team you will manage a small team to oversee the catering contract and audio visual services for all function spaces, oversee the provision of facility management services for the Museum of Australian Democracy at Old Parliament House, including maintaining the building, providing a clean, healthy environment for staff, tenants and visitors and ensuring public safety in terms of emergency management and fulfilling the role of Chief Emergency Warden. The team is responsible for the progressive facilities projects, upgrading of the building infrastructure and managing minor refurbishment projects, whilst ensuring the preservation of the heritage fabric.

As a member of the Facilities, Security, Heritage & Collections Section you will assist in managing the operational aspects and strategic planning for the building assets in line with the Life Cycle Cost Plan (LCCP) and associated budgets. Your role will provide technical advice for major/minor refurbishments and capital works projects, reviewing technical briefs and specifications, arranging contracts and overseeing the services for cleaning, gardening, waste management, pest control and the maintenance contract. The position will manage and report on the financial control of the Facilities and Audio Visual team.

Duties

Under the direction of the Head of Facilities, Security, Heritage & Collections you will be required to:

1. The day to day management of a small team of APS staff to deliver all facilities, catering and audio visual requirements for the Agency.

2. Technical review and advice for major/minor infrastructure and refurbishment projects;

3. Manage the ongoing maintenance and facilities works program including strategic planning, condition assessments, and financial management of the team’s budget.

4. Management of building and services contracts including maintenance, cleaning, waste management, pest management, horticulture, utilities also manage the external catering contract;

5. Arrange new contracts when required including preparing tender documentation, tender evaluation, contract transition and management;

6. Assist in the management of strategic planning for routine and cyclical maintenance, upgrading of services infrastructure, energy and environmental control systems; emergency response management; accommodation planning, building access, LCCP development;

7. Undertaking the role of Chief Emergency Warden.

Eligibility

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

• be an Australian Citizen; and

• have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement).

• be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

Please provide a:

• concise statement of claims of no more than 1 page. When framing your statement, please ensure you adequately demonstrate your skills, qualifications, experience and capabilities.

• Resume outlining your career history, qualifications and contact details for at least two recent referees (no more than 4 pages).

Applicants should ensure that their applications comprehensively demonstrate their experience against their claims, as selection may be based solely on written applications and referee checks.

Expectations related to the use of AI are outlined in the Principles for candidate use of AI in recruitment to ensure the ethical,responsibleand transparent use of AI when engaging in APS recruitment processes. These expectations align with those outlined in the APS Values and EmploymentPrinciples and intend to ensure the integrity of recruitment decisions and outcomes ismaintained

MoAD accommodates requests for reasonable adjustment for people with disabilities to participate in an interview, including offering onsite tours to potential employees before their interviews to gauge any possible access barriers and to comfortably see staff spaces before committing to interview or the job position. Please indicate

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Chris Grebert, 02 6270 8141
Agency Recruitment Site	https://www.moadoph.gov.au/

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Prime Minister and Cabinet

Vacancy VN-0771899

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Sunday 30 August 2026

Collection Services Group
Central Australia Facility

Job Title	Family History Officer (Affirmative Measures)
Job Type	Full-Time, Non-Ongoing
Location	Alice Springs NT
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements may be negotiated with the successful candidate
Classification	APS Level 5
Position Number	46_07/26
Agency Website	https://aiatsis.gov.au/

Job Description

https://aiatsis.gov.au/about/work-us/current-vacancies

About the Group

The Collections Services Group is responsible for the development, management, preservation and provision of access to the AIATSIS Collection at both Maraga (Canberra) and Mparntwe (Central Australia) sites. The Group manages, describes, preserves, digitises and provides access to the AIATSIS Collection.

About the Program Area

The Central Australia facility in Alice Springs is the first regional facility for AIATSIS outside of Ngunnawal Country (ACT). It provides culturally appropriate digitisation and storage capacity along with local training opportunities. The facility supports the preservation of community-held collection materials and repatriation of Indigenous collections and cultural information. It also

delivers services to improve searching and accessing the AIATSIS Collection, training opportunities and learning opportunities through exploration of our exhibition space as well as cultural research including family history.

Role Summary

This position plays a key role in the Collection Access and Family History team, supporting the Assistant Director, Community Engagement and Access to provide culturally safe and ethical family history research services to Aboriginal and Torres Strait Islander people, particularly those affected by past government removal policies. As part of the Family History Unit, this role involves conducting family history research using the AIATSIS Collection and external collections, including archives, mission and church records, oral histories, and public data sources to compile research reports. This is a customer-focused role primarily responsible for conducting family history research requests and providing access to information to support Aboriginal and Torres Strait Islander people undertaking their own research. It supports clients through guided self-help, providing clear advice and practical tools to empower their research journey. The role also contributes to the development and delivery of presentations, training, and outreach sessions, both at AIATSIS and in community settings.

The work is grounded in respect for privacy, confidentiality, and cultural protocols, ensuring meaningful and ethical engagement with Aboriginal and Torres Strait Islander communities.

Duties

- conduct basic family history research using the AIATSIS Collection and external collections, including archives, mission and church records, oral histories, and public data sources to complete research reports.
- support clients through guided self-help, providing clear advice and practical tools to empower their research journey.
- contribute to the development and delivery of presentations, training, and outreach sessions, both at AIATSIS and in community settings.
- maintain databases, assist with monitoring and reporting to family history unit business plans.
- other administrative tasks as required.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- understand Aboriginal and Torres Strait Islander stakeholders and the dynamics of engaging with them respectfully.
- understand the heritage, cultural and intellectual property rights of Aboriginal and Torres Strait Islander peoples and communities as they apply to research.
- understands the sources of knowledge resting with Aboriginal and Torres Strait Islander employees, stakeholders, and networks.

- understands the impact of attitudes, beliefs, and past experiences of Aboriginal and Torres Strait Islander peoples in the engagement and consultation process.
- an authentic and respectful interest in Aboriginal and Torres Strait Islander culture, policy, and implementation matters.

AIATSIS embodies Yindyamarra in everything we do.

Skills, knowledge and personal attributes

To be successful in the role, you will bring a balance of empathy, cultural understanding, and practical research skills. You will enjoy working closely with community members and families and take pride in helping people reconnect with their history through respectful, accurate, and timely research support.

You will come with the following skills, experience and attributes:

- demonstrated ability to locate, interpret and summarise information from archival and public sources with a high attention to detail and commitment to accuracy when recording or sharing family information.
- demonstrated ability to undertake research and clarify copyright and Indigenous Cultural Intellectual Property rights of collection materials to support research reports.
- demonstrated ability to explain research findings in plain language that supports clients to understand and make decisions about their own records, paired with strong listening and interpersonal skills, with the ability to engage and support clients in a calm, respectful and supportive manner.
- demonstrated ability to manage multiple client requests concurrently and work to deadlines efficiently and effectively.
- demonstrated ability to share information and assist colleagues to achieve team goals, while maintaining a flexible and cooperative approach, contributing to a positive and inclusive workplace culture.
- ability to work independently and as part of a team to achieve desired outcomes and goals.
- demonstrated ability to adapt to changing priorities and use of initiative to solve day-to-day problems within established guidelines. As well as a proactive mindset that contributes ideas for improving client service, systems or research processes.
- proficient in using
    - Microsoft office suite.
    - Adobe Acrobat Pro.
    - SharePoint.

Notes

Applications close **11.30pm** Sunday 30 August.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia’s only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world’s most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia’s Indigenous peoples. We are Australia’s national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world’s largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Jennifer Nixon, 08 8950 1580
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0771778

Department of the Prime Minister and Cabinet

Closing Date:Monday 31 August 2026

Corporate
Finance Branch Various

Job Title	Procurement Advisers and Finance Advisers, Finance Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$83,242 - $114,239
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	PMC/2026/086
Agency Website	

Job Description

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

What you'll do

Procurement Advisers will require experience or transferrable skills in:

- the provision of specialist procurement advice and review services for ICT and/or non-ICT procurement activities; and/or
- the provision of procurement reporting and compliance services; and/or
- the delivery of operational procurement and/or contract management with interest in developing specialist knowledge and skills in a central procurement role.

Finance Adviser roles may include:

- supporting budgets, forecasts, reporting and financial commentary
- contributing to external budget, accounting and compliance processes
- analysing financial information to provide clear, practical advice
- building effective relationships with business areas, central agencies and service providers
- improving finance processes, systems, reporting and guidance.

Travel is not anticipated and employees in these roles are required to work standard working hours. Flex time applies and flexible working arrangements will be considered on a case by case basis. Training and relevant professional development will be provided as needed.

Duties

Our ideal candidates will perform at the APS4, APS5 or APS6 level in accordance with the PM&C Performance model.

APS 4 Procurement Adviser

Our ideal candidate has attention to detail, is willing to learn and able to work cooperatively in a busy procurement environment with the ability to interpret legislation and internal policies and prepare simple written advice.

APS 5 Procurement Reporting Adviser

Our ideal candidate can apply procurement and contracting knowledge, interpret policy to provide advice and deliver high-quality client service.

APS 6 Procurement Adviser

Our ideal candidate is a confident procurement professional with a proven ability to work in a high paced dynamic team, contribute new ideas, apply sound judgement, knowledge and discretion in interpreting and applying legislation and policy to provide sound advice on a range of complex matters.

APS4 Finance Adviser

Our ideal candidate is accurate, willing to learn and able to work cooperatively in a busy finance environment.

APS5 Finance Adviser

Our ideal candidate can apply financial management knowledge, use data to support advice and build effective stakeholder relationships with experience in budgeting, forecasting, reporting, accounting, analysis or related financial management work.

APS6 Finance Adviser

Our ideal candidate is a confident finance professional who can analyse complex information, provide sound advice and support effective financial management.

Further information on the roles is included in the Candidate Information Pack which can be viewed when you select 'Apply'.

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

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

Where a non-ongoing specified term is offered, this would be for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

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

To Apply

Position Contact	Melissa Radford (Procurement) or Tina Watts (Finance), (02) 6271 6193 or (02) 6271 6186
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0771904

Northern Land Council

Closing Date:Friday 28 August 2026

Governance, Strategy & Communications
Media and Communications

Job Title	Graphics and Communications Coordinator
Job Type	Full-Time, Ongoing
Location	Berrimah NT
Salary	-
Future Merit Locations	Berrimah
Office Arrangement	On Site
Office Arrangement Details	On-Site
Classification	
Position Number	DS43
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/1838006/?subSourceId=9999&typeId=job

Where creativity meets purpose.

Are you a creative communications professional with a passion for visual storytelling and making a meaningful impact?

The **Northern Land Council (NLC)** is seeking an experienced **Graphics and Communications Coordinator** to lead the development of engaging visual communications that support Aboriginal people, communities, and Traditional Owners across the Northern Territory. This is an exciting opportunity to shape and strengthen the NLC's visual identity while contributing to work that makes a real difference.

Duties

This is a role for a creative professional who enjoys variety, collaboration and bringing ideas to life. Working within the Media and Communications team, you will be responsible for shaping and strengthening the NLC's visual identity across a broad range of channels. From designing publications and campaign materials to producing digital content, social media assets and event branding, your work will help communicate complex information in ways that are engaging, accessible and culturally appropriate.

You will play a key role in the ongoing development of the NLC brand, providing expert advice and support across the organisation while ensuring communication products are consistent, professional and impactful. Whether you're designing the next edition of Land Rights News, creating visual content for a major campaign, or supporting a publication that preserves and celebrates Aboriginal history, you'll be contributing to work that has lasting significance.

Eligibility

You are an experienced designer and visual communicator who understands that great design is about more than aesthetics. You know how to engage an audience, tell a story and present information in ways that connect with people. You're comfortable managing multiple projects, balancing competing deadlines and working collaboratively with a diverse range of stakeholders. Most importantly, you're someone who values purposeful work and enjoys using your creativity to support meaningful outcomes.

In addition to this, you will have: -

- A degree in Graphic Design or a related discipline, or equivalent professional experience.
- At least four years' professional graphic design experience supported by a strong portfolio of work.
- Advanced skills in Adobe Creative Cloud, particularly Illustrator, InDesign and Acrobat.
- Excellent knowledge of typography, layout, publication design and print production.
- Highly developed communication and relationship-building skills, including the ability to work across diverse cultural environments.
- A current C Class Driver's Licence and willingness to undertake remote travel when required.

Experience working with Aboriginal organisations, regional communities or culturally diverse stakeholders will be highly regarded.

For a full copy of the Position Description refer to the link provided below.

Notes

At the NLC, you'll join an organisation driven by purpose, culture and community. You'll work with passionate people who are committed to supporting Traditional Owners and Aboriginal communities across the Northern Territory. In return, you'll enjoy meaningful work, a supportive workplace culture and the opportunity to apply your creative expertise to projects that have a tangible impact.

We offer:

- A base salary of **$106,570 per annum** plus **15%** superannuation paid on Base and District Allowance

- **Salary sacrificing** up to $15,900 + Meal Entertainment and Holiday Accommodation benefit up to $2,650 per year.
- Other benefits under our **Enterprise Agreement** include:
  - **District allowance** of up to **$4,884 (DA2)** per annum for individuals with dependents and **$2,678 (DA1)** without dependents.
  - Generous leave provisions **5 weeks annual leave**, 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;

How to Apply?

All applications must be lodged via the NLC Jobs Website jobs.nlc.org.au and include:

- A current CV.
- A cover letter
- A portfolio of work samples
- Copies of relevant qualifications.

The Northern Land Council is committed to increasing Aboriginal and Torres Strait Islander employment. This position is a prioritised position and Aboriginal and/or Torres Strait Islander applicants who meet the selection requirements will be given priority consideration in accordance with the NLC's Special Measures provisions and Section 8(1) of the Racial Discrimination Act 1975.

If you have any further queries, please contact Rita Cattoni **on** 0437485995

Applications Close: Friday, 28 August 2026

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	Rita Cattoni, 0437485995
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/1838006/?subSourceId=9999&typ

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Prime Minister and Cabinet

Vacancy VN-0771929

Northern Land Council

Closing Date:Monday 31 August 2026

Governance, Strategy & Communications
Governance, Risk and Compliance

Job Title	Governance Officer
Job Type	Full-Time, Ongoing
Location	Berrimah NT
Salary	-
Future Merit Locations	Berrimah
Office Arrangement	On Site
Office Arrangement Details	On-Site
Classification	
Position Number	GC04
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/1837104/?subSourceId=9999&typeId=job

Are you passionate about good governance, continuous improvement, and driving organisational excellence?

The Northern Land Council is seeking a motivated and detail-oriented **Governance Officer** to support strong organisational governance, strategic planning, and continuous improvement. In this important role, you'll work closely with leaders and stakeholders to enhance governance practices, coordinate reporting and compliance activities, and contribute to initiatives that drive organisational effectiveness. If you're passionate about making a meaningful impact while working in a values-driven organisation, we'd love to hear from you.

Duties

As Governance Officer, you'll play a key role in helping the NLC strengthen and maintain a culture of accountability, transparency and continuous improvement. Working across a diverse organisation, you'll partner with stakeholders to support governance initiatives, coordinate planning and reporting activities, assist with policy development and review, and help ensure compliance obligations are delivered effectively. From contributing to annual and parliamentary reporting through to facilitating governance training and maintaining key governance systems, no two days will be the same.

This role offers an excellent opportunity for someone who enjoys combining strategic thinking with practical implementation and wants to contribute to work that has a genuine impact on Aboriginal people and communities.

Eligibility

You are a proactive and organised professional with experience in governance, compliance, policy development or a related field. You enjoy building strong relationships, working collaboratively with diverse stakeholders, and bringing structure to complex processes. With strong attention to detail and a commitment to high-quality outcomes, you are motivated by continuous improvement and best practice governance. Most importantly, you bring a willingness to learn and an appreciation of the important role the NLC plays in supporting Traditional Owners and Aboriginal communities across the Northern Territory.

In addition to this, you will have: -

- Minimum Advanced Diploma of Governance, Risk and Compliance and/or equivalent experience in similar role.
- Minimum 2 Years of experience in any of the related areas of governance, compliance, quality assurance, corporate policy development, or legislative interpretation within a complex organisation.
- Strong stakeholder engagement, communication and organisational skills, with experience preparing high-quality reports and governance documentation, facilitating meetings and training, and managing competing priorities.

- Current Driver’s licence & the ability to undertake occasional remote travel in manual 4WD vehicles and light aircraft.

For a full copy of the Position Description refer to the link provided below.

Notes

What’s in it for you?

At the NLC, you'll be part of a team committed to strong governance, accountability and continuous improvement. You'll contribute to work that supports Traditional Owners and Aboriginal communities across the Northern Territory while building your professional skills in a supportive and collaborative environment. In return, you’ll enjoy a supportive workplace, opportunities for professional growth, and the chance to make a lasting impact across the Northern Territory.

We offer:

- A base salary of **$88,214 per annum** plus **15%** superannuation paid on Base and District Allowance
- **Salary sacrificing** up to $15,900 + Meal Entertainment and Holiday Accommodation benefit up to $2,650 per year.
- Other benefits under our **Enterprise Agreement** include:
  - **District allowance** of up to **$4,884 (DA2)** per annum for individuals with dependents and **$2,678 (DA1)** without dependents.
  - Generous leave provisions **5 weeks annual leave**, 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;

How to Apply?

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 expertise you will bring to this role**.**

The Northern Land Council is committed to increasing Aboriginal and Torres Strait Islander employment. This position is a prioritised position and Aboriginal and/or Torres Strait Islander applicants who meet the selection requirements will be given priority consideration in accordance with the NLC's Special Measures provisions and Section 8(1) of the Racial Discrimination Act 1975.

If you have any further queries, please contact Sarah Arblaster **on** 0456991135

Applications Close: Monday, 31 August 2026

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	Sarah Arblaster, 0456991135
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/1837104/?subSourceId=9999&typ

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Prime Minister and Cabinet

Vacancy VN-0771977

Northern Land Council

Closing Date:Tuesday 01 September 2026

Corporate Services
Learning & Development Operations

Job Title	Regional Learning Partner
Job Type	Full-Time, Ongoing
Location	Berrimah NT
Salary	-
Future Merit Locations	Berrimah
Office Arrangement	On Site
Office Arrangement Details	On-Site
Classification	
Position Number	CP28
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/1838830/?subSourceId=9999&typeId=job

Help Shape Learning, Capability and Career Pathways Across the Top End.

If you're passionate about helping people learn, develop and succeed, this is an opportunity to make a genuine impact.

The **Northern Land Council** is seeking an experienced **Regional Learning Partner** to support workforce capability across the Katherine and Victoria River District (VRD) region. In this role, you'll work closely with leaders, employees and ranger teams to deliver learning initiatives, support employment and career pathways, and strengthen organisational capability. Working across diverse regional environments, you'll help create learning experiences that are practical, culturally responsive and aligned with operational needs, ensuring employees have the skills, knowledge and confidence to thrive.

Duties

As the Regional Learning Partner, you'll be the local link between organisational learning strategies and regional workforce needs. Working closely with managers and teams, you'll identify capability gaps, coordinate learning solutions and ensure employees have access to development opportunities that are practical, relevant and culturally appropriate.

You'll also play a key role in supporting ranger capability programs, employment pathways and workplace learning initiatives, helping to build a skilled and sustainable workforce for the future. Whether you're facilitating learning, partnering with leaders or working with external providers, your focus will be on creating meaningful development opportunities that deliver real outcomes.

Eligibility

You are someone who enjoys working with people and building capability. You understand that learning isn't just about training courses, it's about creating opportunities for growth, development and success. You have experience partnering with leaders, understanding workforce needs and delivering practical learning solutions that make a genuine impact.

In addition to this, you will have: -

- Relevant qualification (Cert IV/ Diploma) in learning and development, training, human resources or a related field, or equivalent relevant experience.
- A minimum of five (5) years' experience in learning, workforce development or capability building roles, delivering measurable outcomes in a complex organisational setting.
- Experience planning and facilitating learning programs using a range of contemporary learning approaches.
- A current C Class Driver's Licence and willingness to travel remotely, including by manual 4WD vehicle and light aircraft.

For a full copy of the Position Description refer to the link provided below.

Notes

What's in it for you?

At the NLC, you'll be part of an organisation that supports Traditional Owners and Aboriginal communities across the Top End. You'll have the opportunity to influence workforce capability, contribute to meaningful employment outcomes and work with passionate colleagues who are committed to making a difference. In return, you'll enjoy a supportive workplace, opportunities for professional growth, and the chance to make a lasting impact across the Northern Territory.

We offer:

- A base salary of **$86,257 per annum** plus **15% superannuation** paid on Base and District Allowance.
- **Salary sacrificing** up to $15,900 + Meal Entertainment and Holiday Accommodation benefit up to $2,650 per year.
- Other benefits under our **Enterprise Agreement** include:
    - **District allowance** of up to **$4,884 (DA2)** per annum for individuals with dependents and **$2,678 (DA1)** without dependents;
    - Generous leave provisions **5 weeks** annual leave, 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;

How to Apply:

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 expertise you will bring to this role.

The Northern Land Council is committed to increasing Aboriginal and Torres Strait Islander employment. This position is a prioritised position and Aboriginal and/or Torres Strait Islander applicants who meet the selection requirements will be given priority consideration in accordance with the NLC's Special Measures provisions and Section 8(1) of the Racial Discrimination Act 1975.

If you have any further queries, please contact Kelly Gordon **on** 0497582112

Applications Close: Tuesday, 1 September 2026

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	Kelly Gordon, 0497582112
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/1838830/?subSourceId=9999&typ

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Prime Minister and Cabinet

Vacancy VN-0771860

Torres Strait Regional Authority

Closing Date:Sunday 30 August 2026

Torres Strait Regional Authority
Administration Environmental Management

Job Title	Ranger - Boigu
Job Type	Full-Time, Non-Ongoing
Location	Boigu Island QLD
Salary	$57,497 - $60,946
Future Merit Locations	Boigu Island
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 1
Position Number	T01779
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2I

The Ranger will undertake land, sea and cultural heritage management activities on traditional land and sea country under the supervision and guidance of the Senior Ranger.

TSRA Rangers play a vital role in the environmental and cultural stewardship across the Torres Strait.

Rangers combine traditional knowledge and western science to care of land, sea and culture in line with community and traditional owners.

Duties

Tasks will be varied and may include:

1. Conduct physical work outdoors within the cultural and natural resource management on the island of Boigu and other communities with the Torres Straits. This includes cultural site maintenance, traditional ecological knowledge (TEK) recording, cultural awareness activities, management of introduced plants and animals, threatened species management, land and sea patrols.

2. Consult, plan and seek advice from Senior Traditional Owners and Registered Native Title Bodies Corporates (RNTBCs) regarding work plan activities.

3. Computers are literate to conduct administrational duties such as interpreting work plans, recording attendance and office duties.

4. Demonstrate capabilities to conduct maintenance on assets, equipment, and facilities.

5. Contribute to the Ranger team, work within a team

6. Undertake tasks as directed by the Ranger Project Management.

Eligibility

Eligibility

Employment is subject to the following conditions:

• Citizenship – applicants must be an Australian Citizen

• Police check – any new APS employee must undergo a National Crime Check

• Probation – a probation period will apply to any new APS employee

• Security clearance – successful candidates may be required to obtain and maintain a AGSVA security clearance commensurate with their particular role requirements

• A ‘working with children’ Blue Card, or the ability to obtain a ‘working with children’ Blue Card

Affirmative Measure Position

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

Before being appointed to a role, successful applicant must provide evidence confirming are Torres Strait Islander and/or Aboriginal. Acceptable evidence includes:

• A letter signed and executed by the Chairperson of an incorporated Torres Strait Islander or Aboriginal organisation confirming that the applicant is recognised as a Torres Strait Islander or Aboriginal person or

• A confirmation of Torres Strait Islander or Aboriginal descent form executed by a Torres Strait Islander or Aboriginal organisation.

Essential Requirements:

- Must be a current resident of Boigu Island or demonstrate the independent capacity to relocate and reside on Boigu.

Notes

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

About the Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	Alice Manas, 07 40690 700
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&Cu

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0771683

Services Australia

Closing Date:Monday 31 August 2026

Child Support and Tailored Services
Child Support Smart Centre

Job Title	APS4 Child Support Service Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Albury NSW, Newcastle NSW, Parramatta NSW, Surry Hills NSW, Wollongong NSW, Brisbane QLD, Townsville QLD, Adelaide SA, Hobart TAS, Geelong VIC, Heatherton VIC, Melbourne VIC, Perth WA
Salary	$79,322 - $87,886
Future Merit Locations	Albury, Newcastle, Parramatta, Surry Hills, Wollongong, Brisbane, Townsville, Adelaide, Hobart, Geelong, Heatherton, Melbourne, Perth
Office Arrangement	On Site;Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	APS Level 4
Position Number	EXT-APSL-2026-900
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=900&company=depthsP5

IMPORTANT - How to apply

Select **'Apply Now'** then select **'Continue to Site**' to access the job application.

We strongly recommend that you read the full **job pack** before commencing your application, as it provides important information about the recruitment process and instructions you need to follow when completing your application.

There are currently no vacancies. This recruitment process will establish a merit pool to fill future APS4 Child Support Service Officer roles in our 13 Smart Centre locations across Australia over the next 18 months, as vacancies arise.

Customer service means a lot to Services Australia (the agency). When you work with us, you'll help Australian families by providing guidance, education and support to separated parents as they navigate the Child Support Scheme.

In Child Support, we transfer and pay money between parents of children when the parents are not in a relationship. Child Support helps separated parents support their children financially based on what each parent can afford.

Most work is done over the phone, where Service Officers answer incoming calls, gather information about each situation, discuss changes with both parents, and make decisions about assessments. They also make outbound calls, update systems, explain outcomes, discuss debt and negotiate and set up payment arrangements.

Service delivery roles are rewarding and challenging. Every day is different and every customer you encounter will be different. You need to be empathetic, resilient, flexible and be willing to move between different customer service channels and tasks as workload demands change.

Duties

- coordinate and deliver customer service support across service delivery channels, including identifying and prioritising customers who are vulnerable (including customers experiencing financial hardship and/or Family and Domestic Violence), in distress or have accessibility needs, and escalating issues where appropriate.
- resolve routine and non-routine customer enquiries at first point of contact, including directing customers to appropriate service channels and escalating complex matters where required.
- assess customer circumstances and obligations to determine and facilitate appropriate payments between separated parents, including having conversations with customers about their income, care arrangements for children, debt, as well as negotiating payment arrangements.
- educate customers to access, navigate and interpret the Child Support Scheme, including promoting the use of self-managed and digital services.
- provide advice to customers on legislation, policy, procedures, payments and services administered by the agency.
- collaborate with team members and provide on-the-job support, guidance and feedback to support service delivery outcomes.
- identify issues and contribute to improvements in processes, service delivery and customer experience, and escalate systemic issues where appropriate.

Eligibility

Some positions may require a Current Driver’s licence or ability to travel between workplaces.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

You must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that our employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should you be found suitable for a role you will be required to provide proof of citizenship and if you have recently received a redundancy benefit, evidence that you have served your exclusion period. You may also be required to provide evidence of your APS employment.

The information you provide on your application, may be used as required by the agency for checks relating to your employment with us.

Notes

Working environment:

You will be working in a rostered contact centre environment where your activities, including start and finish times, are scheduled. Operating hours are primarily between 8:30am – 5:30pm.

We will invest in your learning and development starting with an initial training program (currently 20 weeks), during which you will learn a bit, then be provided with time to consolidate what you’ve learned.

During training;

- you will be supported by your trainer, Team Leader and peers.

- you are required to work standard full-time hours (8:30am to 5:00pm) to get the most out of this learning period. Once you complete your initial training, we'll provide you with ongoing support while you continue to learn and develop your skills.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	DFP, 1300 558 870
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=900&

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0771742

Services Australia

Closing Date:Monday 31 August 2026

Infrastructure and Operations
Application Infrastructure

Job Title	Technical Engineering Expert – Mainframe Technology & Environments
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$122,493 - $135,731
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate
Classification	Executive Level 1
Position Number	EXT-EL-2026-707
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=707&company=depthsP5

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust.

Technology and Digital Programs Group (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia.

Our solutions are scalable, adaptable and position the Group as an industry leader. We operate cutting edge technology solutions critical to Australian citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital.

Be part of a dynamic, supportive and collaborative work environment.

What we do

The Application Infrastructure branch is responsible for the provisioning and support of underlying applications and databases that support the agency's critical services. This includes performing ongoing maintenance to ensure vendor support and stability, providing incident investigation and performance analysis using advanced monitoring solutions.

About the roles

We are recruiting across two technical roles:

1. Mainframe technologies
2. Environments / non-production platforms

ICT Technical Engineering Experts manage and maintain ICT platforms, including design, configuration, deployment, security and operations.

Technical Engineering Experts use deep platform knowledge to deliver reliable, secure and high-performing systems. They provide authoritative technical advice, support strategic direction and lead the management of complex technical environments.

At the EL1 level, the role operates with a high degree of independence, setting priorities, managing outcomes and influencing decisions in line with business objectives. The role leads staff, drives improvement and contributes to broader organisational outcomes.

Both roles require leadership and management skills.

- Lead a team to increase performance and engagement through coaching and capability development.
- Lead and evaluate operational practices to ensure continuous improvements; contribute to strategic planning.
- Effectively engage with, and communicate technical information to internal and external stakeholders with varying technical understanding and literacy.

Candidates may apply for one or both roles: Where applying for both, applicants should demonstrate relevant skills, knowledge and experience across each role.

Duties

Role 1: Mainframe technologies

- Lead the operation and maintenance of mainframe environments, including patching, upgrades and lifecycle management.
- Monitor system performance and capacity, and undertake tuning and optimisation to maintain stability and reliability.
- Manage and resolve complex incidents, including detailed problem analysis and root cause investigation.
- Provide expert advice on mainframe technologies and database environments, including system integration and connectivity.
- Support and manage technical change activities, ensuring minimal disruption and system integrity.

Role 2: Environments / non-production platforms

- Lead the build, configuration and ongoing support of non-production environments to enable development, testing and deployment activities.
- Manage environment availability, performance and reliability across multiple systems and platforms.
- Coordinate environment provisioning and readiness to support release, testing and integration activities.
- Establish and maintain environment management processes, standards and security controls.
- Identify and implement improvements to environment management practices to support efficient and reliable delivery.

Eligibility

- Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain)

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/site leadership will be provided to you to enable you to undertake that work.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths 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 advertising agency.

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Elizabeth Flynn, 0487 326 889
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=7078

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0771930

Services Australia

Closing Date:Thursday 03 September 2026

Communications
Corporate Communications

Job Title	Print Production and Contract Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$122,493 - $135,731
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	Executive Level 1
Position Number	EXT-EL-2026-926
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/c

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=926&company=depthsP5

Services Australia is at the frontline of government service delivery, supporting millions of Australians to access health and social security payments and services.

Communications Division provides innovative, best practice strategic communication advice and support, enabling effective reach to the right people, using the right channel, at the right time.

The Business Support Section manages the division's business assurance and strategic procurement operations, a whole of government cooperative procurement program for communication products and services, and the agency's printing and production functions.

Duties

- Lead the agency's print production, warehousing and distribution functions to deliver reliable, high-quality and value-for-money services.
- Oversee the day-to-day contract management of the agency's print management, printing, and warehousing & distribution contracts, including supplier performance, service delivery, risks, issues and contract obligations.
- Provide leadership and direction on print production strategy, priorities, workflows, supplier performance and operational risks.
- Guide production decisions, resolve complex issues and support fit-for-purpose outcomes for business areas.

- Lead engagement with suppliers, stakeholders and business areas to ensure print requirements are clearly understood and delivered.
- Drive improvements to production processes, service delivery, quality controls and customer experience.
- Lead, coach and develop staff, building capability and supporting the transfer of specialist print production knowledge.
- Manage competing priorities and make sound operational decisions in a complex print and contract management environment.

Eligibility

Essential Requirements:

Security Clearance level required: Baseline (or ability to obtain and maintain)

Desirable Qualifications / Industry experience for these roles:

- Print Industry experience would be an advantage.
- Qualifications and/or experience in contract management in a printing environment would be an advantage.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia’s workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency’s surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake

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To Apply

Position Contact	Scott Gurney, 02 5163 0987
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=926&

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Social Services

Vacancy VN-0771921

Department of Social Services

Closing Date:Monday 31 August 2026

Community Grants Hub
Hub Operations

Job Title	Junior Data Reporting / Business Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Perth WA, Sydney NSW
Salary	$92,885 - $99,194
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 5
Position Number	EXT-2026-0304
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

The Digital Products and System Enhancements section is seeking motivated and analytical candidates to fill a range of roles across business analysis, data reporting, and business improvement functions. Working in a dynamic and collaborative environment, successful candidates will contribute to the delivery of reporting, analysis, and continuous improvement initiatives that support the Community Grants Hub's operational and strategic objectives.

Depending on the role, responsibilities may include analysing business requirements, documenting processes, identifying opportunities for improvement, developing reports and dashboards, interpreting data, responding to information requests, and providing insights to support decision-making.

Duties

- analyse, interpret and present data, insights and performance information to support operational and strategic decision-making for Hub executives and Client Agencies
- develop, maintain and enhance reporting products, dashboards, analytical tools and data solutions to meet business requirements
- engage and collaborate with internal and external stakeholders to understand business needs, gather requirements and support the delivery of effective solutions

- contribute to the design, development, implementation and continuous improvement of digital products, business processes, system enhancements and automation initiatives
- support the delivery of projects and business improvement activities by analysing business processes, documenting requirements and identifying opportunities for innovation and efficiency
- build, configure, test and evaluate digital solutions to ensure they are fit for purpose, user-centred and aligned with policy, business and system requirements
- provide advice and support to stakeholders on data, reporting, system functionality, digital solutions and grants administration processes
- identify, investigate and resolve system issues, data anomalies and business challenges while contributing to the strategic objectives of the section.

Please review the job pack for the full position description.

Eligibility
Notes

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

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To Apply

Position Contact	Sarah Pring, 02 5162 7284
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

Social Services

Vacancy VN-0771922

Department of Social Services

Closing Date:Monday 31 August 2026

Community Grants Hub
Hub Operations

Job Title	Data Reporting / Business Analysis
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA
Salary	$101,738 - $114,355
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	EXT-2026-0307
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

The Digital Products and System Enhancements section is seeking highly motivated and analytical candidates to fill a range of senior roles across business analysis, data reporting, and business improvement functions. Working in a dynamic and collaborative environment, successful candidates will lead and contribute to complex reporting, analysis, system enhancement, and continuous improvement initiatives that support the Community Grants Hub's operational and strategic objectives.

Depending on the role, responsibilities may include analysing business needs, eliciting and documenting requirements, identifying opportunities for process improvement, developing reporting and data solutions, interpreting complex information, and delivering insights that support evidence-based decision-making. You will work closely with stakeholders across the Community Grants Hub, Executive leadership, Client Agency partners, and other areas of the Department to understand business challenges, manage competing priorities, and deliver practical, data-informed solutions.

Duties

- lead the analysis, design, development and continuous improvement of reporting, data, business and digital solutions that support operational and strategic objectives
- engage with internal and external stakeholders to understand business needs, provide expert advice, and deliver fit-for-purpose solutions aligned with policy, business and user requirements
- lead business analysis activities, including requirements gathering, process analysis, solution design, and identification of opportunities for innovation and continuous improvement
- develop, analyse and present complex data, performance information and insights to support executive decision-making, strategic planning and business outcomes
- lead and support the delivery of projects, system enhancements, automation initiatives and business improvement activities, ensuring quality outcomes and effective risk management
- provide specialist advice on data, reporting, digital products, system functionality, grants administration processes and emerging technologies
- identify, investigate and resolve complex business, system and data issues, driving improvements to efficiency, usability, compliance and service delivery
- mentor and support team members, contribute to a collaborative and high-performing team culture, and help build capability across the section.

Please review the job pack for the full position description.

Eligibility
Notes

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

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To Apply

Position Contact	Sarah Pring, 02 5162 7284
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0771923

Department of Social Services

Closing Date:Monday 31 August 2026

Community Grants Hub
Hub Operations

Job Title	Assistant Director - Data Reporting / Business Analysis
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$126,762 - $143,888
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	EXT-2026-0308
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

The Digital Products and System Enhancements section is seeking highly motivated and analytical candidates to fill a range of senior roles across business analysis, data reporting, and business improvement functions. Working in a dynamic and collaborative environment, successful candidates will lead complex reporting, analysis, system enhancement, and continuous improvement initiatives that support the Community Grants Hub's operational and strategic objectives.

Depending on the role, responsibilities may include leading the analysis of business needs, overseeing requirements definition and solution design, identifying opportunities for business transformation and process improvement, developing reporting and data strategies and solutions, interpreting complex information, and delivering insights that support evidence-based decision-making.

Duties

- lead the analysis, design, development and continuous improvement of reporting, data, business intelligence and digital solutions that support operational and strategic objectives
- build and maintain productive relationships with internal and external stakeholders to understand business priorities, provide authoritative advice, and deliver fit-for-purpose solutions aligned with policy, business and user requirements
- lead complex business analysis activities, including requirements definition, process analysis, solution design, and the identification of opportunities for innovation, transformation and continuous improvement
- lead the development, analysis and presentation of complex data, performance information and strategic insights to inform executive decision-making, organisational planning and business outcomes
- lead the delivery of projects, system enhancements, automation initiatives and business improvement activities, ensuring effective governance, risk management and the achievement of quality outcomes
- provide expert advice and strategic guidance on data, reporting, digital products, system functionality, grants administration processes, emerging technologies and business improvement opportunities
- identify, investigate and resolve complex business, system and data issues, driving improvements to efficiency, usability, compliance, performance and service delivery outcomes
- lead, mentor and develop staff, foster a high-performing and collaborative team culture, and build capability across the section to support organisational objectives.

Please review the job pack for the full position description.

Eligibility
Notes

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

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To Apply

Position Contact	Tony Jones, 02 5162 6112
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0771991

Department of Social Services

Closing Date:Thursday 03 September 2026

Corporate and Government Services
People Services

Job Title	HR Officers - Workplace Relations / Performance Management / HR Strategy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Perth WA, Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC
Salary	$101,738 - $114,354
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	EXT-2026-0306
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

People Services Branch is seeking experienced, professional, high performing and motivated APS6 human resources specialists to support the Workplace Relations and HR Strategy functions. These roles require strong judgement, sound technical capability and the ability to provide practical, risk-based advice on complex people matters in an APS environment across a number of vacancies.

The Workplace Relations Team provides specialist advice and case management support across employment matters including performance and conduct, workplace complaints, enterprise agreement and policy interpretation, union consultation, reviews of employment-related actions, employment conditions, and policy review and development.

The HR Strategy Team provides specialist support in enterprise workforce planning, census, change management, committee secretariat, bargaining and strategic alignment across the department. The team are responsible for translating organisational goals into people-focused strategies delivering initiatives that support the workforce.

In these roles, you will utilise your technical HR skills to support employee engagement and retention and deliver positive outcomes in workplace matters. All roles form part of a professional HR function, contributing to manager capability development, continuous improvement in HR processes, effective governance, and a positive workplace culture.

Duties

- provide timely, accurate and practical HR advice to managers and employees on employment conditions, people policies, Enterprise Agreement provisions and relevant legislation
- interpret and apply legislation, industrial instruments, policies and frameworks to support sound, risk-based decision making across a range of workforce and employment matters
- interpret and apply legislation, industrial instruments, policies and frameworks to support sound, risk-based decision making across a range of workforce and employment matters
- contribute to strategic people initiatives, including workforce planning, change management, bargaining activities, employee engagement and organisational improvement programs
- prepare high-quality written products including briefs, reports, correspondence, submissions, committee papers and recommendations for a range of stakeholders.

Please review the job pack for the full position description.

Eligibility
Notes

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To Apply

Position Contact	Rochelle Taylor, 02 5162 7026
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0771994

Department of Social Services

Closing Date:Thursday 03 September 2026

Corporate and Government Services
People Services

Job Title	HR Officers - Payroll / HR Projects / HR Reporting
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Hobart TAS, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA
Salary	$101,738 - $114,354
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	EXT-2026-0310
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

People Services Branch is looking for experienced, professional, high performing and motivated human resources (HR) specialists, in either the payroll, HR reporting or SAP (Technical) Projects functions, with capabilities at the APS6 level to fill a number of vacancies.

The Payroll Team delivers fortnightly pays via SAP to the department's employees as well as a client agency under a shared services arrangement. The team administers conditions of service and entitlements for employees including processing of pay, leave and superannuation. You will be required to undertake complex payroll matters and ensure transactions are applied in accordance with legislation, regulations and department policies.

The HR Reporting Team delivers all of the department's mandatory HR reporting obligations, both internal and legislative requirements. The team collects, cleans, and analyses data from the HR systems to answer key workforce questions, and generates reports, dashboards, and visualisations to communicate trends in attrition, hiring, performance, pay, and leave patterns. The team also supports organisational structure requirements and modifications. The team's activities are critical in supporting HR and business leaders in making data-driven decisions and workforce planning.

The SAP Projects Team lead a variety of technical and administrative activities to design, build, test, and maintain the HR SAP applications. You'll be involved in the development support process, including release, change, configuration, incident and issues management, and ensuring the efficient and quality delivery of services. You will also be responsible for coordinating responses to audits on the SAP system, as well as elements of HR reporting.

Duties

- support day-to-day HR operations such as payroll, commencements, cessations, organisational establishment requests, project management, system updates, addressing system errors and SAP HR reporting
- support a small team, overseeing the processing of payroll transactions, providing advice on pay related matters and monitoring areas of risk
- undertake complex payroll matters and ensure transactions are applied in accordance with legislation, regulations and department policies.

Please review the job pack for the full position description.

Eligibility
Notes

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To Apply

Position Contact	Rob Prado, 02 5162 6883
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0771996

Department of Social Services

Closing Date:Thursday 03 September 2026

Corporate and Government Services
People Services

Job Title	HR Officers - Capability Development / Recruitment / Entry Level Programs
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW, Hobart TAS, Melbourne VIC, Darwin NT, Perth WA, Brisbane QLD
Salary	$101,738 - $114,354
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	EXT-2026-0311
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

People Services Branch is looking for experienced, professional, high performing and motivated human resources (HR) specialists, in either the capability development, recruitment or entry level programs functions, with capabilities at the APS6 level to fill a number of vacancies.

The Capability Development Team delivers learning and development initiatives and organisational development programs that enhance organisational culture, capability, and employee development. The team is responsible for undertaking research, procuring and developing learning content, and coordinating project activities to ensure programs are high quality, aligned to organisational priorities, and responsive to workforce needs. The team uses learning management systems to manage and provide insights to support continuous improvement and effective workforce planning.

The Recruitment and Entry Level Team plays a key role in helping the department attract, recruit and retain a capable and diverse workforce. The team partners with business areas to deliver end-to-end recruitment services and support the department in meeting its operational objectives. The team oversees the entry level program function, supporting participants across the HR lifecycle. The team provides expert advice, manages recruitment processes and entry level programs, promotes best practice, and works to ensure a positive experience for both candidates and hiring managers.

Duties

- develop capability building initiatives utilising adult learning principles, APS Continuous Learning Model and evaluation approaches
- research innovative recruitment strategies/channels and develop creative solutions to attract highly capable candidates with regard for broader APS recruitment strategies
- support the delivery of key projects and contribute to the achievement of business objectives, while also supporting day-to-day operations such as induction, recruitment and entry level program activities
- engage with external and internal stakeholders and provide specialist advice, including sensitive staffing matters
- assist with the management of outsourced services including staff relocation or capability development programs
- identify continuous improvement opportunities for training solutions and contribute to the enhancement of training policies, systems, and procedures
- prepare and contribute to reporting products for ministerial, parliamentary and senior executive audiences
- effectively manage and develop a team of HR Professionals.

Please review the job pack for the full position description.

Eligibility
Notes

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To Apply

Position Contact	Rodney Harris, 02 5162 7582
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0771998

Department of Social Services

Closing Date:Thursday 03 September 2026

Corporate and Government Services
People Services

Job Title	HR Officers - Work Health and Safety / Wellbeing and Inclusion / Case Management
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Hobart TAS, Adelaide SA, Darwin NT, Perth WA, Melbourne VIC
Salary	$101,738 - $114,354
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	EXT-2026-0312
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

People Services Branch is looking for experienced, professional, high performing and motivated human resources (HR) specialists, in either the work health and safety (WHS), wellbeing, case

management or inclusion functions, with capabilities at the APS6 level to fill a number of vacancies.

The People, Safety and Inclusion Team is responsible for leading and delivering a comprehensive portfolio of services that support the health, safety, wellbeing and inclusion of our workforce.

We are looking for motivated and compassionate professionals who can build strong relationships, manage complex matters and contribute to a safe, inclusive and high-performing workplace.

Duties

Rehabilitation Case Managers facilitate sustainable return to work outcomes through effective rehabilitation planning, stakeholder engagement, early intervention strategies and risk management, while ensuring compliance with relevant legislation, policies and frameworks.

Senior WHS Advisors provide expert advice on WHS risk management, monitor and analyse safety trends and outcomes, coordinate the department's Work Health and Safety Committee, and prepare high-quality reports and recommendations to support informed decision-making and continuous improvement.

Senior Wellbeing and Mental Health Advisors work collaboratively with stakeholders to build organisational capability, provide expert advice on workforce wellbeing, and deliver programs that enhance leadership confidence and capability in supporting employee wellbeing and psychological safety.

Senior Inclusion Advisors will support and collaborate with internal committees and stakeholder networks, contribute to the development and delivery of inclusion programs and strategies, and help foster a culturally safe and inclusive workplace that supports positive outcomes for all employees, including Aboriginal and Torres Strait Islander staff.

Please review the job pack for the full position description.

Eligibility
Notes

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Hayley Cameron, 02 5162 5900
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0771894

National Disability Insurance Agency

Closing Date:Monday 31 August 2026

NCC and National Early Childhood Division
Contact Centre Branch NCC Operations

Job Title	APS6 National Contact Centre Auslan Service Officer Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW, Deakin ACT, Bankstown NSW, Campbelltown NSW, Chatswood NSW, Hurstville NSW, Liverpool NSW, Penrith NSW, Surry Hills NSW, Windsor NSW, Brisbane QLD, Robina QLD, Townsville QLD, Adelaide SA, Hobart TAS, Dandenong VIC, Richmond VIC, Midland WA
Salary	$100,026 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be considered.
Classification	APS Level 6
Position Number	0719_06/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

View a video in Auslan about the role: introduction video

We’re looking for Auslan fluent people who are passionate about improving the experience of Deaf and hard of hearing members of the community to join our National Contact Centre (NCC) and deliver accessible, participant-first support through our dedicated video service.

Demonstrated fluency in Auslan, including effective real-time communication via video, and experience in leading and inspiring teams are mandatory requirements for this role.

As an APS6 National Contact Centre Auslan Service Officer Team Leader, you’ll lead a team that connects directly with Deaf and hard of hearing participants, communicating in Auslan, to help them navigate the NDIS, resolve enquiries and access the support they need.

This is a unique opportunity to use your Auslan language skills and team leader expertise to make a meaningful difference every day.

This role is part of the NCC Operations team and plays a key role in delivering accessible, high-quality services to NDIS participants and other people who contact the NDIA. NCC Team Leaders have up to 15 direct reports.

The NCC is open to receive calls between 8am and 7pm Monday to Friday (local time) excluding Public Holidays. This role involves a flexible mix of inbound and outbound video calls, email processing and Webchat, requiring you to work rotating shift patterns of 7.5 hours per day, Monday to Friday. Shift preferences can be requested and may be granted depending on business needs.

If the NDIA expands its NCC operating hours in future, you may be required to work on public holidays or weekends. Penalty rates will apply.

Successful candidates will receive comprehensive training and ongoing support. Flexible hybrid working arrangements and reduced hours can be considered in line with NDIA’s policies and operational requirements. As this is a shift work position, you must be available to work during the NCC’s operating hours and be available to work as per the work pattern.

Duties

- Leading a team of up to 15 NCC Auslan Service Officers.
- Coaching individuals, setting performance expectations, and completing Quality Assessments for Service Officers.
- Completing performance reviews, providing constructive feedback, building the team’s knowledge and awareness of the Agency.
- Managing escalated service, enquiries, complaints, and interactions.
- Providing operational support for the branch, identifying improvement opportunities, and driving service delivery efficiency across the NCC.
- Co-ordinating and distributing communications, monitoring enquiries, identifying trends, managing feedback and reporting to stakeholders.
- Managing secure and sensitive data.
- Coordinating and drafting correspondence and reports.

Eligibility

- The ideal candidate must have demonstrated fluency in Auslan, including ability to communicate effectively on live video calls.
- You may be Deaf, hard of hearing, or have lived experience with deafness or a connection to the Deaf community.
- Understanding of Auslan-first communication and participant needs.
- Ability to interpret and communicate complex NDIA information in Auslan. Experience as a Team leader in a complex contact centre is advantageous.

- You will be able to work collaboratively within a team and foster a positive work culture and environment.
- Strong written English and interpersonal communication skills, with empathy, sound judgement and resilience to manage sensitive, confronting or escalated conversations professionally.
- Experience supporting Deaf or hard of hearing people.
- Well-developed problem solving and decision-making skills, with the ability to manage competing priorities, meet deadlines, adhere to schedules and adapt to change in a dynamic environment.
- Demonstrated ability to engage, support and develop team members' skills and knowledge.
- High level understanding of the objectives of the NDIS.

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

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 **Deakin ACT, Bankstown NSW, Campbelltown NSW, Chatswood NSW, Hurstville NSW, Liverpool NSW, Parramatta NSW, Penrith NSW, Surry Hills NSW, Windsor NSW, Brisbane QLD, Robina QLD, Townsville QLD, Adelaide SA, Hobart TAS, Dandenong VIC, Richmond VIC & Midland WA**, 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.

Please note: As part of the assessment process, shortlisted candidates will be required to participate in a virtual video-based interview conducted in Auslan. The interview will assess each candidate's fluency and ability to communicate clearly and effectively in Auslan in real time.

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising 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	Cameron Walker, -
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0771895

National Disability Insurance Agency

Closing Date:Monday 31 August 2026

NCC and National Early Childhood Division
Contact Centre Branch NCC Operations

Job Title	APS6 National Contact Centre Auslan Service Officer Team Leader (Affirmative Measures - Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Bankstown NSW, Campbelltown NSW, Chatswood NSW, Hurstville NSW, Liverpool NSW, Parramatta NSW, Penrith NSW, Surry Hills NSW, Windsor NSW, Brisbane QLD, Robina QLD, Townsville QLD, Adelaide SA, Hobart TAS, Dandenong VIC, Richmond VIC, Midland WA
Salary	$100,026 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 6
Position Number	0719_06/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

View a video in Auslan about the role: introduction video

We’re looking for Auslan fluent people who are passionate about improving the experience of Deaf and hard of hearing members of the community to join our National Contact Centre (NCC) and deliver accessible, participant-first support through our dedicated video service.

Demonstrated fluency in Auslan, including effective real-time communication via video, and experience in leading and inspiring teams are mandatory requirements for this role.

As an APS6 National Contact Centre Auslan Service Officer Team Leader, you’ll lead a team that connects directly with Deaf and hard of hearing participants, communicating in Auslan, to help them navigate the NDIS, resolve enquiries and access the support they need.

This is a unique opportunity to use your Auslan language skills and team leader expertise to make a meaningful difference every day.

This role is part of the NCC Operations team and plays a key role in delivering accessible, high-quality services to NDIS participants and other people who contact the NDIA. NCC Team Leaders have up to 15 direct reports.

The NCC is open to receive calls between 8am and 7pm Monday to Friday (local time) excluding Public Holidays. This role involves a flexible mix of inbound and outbound video calls, email processing and Webchat, requiring you to work rotating shift patterns of 7.5 hours per day, Monday to Friday. Shift preferences can be requested and may be granted depending on business needs.

If the NDIA expands its NCC operating hours in future, you may be required to work on public holidays or weekends. Penalty rates will apply.

Successful candidates will receive comprehensive training and ongoing support. Flexible hybrid working arrangements and reduced hours can be considered in line with NDIA’s policies and operational requirements. As this is a shift work position, you must be available to work during the NCC’s operating hours and be available to work as per the work pattern.

Duties

- Leading a team of up to 15 NCC Auslan Service Officers.
- Coaching individuals, setting performance expectations, and completing Quality Assessments for Service Officers.
- Completing performance reviews, providing constructive feedback, building the team’s knowledge and awareness of the Agency.
- Managing escalated service, enquiries, complaints, and interactions.
- Providing operational support for the branch, identifying improvement opportunities, and driving service delivery efficiency across the NCC.
- Co-ordinating and distributing communications, monitoring enquiries, identifying trends, managing feedback and reporting to stakeholders.
- Managing secure and sensitive data.
- Coordinating and drafting correspondence and reports.

Eligibility

- The ideal candidate must have demonstrated fluency in Auslan, including ability to communicate effectively on live video calls.
- You may be Deaf, hard of hearing, or have lived experience with deafness or a connection to the Deaf community.
- Understanding of Auslan-first communication and participant needs.
- Ability to interpret and communicate complex NDIA information in Auslan. Experience as a Team leader in a complex contact centre is advantageous.

- You will be able to work collaboratively within a team and foster a positive work culture and environment.
- Strong written English and interpersonal communication skills, with empathy, sound judgement and resilience to manage sensitive, confronting or escalated conversations professionally.
- Experience supporting Deaf or hard of hearing people.
- Well-developed problem solving and decision-making skills, with the ability to manage competing priorities, meet deadlines, adhere to schedules and adapt to change in a dynamic environment.
- Demonstrated ability to engage, support and develop team members' skills and knowledge.
- High level understanding of the objectives of the NDIS.

Notes

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You will work for a socially inclusive and culturally diverse workplace

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 **Deakin ACT, Bankstown NSW, Campbelltown NSW, Chatswood NSW, Hurstville NSW, Liverpool NSW, Parramatta NSW, Penrith NSW, Surry Hills NSW, Windsor NSW, Brisbane QLD, Robina QLD, Townsville QLD, Adelaide SA, Hobart TAS, Dandenong VIC, Richmond VIC & Midland WA,** 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.

Please note: As part of the assessment process, shortlisted candidates will be required to participate in a virtual video-based interview conducted in Auslan. The interview will assess each candidate's fluency and ability to communicate clearly and effectively in Auslan in real time.

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 advertising 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	Cameron Walker, -
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0771897

National Disability Insurance Agency

Closing Date:Monday 31 August 2026

NCC and National Early Childhood Division
Contact Centre Branch NCC Operations

Job Title	APS5 National Contact Centre Auslan Service Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Bankstown NSW, Campbelltown NSW, Chatswood NSW, Hurstville NSW, Liverpool NSW, Parramatta NSW, Penrith NSW, Surry Hills NSW, Windsor NSW, Brisbane QLD, Robina QLD, Townsville QLD, Adelaide SA, Hobart TAS, Dandenong VIC, Richmond VIC, Midland WA
Salary	$89,569 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 5
Position Number	0758_06/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

View a video in Auslan about the role: introduction video

We’re looking for Auslan fluent people who are passionate about improving the experience of Deaf and hard of hearing members of the community, to fill multiple roles in our National Contact Centre (NCC) as Auslan Service Officers to deliver accessible, participant-first support through our dedicated video service.

Demonstrated fluency in Auslan, including the ability to communicate clearly and effectively in real time via video, is a mandatory requirement for this role.

As an APS5 National Contact Centre Auslan Service Officer you’ll connect directly with Deaf and hard of hearing participants, communicating in Auslan, helping them navigate the NDIS, resolve enquiries and access the support they need.

This is a unique opportunity to use your Auslan language skills and customer service experience to make a meaningful difference every day.

This role is part of the NCC Operations team and plays a key role in delivering accessible, high-quality services to NDIS participants and other people who contact the NDIA.

The NCC is open to receive calls between 8am and 7pm Monday to Friday (local time) excluding Public Holidays. This role involves a flexible mix of inbound and outbound video calls, email processing and Webchat, requiring you to work rotating shift patterns of 7.5 hours per day, Monday to Friday. Shift preferences can be requested and may be granted depending on business needs.

If the NDIA expands its NCC operating hours in future, you may be required to work on public holidays or weekends. Penalty rates will apply.

Successful candidates will receive comprehensive training and ongoing support. Flexible hybrid working arrangements and reduced hours can be considered in line with NDIA’s policies and operational requirements. As this is a shift work position, you must be available to work during the NCC’s operating hours and be available to work as per the work pattern.

Duties

- Receiving and managing inbound video calls via the dedicated NDIS Auslan service, communicating directly with participants in Auslan.
- Responding to enquiries across multiple service channels, including inbound and outbound Auslan video calls, email and webchat.
- Completing first call resolution tasks for participants as a NDIA Delegate.
- Processing actions and responding to email enquiries through the NDIS enquiries mailboxes.
- Managing internal escalations and providing virtual or floor walking assistance to colleagues as required.
- Identifying areas for process improvement opportunities, contributing to team activities and providing constructive feedback.
- Reviewing and processing secure and sensitive documents and data.
- Supporting Team Leaders to provide coaching, feedback and technical support to individual and groups of service officers to ensure quality outcomes.
- Managing complex workflow and allocation decisions and providing specialist technical advice and support to staff.
- Providing feedback to team leaders, individuals and relevant business areas on trends and areas for improvement within the work area.

Eligibility

- The ideal candidate must have demonstrated fluency in Auslan, including ability to communicate effectively on live video calls.
- You may be Deaf, hard of hearing, or have lived experience with deafness or a connection to the Deaf community.
- Understanding of Auslan-first communication and participant needs.

- Ability to interpret and communicate complex NDIA information in Auslan.
- Experience in a contact or call centre environment is desirable but not necessary.
- You will be able to work collaboratively within a team and foster a positive work culture and environment.
- Strong written English and interpersonal communication skills, with empathy, sound judgement and resilience to manage sensitive, confronting or escalated conversations professionally.
- Experience supporting Deaf or hard of hearing people.
- Well-developed problem solving and decision-making skills, with the ability to manage competing priorities, meet deadlines, adhere to schedules and adapt to change in a dynamic environment.
- Demonstrated ability to engage, support and develop team members' skills and knowledge.
- High level understanding of the objectives of the NDIS.

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
- 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 **Deakin ACT, Bankstown NSW, Campbelltown NSW, Chatswood NSW, Hurstville NSW, Liverpool NSW, Parramatta NSW, Penrith NSW, Surry Hills NSW, Windsor NSW, Brisbane QLD, Robina QLD, Townsville QLD, Adelaide SA, Hobart TAS, Dandenong VIC, Richmond VIC & Midland WA,** 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.

Please note: As part of the assessment process, shortlisted candidates will be required to participate in a virtual video based interview conducted in Auslan. The interview will assess each candidate's fluency and ability to communicate clearly and effectively in Auslan in real time.

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising 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	Cameron Walker, -
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0771898

National Disability Insurance Agency

Closing Date:Monday 31 August 2026

NCC and National Early Childhood Division
Contact Centre Branch NCC Operations

Job Title	APS5 National Contact Centre Auslan Service Officer (Affirmative Measures - Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Windsor NSW, Hurstville NSW, Deakin ACT, Bankstown NSW, Campbelltown NSW, Chatswood NSW, Liverpool NSW, Parramatta NSW, Penrith NSW, Surry Hills NSW, Brisbane QLD, Robina QLD, Townsville QLD, Adelaide SA, Hobart TAS, Dandenong VIC, Richmond VIC, Midland WA
Salary	$89,569 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be considered.
Classification	APS Level 5
Position Number	0758_06/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

View a video in Auslan about the role: introduction video

We’re looking for Auslan fluent people who are passionate about improving the experience of Deaf and hard of hearing members of the community, to fill multiple roles in our National Contact Centre (NCC) as Auslan Service Officers to deliver accessible, participant-first support through our dedicated video service.

Demonstrated fluency in Auslan, including the ability to communicate clearly and effectively in real time via video, is a mandatory requirement for this role.

As an APS5 National Contact Centre Auslan Service Officer you’ll connect directly with Deaf and hard of hearing participants, communicating in Auslan, helping them navigate the NDIS, resolve enquiries and access the support they need.

This is a unique opportunity to use your Auslan language skills and customer service experience to make a meaningful difference every day.

This role is part of the NCC Operations team and plays a key role in delivering accessible, high-quality services to NDIS participants and other people who contact the NDIA.

The NCC is open to receive calls between 8am and 7pm Monday to Friday (local time) excluding Public Holidays. This role involves a flexible mix of inbound and outbound video calls, email processing and Webchat, requiring you to work rotating shift patterns of 7.5 hours per day, Monday to Friday. Shift preferences can be requested and may be granted depending on business needs.

If the NDIA expands its NCC operating hours in future, you may be required to work on public holidays or weekends. Penalty rates will apply.

Successful candidates will receive comprehensive training and ongoing support. Flexible hybrid working arrangements and reduced hours can be considered in line with NDIA’s policies and operational requirements. As this is a shift work position, you must be available to work during the NCC’s operating hours and be available to work as per the work pattern.

Duties

- Receiving and managing inbound video calls via the dedicated NDIS Auslan service, communicating directly with participants in Auslan.
- Responding to enquiries across multiple service channels, including inbound and outbound Auslan video calls, email and webchat.
- Completing first call resolution tasks for participants as a NDIA Delegate.
- Processing actions and responding to email enquiries through the NDIS enquiries mailboxes.
- Managing internal escalations and providing virtual or floor walking assistance to colleagues as required.
- Identifying areas for process improvement opportunities, contributing to team activities and providing constructive feedback.
- Reviewing and processing secure and sensitive documents and data.
- Supporting Team Leaders to provide coaching, feedback and technical support to individual and groups of service officers to ensure quality outcomes.
- Managing complex workflow and allocation decisions and providing specialist technical advice and support to staff.
- Providing feedback to team leaders, individuals and relevant business areas on trends and areas for improvement within the work area.

Eligibility

- The ideal candidate must have demonstrated fluency in Auslan, including ability to communicate effectively on live video calls.
- You may be Deaf, hard of hearing, or have lived experience with deafness or a connection to the Deaf community.
- Understanding of Auslan-first communication and participant needs.

- Ability to interpret and communicate complex NDIA information in Auslan.
- Experience in a contact or call centre environment is desirable but not necessary.
- You will be able to work collaboratively within a team and foster a positive work culture and environment.
- Strong written English and interpersonal communication skills, with empathy, sound judgement and resilience to manage sensitive, confronting or escalated conversations professionally.
- Experience supporting Deaf or hard of hearing people.
- Well-developed problem solving and decision-making skills, with the ability to manage competing priorities, meet deadlines, adhere to schedules and adapt to change in a dynamic environment.
- Demonstrated ability to engage, support and develop team members' skills and knowledge.
- High level understanding of the objectives of the NDIS.

Notes

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- You will work for a socially inclusive and culturally diverse workplace
- 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 **Deakin ACT, Bankstown NSW, Campbelltown NSW, Chatswood NSW, Hurstville NSW, Liverpool NSW, Parramatta NSW, Penrith NSW, Surry Hills NSW, Windsor NSW, Brisbane QLD, Robina QLD, Townsville QLD, Adelaide SA, Hobart TAS, Dandenong VIC, Richmond VIC & Midland WA,** 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.

Please note: As part of the assessment process, shortlisted candidates will be required to participate in a virtual video based interview conducted in Auslan. The interview will assess each candidate's fluency and ability to communicate clearly and effectively in Auslan in real time.

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 advertising 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	Cameron Walker, -
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0771832

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 30 August 2026

Intake, Assessment and Practice Quality
Intake, Assessment and Safeguards Branch

Job Title	Contact Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Darwin NT, Hobart TAS, Penrith NSW, Perth WA
Salary	$73,259 - $79,487
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	Hybrid
Classification	APS Level 3
Position Number	086_07/26
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

Working as a Contact Officer you will be on the phone and responding to emails and web-forms in a fast-paced contact centre environment advising and assisting the Australian public every day. You will be helping a diverse range of external stakeholders, including NDIS participants, service providers, workers, and the broader community, understand the role and function of the NDIS Commission. What is most important to succeed in this role is a desire to help people, good communication skills and willingness to learn.

Through our comprehensive training and coaching program, you will gain skills in researching and interpreting legislation and be able to advance your communications skills. This will enable you to progress your career, not only within the Contact Centre as a Coach or Team Leader, but across the NDIS Commission. For example, past Agents have become Complaint Officers, Registration Officers, or joined the Data teams.

You can expect to work in a supportive work environment where we value diversity and provide an inclusive workplace culture.

Duties

Duties may include, but are not limited to, the following:

- Interacting with customers and providing high-quality customer service via phone, email or web-form.
- Identifying customer needs and tailoring advice to each customer.
- Analysing and interpreting complex information under the National Disability Insurance Scheme Act 2013.
- Confidently guiding customers through difficult situations, including referring to relevant online resources.
- Identifying appropriate pathways for customers requiring additional assistance in resolving complaints.

Eligibility

The occupant of the position:

- Has a positive and contemporary attitude to people with disability.
- Demonstrated ability to learn, understand and interpret the NDIS Commissions role, the different functions within the NDIS Commission and how these relate to a specific work area.
- Strong communication skills to translate complex information into simple terms and articulate to customers in a confident manner.

This role involves engagement with matters that may be sensitive or distressing at times. Employees are supported through training, supervision, and access to wellbeing resources, including employee assistance programs.

Lived experience of disability or demonstrated understanding and experience of disability services in a State or Territory Government context or the NDIS would also be an advantage.

Notes

This role is open in the following locations

1. Brisbane
2. Darwin
3. Hobart
4. Penrith
5. Perth

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Leah Gilliver, ceebranchops@ndiscommission.gov.au
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0771864

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 30 August 2026

Regulatory Strategy and Sector Capability
Sector Capability and Quality

Job Title	Programs Officer, Sector Programs, Sector Capability and Quality
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	$91,152 - $97,344
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	Position may be offered for working from home, spilt offering under hybrid or may be flexible.
Classification	APS Level 5
Position Number	112_08/26
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Programs Officer will contribute to the design, management and evaluation of the Grants Program for the NDIS Quality and Safeguards Commission.

Duties

Duties may include, but are not limited to, the following:

- Support and promote the NDIS Commission's vision, mission and business objectives and behave in accordance with the APS Values and NDIS Code of Conduct
- Undertake grant activities, including drafting grant documents for review by senior staff, advising and assisting in assessment, and supporting grant management
- Support embedded evaluation, including analysis, monitoring and review of the Grants Program and associated activities
- Perform independent research and analysis, including the preparation of quality learning reports, to support evidence-based decisions

Eligibility

The occupant of the position:

- Has a positive and contemporary attitude to people with disability
- Has well-developed written, verbal and interpersonal communication skills, with capability to build and maintain productive working relationships with NDIS Commission staff, team members and external stakeholders
- Has good conceptual and practical understanding of policy development, policy research work and analysis
- Is familiar with grant administration practices, particularly Commonwealth grants

Notes

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Rod Kenafacke, Rod.KENAFACKE@ndiscommission.gov.au
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0771866

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 30 August 2026

Regulatory Strategy and Sector Capability
Sector Capability and Quality

Job Title	Senior Education and Engagement Officer, Sector Capability and Quality
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Hobart TAS, Parramatta NSW, Penrith NSW, Perth WA
Salary	$99,841 - $112,222
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	Position may be offered for working from home, spilt offering under hybrid or may be flexible.
Classification	APS Level 6
Position Number	113_08/26
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Senior Education Officer is responsible for designing, monitoring and evaluating engaging and impactful sector education experiences that align with the NDIS Commission's Education Framework, regulatory priorities and best practices in educational content delivery.

The Senior Engagement Officer is responsible for coordinating and supporting engagement initiatives and processes including managing relationships with internal and external stakeholders.

Duties

Duties may include, but are not limited to, the following:

- Create detailed curricula to build the capability of NDIS Commission external audiences.
- Design interactive and engaging courses and educational resources that cater to various learning styles and preferences, tailored to market segments, and that meet industry standards and best practices.
- Conduct needs assessments to identify learning gaps and develop specific, measurable learning objectives tailored to market segments.
- Collaborate with key internal and external stakeholders, co-designing learning programs and resources as required.
- Manage the delivery of courses and educational resources

Eligibility

The occupant of the position:

- Has a positive and contemporary attitude to people with disability
- Anticipates and responds to client and stakeholder needs, is adaptable and flexible, and thrives in a fast-paced environment
- Has highly developed organisation and the capacity to multi-task to deliver high-quality outcomes within expected timeframes
- High-level attention to detail with excellent communication and interpersonal skills

Notes

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Stacey Joyce, +61 4 2731 3687
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0771867

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 30 August 2026

Regulatory Strategy and Sector Capability
Regulatory Reform and Design

Job Title	Senior Policy Officer - Regulatory Strategy and Sector Capability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	$99,841 - $112,222
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	Position may be offered for working from home, spilt offering under hybrid or may be flexible.
Classification	APS Level 6
Position Number	110_08/26
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

Senior Policy Officers take a lead role on policy projects as they arise such as the formulation and evaluation of best practice policies, procedures, programs and activities for the NDIS Commission.

Duties

Duties may include, but are not limited to, the following:

- Critically analyse information, accurately analyse qualitative and quantitative data to identify issues and trends, make sound judgements and problem solve

- Undertake review of literature, data, policy papers and other published material
- Build and sustain positive working relationships with team members in other work areas and external stakeholders
- Prepare high-quality reports, presentations, briefing papers, talking points, minutes and Ministerial correspondence for clearance and presentation to senior staff and the Executive

Eligibility

The occupant of the position:

- Has a positive and contemporary attitude to people with disability
- May manage a team to achieve objectives with a focus on safety, staff wellbeing and high performance
- Has demonstrated ability to establish clear plans and timeframes, see projects through to completion, monitor project progress and adjust plans as required
- Is confident working independently or under limited guidance and positively respond quickly and accurately to change and uncertainty in a fast moving and demanding environment

Notes

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Jesse Williams, Jesse.WILLIAMS@ndiscommission.gov.au
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

Social Services

Vacancy VN-0771871

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 30 August 2026

Regulatory Strategy and Sector Capability
Sector Capability and Quality

Job Title	Senior Programs Officer, Sector Programs, Sector Capability and Quality
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Perth WA, Penrith NSW
Salary	$99,841 - $112,222
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	Position may be offered for working from home, spilt offering under hybrid or may be flexible.
Classification	APS Level 6
Position Number	111_08/26
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Senior Programs Officer will contribute to the design, management and evaluation of the Grants Program and policy projects for the NDIS Quality and Safeguards Commission

Duties

Duties may include, but are not limited to, the following:

- Support and promote the NDIS Commission’s vision, mission and business objectives and behave in accordance with the APS Values and NDIS Code of Conduct
- Oversee and coordinate grant activities, including finalising grant documents, coordinating assessment processes, and conducting grant management activities
- Undertake embedded evaluation, including analysis, monitoring and review of the Grants Program and associated activities
- Perform independent research and analysis activities, including the preparation of quality learning reports, to support evidence-based decisions
- Work with independence, under limited guidance and make decisions with some autonomy that relate to role

Eligibility
Notes

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Rod Kenafacke, Rod.KENAFACKE@ndiscommission.gov.au
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0771979

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 02 September 2026

Legal and Assurance
Office of the General Counsel

Job Title	Executive Assistant to the General Counsel
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$91,152 - $97,344
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	Position may be offered for working from home, spilt offering under hybrid or may be flexible.
Classification	APS Level 5
Position Number	107_08/26
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

This advertisement is for one ongoing vacancy at the APS Level 5 classification.

The Executive Assistant provides high-quality executive support to the General Counsel (Deputy Commissioner, Legal and Assurance). The role is responsible for managing a range of strategic, confidential and time-sensitive matters while balancing competing priorities in a fast-paced environment.

Key responsibilities include proactively managing the General Counsel's diary and workflow, coordinating correspondence and meetings, and liaising with senior internal and external stakeholders. The role also provides administrative and operational support for projects, reporting activities and other initiatives led by the General Counsel, helping to ensure efficient and effective business outcomes.

Duties

Duties may include, but are not limited to, the following:

- Provide high level strategic executive support to the General Counsel by ensuring the effective management of work demands and workflow. This includes management of correspondence, enquiries, diary and meeting coordination and travel.
- Preparation of written correspondence, and coordination of briefs and papers in line with quality and organisational requirements.

- Actively participate as a member of the executive assistant network to ensure consistency of practice across executive offices.
- Confidentially handle sensitive material and information, maintain confidentiality and discretion, and model ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.

Eligibility

The occupant of the position:

- Has a positive and contemporary attitude to people with disability
- Has highly developed organisational skills with the ability to flexibly change priorities, manage competing demands and statutory deadlines
- Demonstrated ability to take initiative and proactively identify and address needs of their executive in strategically managing their day-to-day and longer-term priorities, particularly regarding meetings and appointment preparation.
- Excellent communication skills and strong analytical skills with a high level of attention to detail and the to produce quality briefs, reports, and correspondence of a complex nature.

Notes

Please note that this position is open to Melbourne-based applicants only.

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Eliza Magnus, Eliza.Magnus@NDIScommission.gov.au
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0772019

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Thursday 03 September 2026

Intake Assessment and Practice Quality
Practice Quality

Job Title	Assistant Director, Practice Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	$124,398 - $141,206
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	Position may be offered for working from home, spilt offering under hybrid or may be flexible.
Classification	Executive Level 1
Position Number	106_08/26
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Practice Quality Branch plays a critical role regulating the use of restrictive practices in services provided to NDIS participants and for ensuring behaviour support providers deliver high-quality positive behaviour supports. The Practice Advisor works as part of a team to ensure NDIS funded providers work effectively toreduceandeliminatethe use of restrictive practices with people with disability.

This is done through the development, implementation and continuous improvement of best practice evidence-based policy, guidance and advice, the delivery of data-informed risk-based oversight of the use of regulated restrictive practices, ensuring the ongoing suitability of behaviour support practitioners, and monitoring behaviour support plan quality.

The Branch works to enhance practice quality in the sector, performance improvement in behaviour support and build understanding of regulatory compliance in behaviour support practice.

Duties

Duties may include, but are not limited to, the following:

- Provide supervision and mentorship to other team members. This may include aspects of clinical practice.
- Review, analyse and interpret data to determineappropriate regulatory or other actions under legislative and policy frameworks.
- Have an in-depth understanding of risk assessment and compliance with regard to the use of restrictive practices, relevant legislation and policy frameworks.
- Identify, assess and lead the resolution of complex matters, including high-risk situations requiring urgent attention.
- With a high degree of autonomy, lead projects related to continuous improvement and innovation focusing on reducing andeliminatingrestrictive practices.

Eligibility

The occupant of the position:

- Has a positive and contemporary attitude to people with disability.
- Apply a contemporary understanding of disability, inclusion, and accessibility in all aspects of work.
- Be able to lead and manage a team to achieveobjectiveswith a focus on safety, staffwellbeingand high performance
- Have high level verbal and written communication skills including the ability to produce high-quality briefs, reports, and correspondence of a complex nature
- Demonstrate strong stakeholder engagement skills, including the ability to negotiate and influence outcomes, and build strong professional relationships

Notes

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Clarissa Bourne, CEEBranchOps@ndiscommission.gov.au
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0771754

Australian Financial Security Authority

Closing Date:Sunday 23 August 2026

Enabling Services Group
Technology Services

Job Title	Applications Support Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$91,119 - $98,409
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	APS Level 5
Position Number	31733
Agency Website	

Job Description

https://www.afsa.gov.au/about-us/careers/current-vacancies

As an **Applications Support Analyst**, you will help ensure business-critical applications are reliable, efficient and meet the needs of staff across the agency. Reporting to the Application Support Manager (APS 6), you will work closely with business users, technical specialists and service delivery teams to resolve application issues, provide advice and support, and contribute to

a positive user experience. The role focuses on maintaining service performance, identifying opportunities for improvement, and delivering timely solutions that enable staff to work effectively. Through collaboration, analysis and continuous improvement, you will help strengthen the quality, stability and effectiveness of AFSA's application services.

Duties

In this role, you will perform Level 2 Applications Support duties and assist in delivering advice and support using ITIL best practice by:

- Managing the shared mailbox and Service Management tool queue
- Ensuring that all incidents and service requests are registered in the Service Management tool
- Troubleshooting, and resolving incidents within Service Level Targets
- Fulfilling service requests within Service Level Targets
- Adding to the team knowledge base by documenting the resolving actions for all tickets
- Actively participating in agile ceremonies
- Recording and tracking the progress of all work on the team Kanban
- Escalating tickets if they meet any blockers, or if conflicting priorities impact the ability to meet Service Level Targets.

Stakeholder engagement

Communicate with business users and ICT technical specialists in relation to service requests, enhancements, and progress of reported incidents, including:

- Clarifying requirements and keeping stakeholders informed of the progress of tickets
- Returning resolved tickets to the originating team for confirmation and closure
- Working closely with ICT technical specialists to troubleshoot more complex issues
- Building and managing relationships with internal and external stakeholders.

Best practice and continuous improvement

Assist and actively participate to continuously improve the team’s artefacts and operating practices for Level 2 Applications Support, including:

- Service Catalogue items
- Service Level Targets
- Standard Operating Procedures and Work Instructions
- Processes and practices
- Team knowledge base
- Service Management tool records
- Analysing trends and proposing innovations to reduce requests and incidents.

Qualifications, accreditations and experience

To be successful in this role, you will bring:

Essential experience in:

- Technical analysis
- Business process analysis
- Applications service delivery – Level 1-2 support.

Highly desirable experience or certification in:

- ITIL Foundation
- Agile Foundation.

Experience with the following or similar tools is desirable:

- Service Management ticketing system such as Halo
- JIRA, SharePoint, Confluence, Miro, or similar tools
- SQL script
- FMIS (FinanceOne), Playbook/ETL.

Why join us?

At AFSA, you will enjoy:

- Generous employer superannuation contribution (15.4%)
- A modern, flexible working environment
- Access to the Employee Assistance Program
- Flexible working arrangements

Eligibility

This role is open only to **Australian citizens**.

The successful candidate must either hold, or be willing to obtain, a **Baseline security clearance**. All employees undergo a mandatory police records check.

Please note that if you have received a redundancy benefit from an APS agency and your redundancy period has not expired, you may not be eligible for employment.

Notes

Applications close:

Sunday, 23 August 2026 at 11:59 pm AEST.

To apply, click the **Apply** button and follow the instructions in the AFSA recruitment portal.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Australian Financial Security Authority

AFSA is an executive agency within the Treasury portfolio that works to maintain confidence in Australia's personal insolvency, personal property securities, and criminal asset management systems, supporting a strong and resilient credit framework. Its regulatory responsibilities are delivered under key legislation, including the Bankruptcy Act 1966, the Personal Property Securities Act 2009, and the Proceeds of Crime Act 2002. AFSA is committed to continuous improvement and stakeholder trust through collaboration and engagement. To support this, it has established a Consumer Consultative Panel to enable constructive dialogue with consumer and community representatives and values the expertise of community and consumer organisations, particularly in frontline services, advocacy, education, and research. AFSA offers an inclusive, flexible workplace that supports diversity, wellbeing, and work–life balance. Roles are available across our offices in Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, and Sydney, and may be full-time or part-time. Employees benefit from strong career development opportunities, flexible work arrangements, competitive remuneration, generous leave entitlements, study assistance and learning and development opportunities, and a Christmas–New Year shutdown.

To Apply

Position Contact	People Connect, N/A
Agency Recruitment Site	https://www.afsa.gov.au/about-us/careers/current-vacancies

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Treasury

Vacancy VN-0771988

Australian Securities and Investments Commission

Closing Date:Monday 24 August 2026

Job Title	Product Owner - Liquidators & Auditors
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 1
Position Number	1912228
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226665956&in_organid=16529&

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

- **Sydney or Melbourne, other locations considered**
- **From $127,641 - $140,725 (depending on experience) + 15.4% superannuation**
- **12 month Fixed Term Contract**
- **Applications close at 11:59pm AEST, Monday 24 August 2026**

The team

The RegistryConnect program is focused on the stabilisation and targeted uplift of business registers including designing connections to the ABN and Director ID registers held by the ATO, and the more than 30 registers held by ASIC.

The role

The Product Owner, Liquidators and Auditors, drives delivery of RegistryConnect capabilities by managing the feature backlog, translating business and regulatory requirements into delivery-ready outcomes, and supporting teams to deliver secure, effective and customer-focused solutions.

Responsibilities will include:

- Translate policy, legislative, business and customer needs into prioritised, delivery-ready product outcomes, requirements and acceptance criteria.
- Support the Product Manager to shape and deliver the backlog from discovery through to go-live.
- Own and manage the feature backlog, ensuring alignment with RegistryConnect priorities.
- Lead feature discovery, analysis and design workshops to define business and regulatory solutions.
- Develop and maintain high-quality feature documentation, business rules and supporting artefacts.
- Collaborate with business, policy, legal, data, architecture, UX/UI and delivery teams to define and prioritise requirements.
- Ensure features align with One ASIC design principles and support secure, trusted and efficient registry services.
- Present feature intent, recommendations and outcomes to senior stakeholders to drive alignment and decision-making.
- Manage product enhancements and technical changes to meet business and customer needs.
- Identify and communicate risks, dependencies, trade-offs and decisions across customer, regulatory, operational and technology considerations.

Duties

About you

Qualifications & Experience:

- Relevant qualifications and/or 6+ years' experience in product ownership, business analysis, service design, digital delivery or a related field, with demonstrated Product Owner experience delivering outcomes in complex, multidisciplinary environments.
- Proven ability to translate business, legislative, regulatory and operational requirements into clear product decisions, requirements and delivery artefacts.
- Experience managing and prioritising product backlogs across the product lifecycle, from discovery through to delivery.
- Strong product judgement, balancing customer needs, regulatory obligations, operational considerations and technology constraints.

- Experience working with Agile delivery teams in government, regulatory or other highly regulated environments.
- Experience in registry, compliance, government service delivery or similar regulated product domains. Experience with application and ongoing obligation processes is highly regarded.
- Ability to operate effectively in evolving environments, driving continuous improvement and establishing practical ways of working where processes are not fully defined.
- Strong stakeholder engagement, facilitation and relationship management skills, with the ability to build consensus across business, policy and technology teams.
- Excellent communication and influencing skills, including leading workshops and presenting recommendations, risks and trade-offs to senior executives.
- A collaborative, solutions-focused mindset with a demonstrated ability to navigate complex policy, service and delivery challenges.

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEST, Monday 24 August 2026.

About ASIC

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

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

We offer a range of employee benefits including:

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, +61299112838
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn

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Treasury

Vacancy VN-0772006

Australian Securities and Investments Commission

Closing Date:Wednesday 02 September 2026

Job Title	Senior Systems Developer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 2
Position Number	1928332i
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226666591&in_organid=16529&

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

- **Sydney or Melbourne based location**
- **From $152,074 - $168,164 (depending on experience) + 15.4% superannuation**
- **24 month Fixed Term Contract**
- **Applications close at 11:59pm AEST, 2 September 2026**

The team

The Digital Applications team is responsible for developing, supporting and improving digital applications and integration services that will provide the best user experience for our stakeholder groups, with the aim of making ASIC a 'best in class' regulator supporting the Australian financial markets. Our team values open communication, continuous learning, and collaborative problem-solving, working closely with stakeholders across ASIC to deliver impactful digital solutions.

The role

ASIC is seeking an experienced **Mid - Senior Boomi Developer** to deliver and support businesscritical integrations and APIs on the Boomi platform, partnering with stakeholders to translate requirements into secure, reliable, fitforpurpose solutions for a major program.

As a Mid-Senior level Boomi Developer your responsibilities will include:

- Provide systems analysis and technical input to planning, integration requirements, and design
- Develop, test, and deploy integration services and definitions
- Drive continuous improvement of services, environments, and processes
- Maintain integration design docs and interface specs (data mapping, formats, transformations)
- Ensure adherence to development, privacy, and security standards
- Maintain technical documentation, best practices, and guidelines
- Support operations: health checks, incidents, releases, and change management
- Coach and transfer knowledge to junior staff
- Troubleshoot performance and integration issues

Duties

About you

In order to be considered for the role, you will have the following skills and experience:

- Relevant tertiary qualification (IT, engineering or similar) desirable
- 3+ years developing integration solutions (Boomi or similar platforms)
- 5+ years with web services/APIs (REST, XML/JSON, SOAP, XSLT)
- API design experience (e.g. SwaggerHub)
- Experience with ReadyAPI testing
- Exposure to AWS API Gateway and cloud (AWS/Azure) desirable
- Working knowledge of Agile and tools (e.g. TFS, Git, Jira)
- Experience with CI/CD, DevOps, and automated testing
- Strong analytical and problemsolving skills
- Strong stakeholder engagement and communication skills
- Selfsufficient and accountable for outcomes

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEST, 2 September 2026

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, +61299112838
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn(

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Treasury

Vacancy VN-0771368

Australian Taxation Office

Closing Date:Monday 31 August 2026

Tax Practitioners Board
Policy and Legislation

Job Title	TPB Law and Policy Design Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Sydney NSW
Salary	$101,142 - $116,131
Future Merit Locations	Canberra, Melbourne, Brisbane, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO/TPB, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_TPB_587_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=CC01F3B9-414B-DCC2-06D1-ED21444F4BEA

Duties

We are seeking motivated Law and Policy Design Officers to join our Policy and Legislation team.

As a Law and Policy Design Officer, you will contribute to the development, analysis and implementation of proposed changes to legislation, policies and practices.

You will undertake research to understand and analyse the impacts of law and policy change across the Tax Practitioner's Board and provide advice on legal and policy matters. You'll work collaboratively with a range of internal and external stakeholders in a variety of work relating to the development of policy, legislative matters and law reform.

You will also be involved in contributing to the work program associated with the recognition of professional associations.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Tax Practitioners Board provides more information about us and our work environment.

Our ideal candidate:

- analyses and interprets tax and superannuation laws and policies
- develops and maintains positive relationships to influence decisions, negotiate outcomes and solve problems
- thinks outside the box and contributes to operational innovation to reduce complexity for our stakeholders
- confidently communicates complex policy matters and tailors communication to varied audiences
- independently plans, manages and delivers a range of law and policy design activities
- effectively navigates competing priorities by exercising sound judgement and delivering tasks within tight timeframes.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social

wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Vishnupriya Senthilnathan, (03) 9937 9676
Agency Recruitment Site	https://ato.nga.net.au/?jati=CC01F3B9-414B-DCC2-06D1-ED21444F4BE

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Treasury

Vacancy VN-0771404

Australian Taxation Office

Closing Date:Friday 28 August 2026

Entrprse Risk Change Intgrtn Evaln
Contract Hub

Job Title	Contract Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Upper Mount Gravatt QLD, Brisbane QLD, Canberra ACT, Melbourne VIC, Penrith NSW, Sydney NSW
Salary	$101,142 - $116,131
Future Merit Locations	Box Hill, Brisbane, Canberra, Dandenong, Moonee Ponds, Parramatta, Upper Mount Gravatt, Melbourne, Penrith, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_ESCO_588_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=462A6A2B-5276-6B69-A36E-ED2145D52F2E

Duties

We are seeking a motivated individual to join our Contract Hub team.

As a Contract Officer, you will support the delivery of contract management and procurement services for the CEG Contract Hub. You'll be working under limited direction, facilitate contract management and administrative processes across a portfolio of third-party database and transcription service contracts. You'll ensure quality business outcomes and compliance with procurement, financial and governance requirements.

You will provide advice to business partners on contract management matters, manage supplier relationships, support procurement activities, monitor contract expenditure and performance. You'll contribute to continuous improvement initiatives that support effective contract management across Client Engagement Group.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

• is experienced in contract management, procurement or contract administration, including managing contract variations, supplier performance and compliance requirements

• has strong relationship management skills and exercises sound judgement to influence business partners

• supports procurement and contract lifecycle activities, monitoring contract expenditure and financial activities

• identifies and manages contract related risks while maintaining compliance with procurement, contract management and financial governance requirements

• has robust analytical and problem solving skills to research issues, trends and provides recommendations to support informed decision-making

• manages competing priorities, implements process improvements and delivers quality outcomes in a dynamic and changing environment.

Eligibility
Notes

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

About the Australian Taxation Office

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To Apply

Position Contact	Sharyn Gibson, (07) 3213 6992
Agency Recruitment Site	https://ato.nga.net.au/?jati=462A6A2B-5276-6B69-A36E-ED2145D52F2E

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Treasury

Vacancy VN-0771744

Australian Taxation Office

Closing Date:Wednesday 02 September 2026

Enterprise Solutions and Corporate Operations
SES Services

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS
Salary	$84,028 - $91,199
Future Merit Locations	Hobart
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 4
Position Number	EXT_EA_637_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=157CD8CE-1DDE-F376-1CBC-ED33E4AC5950

Duties

We are seeking enthusiastic and proactive individuals to provide executive and administrative support to our senior leaders. If you thrive in a fast-paced environment, excel at problem solving and have experience in administration, customer service and relationship building, an Executive Assistant role could be the perfect fit for you.

As an Executive Assistant, you will be the first point of contact in your senior executive's office, making your ability to build rapport quickly and deliver a great client experience highly valuable.

While flexible work arrangements may be considered, these roles are primarily office-based to support the dynamic and responsive nature of executive operations.

You will be co-located with your senior executive and undertake a variety of tasks which will include:

- front-of-office duties, such as welcoming visitors, handling incoming phone calls and correspondence and directing enquiries
- diary management:
  - providing daily guidance on priority meetings, emails, and actions
  - escalating urgent matters for attention and response
  - tracking follow-ups on action items to ensure deadlines are met
  - scheduling meetings and forward planning, including management of meeting conflicts

- coordinating meetings and events (on site or virtual) including preparing electronic and hard copy papers, and setting up meeting rooms
- managing travel arrangements and itineraries, assisting with budget management, credit card acquittals, and handling less complex procurement and financial management tasks
- communicating with business partners and clients
- supporting teams across the business line or branch with administrative tasks, such as ordering stationery, printing, and escorting visitors.

The relationships you build, the experience you gain and the development opportunities you access will pave the way for career growth through:

- support from a dedicated relationship manager
- guidance and support from an experienced buddy or mentor
- networking opportunities to create valuable professional connections
- learning and development through our Executive Assistant capability uplift program
- active participation in workplace initiatives and events, contributing to site engagement.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

- provides excellent client service
- anticipates the needs of senior executives and takes action using sound judgement
- reflects on feedback and demonstrates awareness of how work style and approach are perceived by others
- communicates clearly and professionally with a range of stakeholders
- has attention to detail and adapts to new processes, systems and applications
- uses calendars, task lists and digital systems to plan work, track actions, manage deadlines and prioritise competing priorities based on urgency, risk and stakeholder impact
- takes responsibility for outcomes, addresses issues early and learns from mistakes
- applies discretion and handles confidential and sensitive information appropriately.

Eligibility
Notes

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

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To Apply

Position Contact	Claire Alston, (03) 9275 9880
Agency Recruitment Site	https://ato.nga.net.au/?jati=157CD8CE-1DDE-F376-1CBC-ED33E4AC59

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Treasury

Vacancy VN-0771756

Australian Taxation Office

Closing Date:Monday 31 August 2026

Enterprise Solutions and Technology
Enterprise Solutions and Technology

Job Title	IT Technology Specialist - Mainframe
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$151,911 - $185,713
Future Merit Locations	Upper Mount Gravatt, Moonee Ponds, Brisbane, Canberra, Melbourne, Dandenong, Box Hill
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 2
Position Number	EXT_EST_630_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=CD9859EA-ECCC-24EC-8925-ED34973EC838

Duties

We are seeking a Technology Specialist - Mainframe to join our Enterprise Solutions and Technology (EST) business area.

As an IT Technology Specialist – Mainframe, within the Mainframe Delivery Centre, you will provide senior technical leadership and expert advice in a role that has a strong focus on ensuring the stability, security and ongoing improvement of the ATO's mainframe environments, which underpin key business and operational outcomes.

As a lead administrator for IBM Software Configuration and Library Manager (SCLM), you will safeguard the integrity of the ATO mainframe codebase and support source code management across development, test and production environments, including integration with automated build tools such as Azure DevOps.

You and your team will perform functions that are an integral part of the mainframe environment provisioning, code deployment and support, and ensuring the stability and currency of internal tooling that underpins the ATO development ecosystem.

As a senior leader, you will lead and mentor a team to resolve complex issues, support modernisation and automation initiatives, build capability and drive efficiencies across existing services while contributing to operational and business planning processes.

You will foster and drive a culture of continuous improvement, supporting staff to adopt and adapt to a constantly changing technology and risk environment. The role may include on-call or out-of-hours support for business-critical services.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

- has advanced mainframe environment, application management and support experience, including demonstrated capabilities using, or familiarity with, some of or all of the following: COBOL, Interactive System Productivity Facility (ISPF), Time Sharing Option (TSO), IBM Z Workload Scheduler, CICS, JCL, MQ, DB2, SAS, Assembler and RACF

- has extensive knowledge and experience in source control principles, package and promote processes, and mainframe code management in a large enterprise or government environments

• has experience leading IT specialists through transformational change, including adoption of new operational processes and procedures, and applies IT service management processes across change, incident and problem management

• identifies and resolves complex mainframe issues, including abends, environment-related incidents and security incidents, and recommends practical remedial solutions

• is a strong technical leader who mentors and manages specialist mainframe environment and deployment teams while maintaining high-quality service delivery

• communicates complex technical information clearly to diverse audiences, and builds strong stakeholder, vendor and delivery relationships to support organisational objectives and successful delivery outcomes.

Experience in IBM SCLM experience and ServiceNow will be highly regarded but not essential.

Eligibility
Notes

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

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To Apply

Position Contact	Narelle Johnston, (02) 6216 3510
Agency Recruitment Site	https://ato.nga.net.au/?jati=CD9859EA-ECCC-24EC-8925-ED34973EC8

Treasury

Vacancy VN-0771811

Australian Taxation Office

Closing Date:Monday 31 August 2026

Frontline Services
Frontline Services Super Business Service Centre

Job Title	Service Delivery Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Albury NSW
Salary	$58,608 - $64,728
Future Merit Locations	Albury
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 1
Position Number	EXT_FO_644_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=E24CAF7A-57C0-1DAE-3511-ED34D35F7BFC

Duties

We are looking for passionate, client focused individuals to join our Frontline Operations group.

As a Service Delivery Officer, you will undertake basic procedural, clerical, operational, and administrative activities under clear direction within a scheduled environment. You'll follow established policies and procedures to deliver accurate results. You'll complete allocated tasks and activities within required timeframes and deliver results in accordance with the requirements of business.

Your work will include sorting, scanning and opening mail. You'll maintain the integrity of ATO records by accurately inputting data into our internal systems relating to client correspondence.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

• works confidently in a Windows-based environment

• experience in data entry or in a similar administration role

• maintains a high level of accuracy while consistently meeting productivity expectations

• the ability to work as part of a team to deliver the right outcomes for the community.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	FrontlineOperationsWorkforceSupply@ato.gov.au, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=E24CAF7A-57C0-1DAE-3511-ED34D35F7BF

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

Treasury

Vacancy VN-0771947

Australian Taxation Office

Closing Date:Wednesday 02 September 2026

Frontline Operations
Various teams

Job Title	Business Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Burnie TAS, Canberra ACT, Dandenong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$129,551 - $141,239
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Burnie, Canberra, Dandenong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_FO_591_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=A5F7CE94-63E8-174D-6829-ED21BC017E9A

Duties

We are seeking motivated Business Analysts to join our Frontline Operations group.

As a member of Frontline Operations, you will lead and support the delivery of high-quality services, ensuring the integrity of Australia’s tax and superannuation systems.

As a Business Analyst in our Frontline Business Improvement, Frontline Risk and Strategy, and Frontline Resource Management business areas, you will use your technical expertise and business knowledge to manage stakeholders, elicit and analyse requirements, and support the design and delivery of business solutions that achieve strategic objectives.

You will lead complex information gathering activities, translating information and data from varied sources into clear insights and recommendations and actionable outcomes. You will assess and validate solutions, identify impacts and risks, and communicate complex information to support informed decision-making.

You will collaborate with stakeholders to build a shared understanding of business needs, influence positive outcomes and ensure solutions deliver business needs. You will lead and mentor a team, building analytical capability and empowering staff to achieve technical excellence.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

• leads complex business analysis activities, providing expert advice and translating business needs into practical solutions that deliver effective business solutions

• critically analyses information and data from multiple sources to identify risks, opportunities and impacts, and provide evidence-based improvement strategies and solutions

• builds productive stakeholder relationships and uses communication, negotiation and influencing skills to develop shared understanding and achieve outcomes

• leads and develops high-performing teams through coaching, mentoring and knowledge sharing, fostering collaboration, capability development and a culture of continuous improvement.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Deanna Collins, (08) 8208 1393
Agency Recruitment Site	https://ato.nga.net.au/?jati=A5F7CE94-63E8-174D-6829-ED21BC017E9A

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Treasury

Vacancy VN-0771961

Australian Taxation Office

Closing Date:Wednesday 02 September 2026

Frontline Operations
Various teams

Job Title	Business Analyst (Affirmative measure – Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Penrith NSW, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Burnie TAS, Canberra ACT, Dandenong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$129,551 - $141,239
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Burnie, Canberra, Dandenong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_FO_592_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=B893B336-17FA-525C-393D-ED21BC0695E7

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking motivated Business Analysts to join our Frontline Operations group.

As a member of Frontline Operations, you will lead and support the delivery of high-quality services, ensuring the integrity of Australia’s tax and superannuation systems.

As a Business Analyst in our Frontline Business Improvement, Frontline Risk and Strategy, and Frontline Resource Management business areas, you will use your technical expertise and business knowledge to manage stakeholders, elicit and analyse requirements, and support the design and delivery of business solutions that achieve strategic objectives.

You will lead complex information gathering activities, translating information and data from varied sources into clear insights and recommendations and actionable outcomes. You will assess and validate solutions, identify impacts and risks, and communicate complex information to support informed decision-making.

You will collaborate with stakeholders to build a shared understanding of business needs, influence positive outcomes and ensure solutions deliver business needs. You will lead and mentor a team, building analytical capability and empowering staff to achieve technical excellence.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

• leads complex business analysis activities, providing expert advice and translating business needs into practical solutions that deliver effective business solutions

• critically analyses information and data from multiple sources to identify risks, opportunities and impacts, and provide evidence-based improvement strategies and solutions

• builds productive stakeholder relationships and uses communication, negotiation and influencing skills to develop shared understanding and achieve outcomes

• leads and develops high-performing teams through coaching, mentoring and knowledge sharing, fostering collaboration, capability development and a culture of continuous improvement.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions.
Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

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To Apply

Position Contact	Deanna Collins, (08) 8208 1393
Agency Recruitment Site	https://ato.nga.net.au/?jati=B893B336-17FA-525C-393D-ED21BC0695E7

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0771985

Australian War Memorial

Closing Date:Monday 31 August 2026

Public Programs
Public Programs Commemoration and Visitor Engagement

Job Title	Visitor Services Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$88,834 - $96,829
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	This position requires successful applicants to work on site
Classification	APS Level 5
Position Number	26-108
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

We are seeking highly resilient and outcome-focused leaders with a deep commitment to the Australian War Memorial's commemorative purpose. Successful candidates will possess the emotional maturity, empathy and leadership capability required to lead a large and diverse front-of-house team while delivering world-class visitor experiences. They will demonstrate a strong commitment to service excellence and the ability to engage sensitively and professionally with diverse visitors, including veterans and their families, while fostering a positive workplace culture. This demanding, public-facing role requires sound judgement, initiative and problem-solving skills to manage daily operations, resolve complex issues and achieve operational outcomes. Successful candidates will communicate confidently, build productive professional relationships and effectively lead staff in a dynamic environment while anticipating and responding to the needs of visitors, staff and stakeholders and maintaining high standards of professionalism, accountability and service delivery. Candidates must be capable of maintaining personal resilience to meet the physical, mental and roster demands of the role. They must also be comfortable assuming responsibility as the Memorial's senior front-of-house representative outside normal business hours and demonstrate the confidence and adaptability required to support the safe and effective delivery of visitor services across weekends, public holidays and during peak visitation periods.

Duties

Under limited direction, Visitor Services Coordinators are accountable for the following key areas of responsibility:

- Leadership and Operational Coordination
  - Coordinate and oversee the delivery of the Memorial's daily visitor engagement and information services, ensuring the consistent achievement of visitor service, operational and commemorative outcomes.
  - Provide visible on-floor leadership, actively supervising, coaching and supporting Visitor Services Officers and volunteers to ensure the consistent delivery of high-quality visitor services.
  - Monitor team performance, visitor flow and service delivery standards, providing guidance, direction and timely operational decision-making to address emerging issues, incidents and competing priorities.
  - Oversee opening and closing procedures, cash handling processes and other daily operational activities.
  - Coordinate staffing resources, visitor service activities and operational priorities to meet service requirements and maintain standards across the Memorial's public areas.
  - Contribute to staff development and performance management to support a professional and high-performing team.
  - Contribute to staff recruitment processes and undertake performance reviews of voluntary guide tours as required.
- Visitor Service and Stakeholder Engagement
  - Provide accurate information and interpretation services regarding the Memorial's galleries, exhibitions, programs and facilities.
  - Manage escalated visitor enquiries, complaints, sensitive matters and complex concerns with professionalism, empathy and sound judgement.
  - Foster and maintain positive working relationships with visitors, volunteers and other internal and external stakeholders.
  - Provide advice to management on operational matters affecting visitors, staff and service delivery.
  - Promote a professional, welcoming and inclusive visitor experience that supports the Memorial's values and commemorative purpose.
- Commemorative Events and Ceremonial Delivery
  - Coordinate the operational delivery of the daily Last Post Ceremony and undertake Master of Ceremonies duties as rostered (to be achieved within three months of engagement).
  - Coordinate assigned Visitor Services functions on Anzac Day, Remembrance Day and other commemorative events, providing frontline leadership and support to staff to achieve operational and ceremonial outcomes.
- Emergency Response and Safety
  - Apply first aid and emergency response practices following mandatory training and accreditation requirements.
  - In consultation with the Memorial's Security Team, coordinate the Visitor Services response during visitor incidents, emergencies and evacuations, and account for designated staff in accordance with Memorial procedures.
  - Train and support Visitor Services staff in emergency response, evacuation and incident management procedures.
- Administration
  - Undertake workforce rostering and operational planning activities to enable the effective delivery of front-of-house operations.
  - Maintain accurate operational, staffing and statistical records.

Additional Notes

In addition to the key areas of responsibility outlined above, it is a requirement for all Visitor Services Coordinators to be able to:

- Move freely up and down stairs and stand for extended periods on hard surfaces.
- Undertake manual handling tasks including the movement and setup of electrical and audio equipment, weighted bags, crowd control bollards and barriers.
- Work to a roster which incorporates regular work over weekends and public holidays (the roster cycle is 7 days on, 2 days off, 5 days on, 2 days off, 3 days on, 2 days off, 5 days on, 2 days off).

Visitor Services Coordinators are categorised as shift workers due to the nature of the role and receive a shift loading to their base salary of approximately 20.5% (reviewed annually) with an additional five days annual leave in lieu of working on Sundays (25 days total). Salary including loading and allowances will exceed $108,000 plus employer Superannuation of 15.4%. For more information please see the Australian War Memorial Teamwork Agreement

Additionally, there is an expectation that Visitor Services Coordinators will make themselves available on Anzac Day and Remembrance Day and during peak visitation periods including, but not limited to, the Christmas and Easter holiday periods.

As part of the Memorial’s commitment to providing a world-class corporate image, Visitor Services Coordinators are required to wear a corporate uniform. Restrictions may apply to visible tattoos, piercings and hairstyles as front-of-house staff are required to adhere to a dress and appearance procedure.

Eligibility

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

Notes

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

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

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

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

where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian War Memorial

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

To Apply

Position Contact	Kylie Campbell, (02) 6243 4275
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0771987

Australian War Memorial

Closing Date:Wednesday 26 August 2026

Corporate Services
Corporate Services Human Resources

Job Title	Senior Payroll Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$99,734 - $111,701
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 6
Position Number	26-121
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

As part of the broader Human Resources team, the payroll function is responsible for delivering accurate, timely, and compliant payroll services, while ensuring that appropriate payroll policies, procedures, and systems are effectively maintained and continuously improved.

The Senior Payroll Officer plays a key role in the delivery of end-to-end payroll services within the Aurion Cloud environment. This position requires a high level of technical payroll expertise and is responsible for payroll processing, reporting, compliance, and the maintenance of payroll records. The role also provides responsive, customer-focused support to employees and stakeholders, ensuring the delivery of a high-quality payroll service.

The position encompasses a broad range of payroll activities, including the administration of employee salaries, leave entitlements, superannuation, deductions, and other employment-related payments. The Senior Payroll Officer is also responsible for producing detailed payroll analytics, dashboard reporting, and workforce data insights to support senior executives, governance requirements, and Council reporting obligations. Through these responsibilities, the role contributes to informed decision-making, legislative compliance, and the effective management of employee remuneration and benefits.

Duties

Payroll Processing

- Prepare payroll reconciliations, reporting and data analysis, while ensuring payroll records and transactions comply with legislative and organisational requirements
- Coordinate and oversee the day-to-day operations of the payroll team to ensure the accurate and timely delivery of payroll services.
- Contribute to the continuous improvement of payroll processes, procedures and systems to enhance efficiency, accuracy and compliance.

Specialist Advice

- Provide accurate, timely and professional payroll advice, information and reporting to employees, managers and other stakeholders.
- Interpret and apply relevant legislation, policies and procedures, providing guidance on complex payroll matters and employee entitlements.
- Support the preparation and maintenance of procedure manuals and process checklists to ensure the quality and transparency of payroll transaction processing.

Reporting and Dashboards

- Provision of regular management reports and dashboards to the Payroll Manager and Head of HR for Executive, Corporate Management Group, line managers in business areas, and a range of external government agencies (including by not restricted to Workplace Gender Equality Agency, Australian Public Service Commission, Parliamentary Questions on Notice and other) , as well as other inputs to support business planning, reporting and risk management.

Stakeholder Engagement

- Build and maintain effective working relationships with internal and external stakeholders to support the delivery of high-quality payroll services.
- Undertake additional duties and assume responsibility for other payroll-related functions as directed by the Payroll Manager from time to time.

Team Leadership

- Supervise and provide support and guidance to the Payroll Officer ensuring the processing of a correct and accurate pay run and reporting.

Eligibility

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

Mandatory Qualifications and Experience

- PowerBI qualifications and or demonstrated experience
- Demonstrated experience in the administration of end-to-end payroll services, within the Aurion Cloud Payroll environment, with a strong focus on accuracy, compliance, and customer service
- Payroll processing experience within an APS environment

Notes

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

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

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

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

About the Australian War Memorial

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

To Apply

Position Contact	Katiuscia Mojsovski, (02) 6263 6607
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0771943

Department of Veterans' Affairs

Closing Date:Thursday 03 September 2026

Ministerial Engagement and Communications
Communications

Job Title	Director, Internal Communication
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Adelaide SA, Melbourne VIC, Sydney NSW
Salary	$159,145 - $179,125
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 2
Position Number	EXT-2026-5134
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Internal Communication team sits within DVA’s Communications Branch and plays an important role in helping staff understand departmental priorities, organisational change, services, events and the impact of their work. The team delivers clear, timely and practical communication that supports staff engagement, change readiness and a positive organisational culture.

As Director Internal Communication, you will lead a small team to plan, deliver and evaluate contemporary internal communication products, channels and campaigns. You will work closely with senior executives, business areas and communication colleagues to provide strategic advice, translate complex information into plain English, and ensure messages are coordinated, accessible and aligned with departmental priorities.

This is an opportunity to shape a high-performing internal communication function in a complex service delivery environment. You will contribute to branch-wide priorities, bring strong external strategic communication judgement when required, and help ensure DVA staff are informed, connected and able to support veterans and families with confidence.

Desirable qualifications include tertiary study in communication, public relations, journalism, organisational communication, change management or a related field, as well as training or experience in internal communication, employee engagement, change communication, strategic communication, stakeholder engagement, leadership, plain English writing, accessibility and communication evaluation.

Demonstrated experience leading Government internal communication teams will be highly regarded.

Duties

- Lead a small team to plan, deliver and evaluate internal communication that keeps staff informed about departmental priorities, change initiatives, services, events and organisational updates.
- Provide high-quality strategic communication advice to senior executives and business areas, including advice on communication approaches that support staff engagement, change readiness and organisational culture.
- Develop and implement innovative internal communication products, channels and campaigns that are accessible, audience-focused and aligned with departmental priorities.
- Use external strategic communication experience to support agile work programs, contribute to cross-branch priorities and provide broader surge support across the Communications Branch when required.
- Build and maintain productive relationships with internal stakeholders, senior leaders and communication colleagues to ensure coordinated, consistent and effective messaging across the department.
- Manage competing priorities, issues and deadlines in a fast-paced environment, while maintaining quality, judgement and a strong focus on staff needs.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- Any successful candidate external to DVA offered employment will be required to undergo pre-engagement screening checks, even if they currently have a security clearance. The screening checks are conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- Any successful candidate will be required to obtain and/or maintain, a Baseline Vetting (AGSVA) security clearance as a minimum.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths 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 advertising agency.

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Ingrid Nagy, 0499 767 275
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0771953

Department of Veterans' Affairs

Closing Date:Thursday 03 September 2026

Policy and Research
Health and Wellbeing Policy

Job Title	Senior Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Adelaide SA, Hobart TAS, Melbourne VIC
Salary	$104,898 - $119,116
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2026-5149
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Advocacy, Motor Vehicle and Transport Policy Section is responsible for the development, implementation and continuous improvement of policy frameworks that support veterans and their families in accessing advocacy services and transport-related entitlements.

The Section’s work focuses on policy matters relating to veteran advocacy service, and motor vehicle and transport compensation arrangements. This includes engagement across government and with service providers to align DVA policy settings with broader regulatory, health, and social policy frameworks.

Duties

- Lead and contribute to policy development and reform, including analysing complex issues, identifying risks, and developing policy options.
- Provide well-reasoned, evidence-based advice on matters relating to advocacy services, motor vehicle compensation, and transport support.
- Draft high-quality written materials, including ministerial briefs, Cabinet submissions, policy papers, correspondence, and reports.
- Interpret and apply legislation, policy frameworks and program guidelines to support decision-making.
- Undertake research and data analysis, including evaluation of programs and policy outcomes.
- Manage competing priorities and deliver work programs, ensuring deadlines and quality standards are met.
- Build and sustain relationships with stakeholders, including representing the Department in consultations, forums and working groups.

- Prepare briefings, presentations and governance materials to support senior executive engagement.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- Any successful candidate external to DVA offered employment will be required to undergo pre-engagement screening checks, even if they currently have a security clearance. The screening checks are conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- Any successful candidate will be required to obtain and/or maintain, a Baseline Vetting (AGSVA) security clearance as a minimum.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths 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 advertising agency.

About the Department of Veterans' Affairs

The Department of Veterans’ Affairs (DVA) exists to fulfil the nation’s duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA’s vision is to honour veterans, and empower them and

their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Luke Wrigley, (02) 5163 8275
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0771485

Department of Parliamentary Services

Closing Date:Friday 28 August 2026

Parliamentary Library
Library Collections and Systems

Job Title	Parliamentary Library Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$83,415 - $90,639
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra.
Classification	APS Level 4
Position Number	JR33416
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description *https://jobs.dps.gov.au/*

The Opportunity

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 4 (PSL4) Parliamentary Library Officer within the Parliamentary Library.

The Parliamentary Library provides high quality information, analysis and advice to Senators and Members of Parliament in support of their parliamentary and representational roles. This position sits within the Library Collections and Systems Branch, which develops and maintains the information resources that support the research needs of our researchers, delivers news content for the current awareness of our parliamentary clients, and provides first-line client services.

An ongoing opportunity is currently available in the Collection Management team, which shepherds deselected material through required financial asset procedures, coordinates the binding and repair of collection material, and assists with day-to-day serials tasks and library collection maintenance.

This recruitment process will also be used to fill future ongoing and non-ongoing positions as they arise throughout the next year. The Library Collections and Systems branch employs PSL4 officers in the following other teams:

- Client Services and Engagement
- Library Subscriptions
- Library Databases
- Research Support and Coordination
- Cataloguing

Who we are looking for

Our ideal candidate will have:

- A client and teamwork focus
- Strong digital literacy and attention to detail
- Excellent communication and organisation skills
- Flexibility and a willingness to learn new skills

- An awareness of the work of the Parliament

Desirable qualifications:

- Qualifications in library or information studies are desirable.
- For roles involving research, writing and advisory tasks, applicants should have a university degree.

Duties

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

Eligibility

- May require physical capacity to operate storage units and to manually handle collection material up to 6kg.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

About the Department of Parliamentary Services

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

To Apply

Position Contact	Robin Bell, 02 6277 2648
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0771836

Department of Parliamentary Services

Closing Date:Monday 31 August 2026

Information Services
Digital Customer Services ICT Operations

Job Title	ICT Service Desk Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$101,168 - $113,706
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra
Classification	APS Level 6
Position Number	JR33417
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

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

The Department of Parliamentary Services (DPS) is recruiting for a PSL 6 ICT Service Desk Manager within Digital Customer Services Branch.

The Digital Customer Services Branch provides key operational support services for the parliament and electorate offices across the country, and the parliamentary departments.

The ICT Service Desk serves as a contact point for all ICT issues and requests in Parliament House and electorate offices and provides ICT support services to parliamentarians and staff, and the parliamentary departments. The ICT Service Desk Manager leads a team of 8-10 Service

Desk Analysts and is responsible for managing the operations of the ICT Service Desk, with a focus on service delivery and client satisfaction. The role is actively involved in the day-to-day activities of the team, with direct accountability for service desk performance.

Who we are looking for

The Service Desk Manager will have an excellent understanding of the operation and management of a high performing ICT Service Desk, excellent communication skills, and staff recruitment, management and mentoring skills and experience.

The Service Desk Manager is responsible for: ensuring staff have the tools and knowledge to deliver support services; shift rostering; queue management; liaising with clients and other support staff; providing technical and procedural advice to team members, and producing documentation to support these activities. The Service Desk Manager will also work closely with the Incident Manager and Change Manager and may assist managing these processes when required.

The successful applicant will have experience in providing and managing ICT support services, knowledge of best practice ITIL based processes including incident and change management, and the ability to lead and mentor team of ICT service desk staff to provide a high level of customer service and support. Experience in managing staff including performance management is also essential. They will also have experience in, or the ability to write, maintain knowledge base documentation and Standard Operating Procedures.

- This role may occasionally require work outside standard business hours.

Duties

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

Eligibility

The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

About the Department of Parliamentary Services

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To Apply

Position Contact	Chris Williams, 02 6277 8050
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0771869

Department of Parliamentary Services

Closing Date:Friday 21 August 2026

Corporate Services
Parliamentary Communications and Governance Communications and Media

Job Title	Senior Communications Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$101,168 - $113,706
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	APS Level 6
Position Number	JR33397
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

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

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Services Level 6, Senior Communications Officer within the Communications and Media section.

In this role you will work with stakeholders to understand their communication needs and develop and implement communication approaches.

You will also draft, edit and publish high-quality content for intranet, internet and other channels.

You will need to maintain and manage a communications approval process, coordinating stakeholder input in accordance with governance arrangements and timeframes.

The role also requires the ability to develop and sustain productive relationships across DPS and other Parliamentary Departments.

Who we are looking for

We are seeking an experienced and motivated communications professional to join the Communications and Media Team. The ideal candidate will have experience leading and delivering communication plans and activities, including evaluating outcomes that support organisational objectives.

Excellent writing and editing skills, strong attention to detail, and the ability to produce clear, accurate and fit-for-purpose content across a range of channels and audiences are essential.

You will also need to demonstrate the ability to plan and manage competing priorities with minimal supervision, in a fast-paced and flexible environment.

A sound understanding of the workings of the Australian Parliament, government and media cycles is highly desirable. A relevant qualification and/or a minimum of 5 years working in a communications role will be highly regarded.

Duties

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

Eligibility

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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About the Department of Parliamentary Services

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To Apply

Position Contact	Melinda Jones, 02 6277 8665
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0771900

Department of Parliamentary Services

Closing Date:Monday 31 August 2026

Finance and property services
Planning and Quality Building infomation

Job Title	Assistant Director, Building Information Modelling
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
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	33419
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dep

Job Description

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

The Department of Parliamentary Services (DPS) is seeking a highly motivated, experienced and strategic leader to fill the position of Assistant Director of Building Information Modelling (PEL1) within the Planning and Quailty Branch (PQB).

The Assistant Director of Building Information Modelling (BIM) will lead a small team critical to supporting DPS's strategic asset management, infrastructure planning and building lifecycle management responsibilities for Australian Parliament House.

The successful applicant will provide specialist technical expertise in BIM, digital engineering, asset information management and data governance, ensuring that building and asset information is accurate, integrated and fit for operational requirements, maintenance and capital works decision-making.

We are seeking a motivated and experienced professional with highly specialised skills, including BIM systems administration, digital asset information management, data integration, spatial modelling and the application of industry standards associated with digital engineering and asset management. Our ideal candidate will demonstrate:

Skills and attributes

- Strong judgement, problemsolving skills and the ability to manage competing priorities.
- Excellent communication and stakeholder engagement skills.
- Ability to work collaboratively, build productive relationships, and adapt to changing operational needs.
- Professionalism, resilience, and a commitment to continuous improvement.
-

Qualifications, knowledge and experience

- Demonstrated experience leading the development and management of Building Information Modelling (BIM) and digital engineering practices across complex large-scale building portfolios and operational environments.
- Strong knowledge of BIM standards, information management principles and digital delivery processes, including ISO 19650.
- Proven experience using and administering BIM technologies and platforms including Autodesk Revit, Navisworks, Autodesk Construction Cloud (ACC) and related digital engineering platforms.
- Experience managing BIM data, model coordination, information quality assurance and the integration of asset information to support facilities management, maintenance and operational outcomes.
- Highly developed stakeholder engagement and communication skills, with the ability to work collaboratively with project teams, technical specialists, contractors, facilities managers and senior executives.
- Demonstrated leadership capability, including managing competing priorities, leading multidisciplinary teams and driving continuous improvement and organisational change

Duties

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

Eligibility

- Relevant tertiary qualifications in architecture, engineering, construction management, digital engineering, building information management or a related discipline

- The successful applicant will be required to obtain and maintain a Negative Vetting Level 1 (NV1) security clearance.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

About the Department of Parliamentary Services

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To Apply

Position Contact	Wayne Polzin, 02 6277 5408
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0771902

Australian Energy Regulator

Closing Date:Wednesday 30 June 2027

Job Title	AER - S26 Temporary and Permanent Transfer Register 2026 - 2027
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$58,039 - $173,778
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Employees are required to work in the office a minimum of 2 days per week
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	AER-38
Agency Website	http://www.aer.gov.au/

Job Description

https://www.aer.gov.au/about/careers/current-vacancies?

The Australian Energy Regulator (AER) works to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions.

We regulate electricity networks and covered gas pipelines, in all jurisdictions except Western Australia. We set the amount of revenue that network businesses can recover from customers for using these networks.

From 1 July 2026, the AER structurally separated from the Australian Competition and Consumer Commission (ACCC) and transitioned into a standalone non-corporate Commonwealth entity with its own accountable authority, staff and budgetary control.

The separation of the AER from the ACCC is a significant regulatory reform aimed at improving the governance and operational autonomy of the AER.

Duties

About the register

This register is open to ongoing APS employees for temporary or permanent transfer opportunities to the AER.

By registering your interest you may be considered for transfer opportunities that match your skills and experience. Please note, by registering, does not guarantee that you will be contacted or offered employment with the AER.

Applications on this register will remain active until 30 June 2027 – after this date you will be required to reapply.

What we are looking for

We invite applications from people with skills and experience across a range of areas including:

- Regulation
- Legal
- Economics
- Policy and Governance
- Media and Communications
- Data and digital technology
- Corporate services including human resources, procurement, finance, risk and assurance and executive support

Eligibility

- **Australian Citizenship** – successful candidates must be an Australian Citizen
- **Existing ongoing APS employees** – successful candidates must be ongoing APS employees to be considered for transfer opportunities
- **Security clearance** – successful candidates are required to hold, or have the ability to obtain and maintain a security clearance at the required level
- **Employment check** – your suitability for employment will be assessed through a screening process.

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 advertising agency.

About the Australian Energy Regulator

The Australian Energy Regulator (AER) works to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. We regulate electricity networks and covered gas pipelines, in all jurisdictions except Western Australia. We set the amount of revenue that network businesses can recover from customers for using these networks. From 1 July 2026, the AER structurally separated from the Australian

Competition and Consumer Commission (ACCC) and transitioned into a standalone non-corporate Commonwealth entity with its own accountable authority, staff and budgetary control. The separation of the AER from the ACCC is a significant regulatory reform aimed at improving the governance and operational autonomy of the AER.

To Apply

Position Contact	AER Recruitment Team, recruitment@aer.gov.au
Agency Recruitment Site	https://www.aer.gov.au/about/careers/current-vacancies?

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Climate Change, Energy, the Environment and Water

Vacancy VN-0771905

Australian Energy Regulator

Closing Date:Wednesday 30 June 2027

Job Title	AER - Temporary Employment Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$58,039 - $173,778
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Employees are required to work in the office a minimum of 2 days per week
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	AER-37
Agency Website	http://www.aer.gov.au/

Job Description

https://www.aer.gov.au/about/careers/current-vacancies?

The Australian Energy Regulator (AER) works to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions.

We regulate electricity networks and covered gas pipelines, in all jurisdictions except Western Australia. We set the amount of revenue that network businesses can recover from customers for using these networks.

From 1 July 2026, the AER structurally separated from the Australian Competition and Consumer Commission (ACCC) and transitioned into a standalone non-corporate Commonwealth entity with its own accountable authority, staff and budgetary control.

The separation of the AER from the ACCC is a significant regulatory reform aimed at improving the governance and operational autonomy of the AER.

Duties

About the register

This register is open for candidates to register a general expression of interest for non-ongoing employment opportunities with the AER. The AER may use the Temporary Employment Register to identify suitably skilled and experienced candidates to fill temporary vacancies.

By registering your interest you may be considered for temporary opportunities that match your skills and experience. Please note, by registering, does not guarantee that you will be contacted or offered employment with the AER.

Applications on this register will remain active until 30 June 2027 – after this date you will be required to reapply.

What we are looking for

We invite applications from people with skills and experience across a range of areas including:

- Regulation
- Legal
- Economics
- Policy and Governance
- Media and Communications
- Data and digital technology
- Corporate services including human resources, procurement, finance, risk and assurance and executive support

Eligibility

- **Australian Citizenship** – our successful candidate must be an Australian Citizen
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain and maintain a security clearance at the required level
- **Employment check** – your suitability for employment will be assessed through a screening process.

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 advertising agency.

About the Australian Energy Regulator

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Competition and Consumer Commission (ACCC) and transitioned into a standalone non-corporate Commonwealth entity with its own accountable authority, staff and budgetary control. The separation of the AER from the ACCC is a significant regulatory reform aimed at improving the governance and operational autonomy of the AER.

To Apply

Position Contact	AER Recruitment Team, recruitment@aer.gov.au
Agency Recruitment Site	https://www.aer.gov.au/about/careers/current-vacancies?

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Climate Change, Energy, the Environment and Water

Vacancy VN-0771950

Australian Energy Regulator

Closing Date:Tuesday 15 September 2026

Job Title	AER 2027 Graduate Program
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Brisbane, Adelaide, Canberra, Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Employees are required to work in the office a minimum of 2 days per week
Classification	APS Level 3;Graduate APS
Position Number	AER-39
Agency Website	http://www.aer.gov.au/

Job Description *https://www.aer.gov.au/about/careers/current-vacancies?*

The Australian Energy Regulator (AER) works to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions.

We regulate electricity networks and covered gas pipelines, in all jurisdictions except Western Australia. We set the amount of revenue that network businesses can recover from customers for using these networks.

Duties

In the AER Graduate Program, you will work with a range of energy experts and contribute to important work on Australia’s transition to net zero emissions. You will be supported with ongoing learning and development opportunities, access to flexible working conditions, and regular opportunities to network with all levels of our organisation as you do essential work that benefits all Australians.

As an AER Graduate, the specific duties you undertake will change with each rotation, reflecting our diverse functions. AER Graduates:

- perform a broad range of tasks such as analysing information, presenting to internal and external stakeholders, responding to correspondence, undertaking research, actively participating in meetings and contributing to papers and recommendations
- build professional relationships and work cohesively with others
- become a reliable and supportive member of every team they join and
- participate in formal learning and development including orientation, investigation skills, regulation skills, communication skills, writing skills and other professional development activities.

Current graduates are working on:

- contributing to projects that support Australia's energy transition
- preparing reports and assessments that ensure enforcement and compliance with national, electricity, gas and energy retail laws
- analysing and monitoring electricity network expenditure and market performance data
- providing advice and services within corporate and enabling functions including IT, digital transformation, data governance, legal advice, communications and media engagement.

With us, you will contribute to meaningful work that supports Australia’s energy future. Each rotation will bring new challenges, opportunities to learn and the chance to build your skills in a supportive environment. We are committed to helping you unlock your potential by providing the guidance, development and support you need to succeed.

We have high expectations of our graduates and create a challenging environment for you to succeed in. At the AER, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We welcome graduates from a wide range of disciplines, including:

- Economics
- Law
- Engineering
- Mathematics, data analysis and/or statistics
- Arts and design
- Business and commerce
- Government and public administration
- Communications, public-relations and media
- Education and social work
- Finance and accounting
- IT, computer science and technology
- Psychology
- Science

Eligibility

To be eligible for the Graduate Program, you will:

- possess a minimum of a bachelor's degree*
- have completed your most recent tertiary studies after February 2022
- have a 65% or higher grade-average
- have completed your degree and be able to begin employment at the commencement of the program, February 2027 for an orientation program (potentially interstate)
- be willing to undertake and pass a character clearance (including a National Police Check)
- not be serving a Commonwealth Redundancy Benefit period at the commencement of the program and
- be an Australian citizen.

Notes

This vacancy has been nominated for filling within the agency's Graduate program. A graduate program is a structured, on the job program, designed to introduce graduates to an APS organisation. They receive training and development, mentoring and on the job support.

About the Australian Energy Regulator

The Australian Energy Regulator (AER) works to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. We regulate electricity networks and covered gas pipelines, in all jurisdictions except Western Australia. We set the amount of revenue that network businesses can recover from customers for using these networks. From 1 July 2026, the AER structurally separated from the Australian Competition and Consumer Commission (ACCC) and transitioned into a standalone non-corporate Commonwealth entity with its own accountable authority, staff and budgetary control. The separation of the AER from the ACCC is a significant regulatory reform aimed at improving the governance and operational autonomy of the AER.

To Apply

Position Contact	Graduate Program Team, graduatecareers@aer.gov.au
Agency Recruitment Site	https://www.aer.gov.au/about/careers/current-vacancies?

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Climate Change, Energy, the Environment and Water

Vacancy VN-0771992

Bureau of Meteorology

Closing Date:Thursday 03 September 2026

Data & Digital
Observing Systems & Operations

Job Title	Project Delivery Technician
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT, Adelaide SA, Melbourne VIC, Canberra ACT, Hobart TAS, Perth WA, Brisbane QLD, Cairns QLD, Sydney NSW
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60019691
Agency Website	

Job Description

https://bomcareers.nga.net.au/

This position is responsible for leading the technical delivery of the Bureau’s observing networks annual sustainment and upgrade program. The role sits within the Infrastructure Delivery team and is focused on delivery of sustainment projects for critical observing network assets across Australia. These assets may include, but are not limited to, automatic weather stations, flood monitoring sensors, upper air equipment, communications equipment, space and marine observing systems, and other specialised instrumentation used across various network streams.

The Project Delivery Technician applies advanced practical and technical skills in instrumentation, configuration, installation, troubleshooting and commissioning of observing and monitoring equipment. The role contributes to project planning and risk management, undertakes workshop-based preparation activities and field work to support the delivery of network upgrades and sustainment activities nationally.

Project work varies in scale and complexity across stations and systems, requiring the ability to anticipate operational issues, develop practical solutions, and ensure effective coordination with stakeholders.

The successful candidate will be required to work regularly on site at one of the Bureau’s national technical workshops. This is a hands-on role involving equipment ordering, dispatch, assembly, system testing, field installation, and commissioning activities at locations across Australia and its territories.

Working within the broader Observing Systems and Operations program, the position reports to a Project Manager – Observing Networks, and collaborates closely with technical specialists, contractors, and operational teams to ensure the safe, timely, and efficient delivery of network sustainment projects.

Duties

The responsibilities of the role include but are not limited to:

1. Workplace Health, Safety and Environment

• Model safe work practices and ensure all field and workshop activities comply with WHS and environmental requirements.

• Apply sound judgement to identify, assess and escalate WHS risks, contributing to continuous improvement of safe work processes.

• Prepare and maintain required WHS documentation to support safe, compliant operations.

2. Project delivery and technical implementation

• Independently plan, prioritise and deliver workshop preparation, configuration and testing of instrumentation and equipment to meet project schedules.

• Conduct field installation, commissioning and troubleshooting of observing systems, resolving moderately complex technical issues with minimal supervision.

• Monitor project risks, issues and progress, escalating emerging concerns and contributing to informed decision-making.

• Prepare required documentation, including reports, equipment records and updates to support project transparency, performance tracking and equipment handover activities.

3. Logistics and procurement

• Coordinate logistics activities, including the receipt, assembly, storage and national distribution of equipment, ensuring processes are efficient, traceable and aligned with project timelines.

• Support procurement by sourcing materials, field services and specialised equipment in line with procurement rules and organisational requirements.

• Maintain oversight of inventory and equipment movements to support effective sustainment delivery.

4. Asset and data management

• Maintain accurate and timely asset records within the Bureau’s Enterprise Asset Management System (EAMS) and related systems.

• Apply data integrity principles to ensure reliable asset information for organisational reporting and compliance.

• Identify data quality issues and propose improvements to strengthen asset lifecycle management.

5. Cross team coordination

• Build and maintain effective working relationships with internal teams, contractors, technical specialists and operational staff across network streams.

• Coordinate activities across field, workshop and project teams to ensure safe, efficient and cohesive delivery of sustainment and upgrade activities.

• Share information proactively, contribute to collaborative problems solving and support a positive team culture.

6. Other Duties

• Perform additional duties as reasonably required, consistent with APS Values, the APS Code of Conduct, Work Health and Safety obligations, and relevant Bureau policies and legislative frameworks.

• Support Project Managers with field activities across various observing networks to build and maintain technical expertise.

• Complete required technical training to ensure the necessary competencies are held for installing equipment in the field.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

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 advertising agency.

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Cath Olive - Project Lead, 0408 625 764
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772004

Bureau of Meteorology

Closing Date:Thursday 27 August 2026

Enterprise Services
Organisational Resilience

Job Title	Principal Lawyer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$140,675 - $157,243
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60019778
Agency Website	

Job Description

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

We have an opportunity for a Principal Lawyer with significant commercial or generalist experience to join our high performing, collaborative and committed in-house Legal Services team.

The Legal Services team is part of the bureau's Organisational Resilience Program and occupies a position of trust within the bureau. As a team, we're pragmatic, passionate and generous in sharing our knowledge and working together to get the best outcomes for the bureau. We're respected for our advice and authority as advisors to Group Executives, General Managers, and teams across the bureau.

This is a role for someone who is proactive, strategic and a team-player. You will be the principal legal advisor on a broad range of commercial transactions and bureau initiatives; advising on

contractual, intellectual property, procurement, regulatory and other legal issues. You need to be comfortable working in a changing environment with multiple stakeholders, including Commonwealth agencies, state and territory departments, and the private sector.

This is also an important leadership role in the Legal Services team. You will be working independently, exercising judgment to prioritise, triage and delegate work in a high-volume environment. You will also be responsible for selecting, briefing and managing external legal providers as appropriate and may also be required to manage, supervise and mentor team members.

Ideally, you will have at least 7 years' post admission experience or equivalent. Previous in-house and government experience is highly regarded but not essential.

The role reports to the Deputy General Counsel & Manager, Legal Services.

Duties

The responsibilities of the role include but are not limited to:

1. act as principal legal advisor, providing high-quality legal support to the bureau, including drafting, reviewing and negotiating agreements and advising on a broad range of legal matters

2. promote, develop and maintain strong relationships with colleagues and stakeholders (both internal and external)

3. play a key leadership role in actively driving the delivery of the Legal Services team's objectives and the bureau's broader strategy

4. lead, identify and initiate improvements in practice, analyse performance and take responsibility over continuous improvements processes across the team and the bureau

5. work with other leaders in the team to effectively manage resources in response to high priority legal work

6. provide leadership, mentoring and support to less experienced team members

7. maintain a high level of knowledge of relevant legislative requirements, procedures and best practice

8. complying with all bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct

Eligibility

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 advertising agency.

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To Apply

Position Contact	Lara Jimenez, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0771844

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

Closing Date:Monday 07 September 2026

Water Policy
Murray-Darling Basin Economics, Evidence & Engagement Economics

Job Title	Economist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - SA SA, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - WA WA, Various locations - NT NT, Various locations - TAS TAS
Salary	$129,106 - $138,861
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Hybrid
Office Arrangement Details	It is possible for the role to be performed from home or remotely all of the time.
Classification	Executive Level 1
Position Number	2026/1652
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=C3BBF3BE-2C82-861C-FD91-ED350F2808D2

The Water Policy Division provides leadership and strategic policy to ensure the sustainable future of our rivers, wetlands and groundwaters, and the people who depend on them. The Division supports water reform initiatives in the Murray–Darling Basin and leads national water reform – working to future-proof Australia's water resources and provide support to First Nations in our national water story.

The Economics Section:

- Leads on developing, interpreting and communicating economic analysis to support Basin Plan implementation.
- Scopes and commissions economic research, modelling and analysis to:
  - meet legislative requirements; inform water policy development; and support program implementation.
- Provides advice on economic considerations for Commonwealth water policy.
- Coordinates engagement with other Commonwealth agencies (ABARES and MDBA) on socio-economic analysis.

Duties

The Economics Section is expanding its economics capabilities to inform economic considerations of water policy including implementation of the Murray-Darling Basin Plan; and support future

water policy development activities. We are a seeking a new Assistant Director with strong technical, analytical, project management and collaboration skills to play a central role in developing and implementing the Section's approach to economic policy advice.

Responsibilities will include:

- Economic and socio-economic advice on Murray-Darling Basin implementation and policy reforms.
- Analysing the economic evidence base to solve complex policy problems.
- Commissioning and managing economic analysis and research projects and contracts.
- Engaging and collaborating with partner agencies, governments and other stakeholders to synthesise lines of evidence.
- Influencing stakeholders through effective written and verbal communication.
- Liaising across the department to provide expert advice and support on priority policy matters.

We currently have one non-ongoing vacancy available for immediate filling. A merit pool for filling the same or similar position in a non-ongoing or ongoing capacity may be established at the conclusion of this selection process.

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

Eligibility

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

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

Mandatory qualifications – your suitability for employment will be dependent on you holding relevant mandatory qualifications.

- Tertiary qualifications in economics (post grad preferred).

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

Notes

Attendance at Divisional and Branch planning days, and Economics team workshops in Canberra will be required.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

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

To Apply

Position Contact	Adrian Waring, adrian.waring@dcceew.gov.au
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=C3BBF3BE-2C82-861C-FD91-ED35(

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Climate Change, Energy, the Environment and Water

Vacancy VN-0771889

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

Closing Date:Sunday 30 August 2026

Australian Antarctic Division
Assets and Infrastructure

Job Title	Branch Head, Assets and Infrastructure Branch, Australian Antarctic Division
Job Type	Full-Time, Ongoing
Location	Kingston TAS
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
Office Arrangement Details	Flexible working arrangements will be considered based on operational requirements
Classification	Senior Executive Service Band 1
Position Number	2026/1751
Agency Website	https://www.dcceew.gov.au/

Job Description

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

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. The Division has responsibility for delivering a range of elements of the *Australian Antarctic Strategy and 20 year Action Plan.* The Strategy and Action Plan supports Australia's national interests in Antarctica, which are to:

- maintain Antarctica's freedom from strategic and/or political confrontation
- preserve our sovereignty over the Australian Antarctic Territory, including our sovereign rights over adjacent offshore areas
- support a strong and effective Antarctic Treaty System
- conduct world-class scientific research consistent with national priorities
- protect the Antarctic environment, having regard to its special qualities and effects on our region
- be informed about and able to influence developments in a region geographically proximate to Australia
- foster economic opportunities arising from Antarctica and the Southern Ocean, consistent with our Antarctic Treaty System obligations, including the ban on mining and oil drilling.

The department advances Australia's environmental, scientific, strategic and economic interests in the Antarctic region by protecting, researching and administering the Australian Antarctic Territory.

To achieve these outcomes the Division leads, coordinates and delivers the Australian Antarctic Program, which includes supporting our stations in Antarctica and on Macquarie Island. The

Australian Antarctic Program is a highly collaborative program that works across other Australian Government agencies, a range of research organisations, other Antarctic Nations and industry.

The Australian Antarctic Division has staff with diverse skills, located primarily in Tasmania, in Antarctica and on Macquarie Island. We are committed to keep our people safe and support a positive culture.

For more information about us please visit our website.

Duties

As the Branch Head of the Assets and Infrastructure Branch, you will work across Government, department and division and with industry to deliver, maintain and construct infrastructure to preserve our national interests, keep our people safe and reduce our impacts on the Antarctic environment.

You will work as a member of the divisional executive to contribute to building a capable, strong, inclusive and respectful workforce. You will also focus on upholding the highest standards of integrity and accountability and a high-performance culture.

You will lead our work with the Antarctic Infrastructure Renewal Alliance, a $270 million industry partnership to deliver a new utility building, water and power facility upgrades at Australia’s Davis Station in Antarctica. In this role you will serve as a member of the Alliance, working with industry partners to achieve the best outcome for the Australian Antarctic Program

You will lead the Assets and Infrastructure Branch to support our ongoing presence in the region including:

- Maintenance and upgrades of systems and buildings for self-contained research stations in Antarctica (Davis, Mawson, Casey and Wilkins Aerodrome) and in sub-Antarctic Macquarie Island.
- The planning, acquisition, operation, and disposal of physical assets and critical infrastructure to continue Australia’s permanent research stations
- Development and implementation of preventative and corrective maintenance schedules to ensure facility reliability and redundancy.
- Prioritise and manage AAD led construction projects to enable efficient and effective operations and management of our Antarctic and sub-Antarctic infrastructures.
- Working to ensure that infrastructure meets regulatory, environmental, and workplace health and safety standards.
- Manage vendor relationships, tender processes, and procurement of materials or contracted services.
- Analysing and providing advice to align future infrastructure delivery with operational and strategic priorities.

Eligibility

What we are looking for

Your roles and responsibilities will be aligned to the SES Band 1 Work Level Standards and the Secretaries' Charter of Leadership Behaviours.

To be successful, you will demonstrate:

- experience providing strategic and operational leadership.
- exceptional program and project management and delivery experience, including appreciation of the limitations and challenges of delivering large infrastructure projects in complex environments.
- high level vision and judgement to enable delivery of outcomes that balance complex whole of government priorities.
- highly developed management and stakeholder engagement skills with the ability to represent the organisation at external forums, meetings, governance committees and in high-level discussions with key stakeholders and external organisations.
- innovative, consultative, resilient and personally accountable for the quality of advice, products, service and strategies.
- ability to maintain a strong understanding of risks and think critically to manage and minimise risks.
- self-awareness, cultural competence and ability to foster respect and inclusion in the workplace.
- ability to promote and apply the APS Values and Code of Conduct, as well as Agency values and behaviours.
- stewardship by ensuring the high performance and sustainability of the APS, harnessing experience, diversity and resources to deliver common objectives.

Eligibility and other requirements

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

Security Clearance - this position requires a **Negative Vetting Level 2** security clearance. You will be required to obtain and maintain a clearance at this level.

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

Notes

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

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

To Apply

Position Contact	Amanda O'Rourke Executive Search, admin@amandaorourke.com.au
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0771912

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

Closing Date:Sunday 06 September 2026

Office of Water Compliance
Operations Media and Communications

Job Title	Assistant Director Media and Communications
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Dubbo NSW, Melbourne VIC, Mildura VIC, Goondiwindi QLD, Sydney NSW
Salary	$129,106 - $138,861
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, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 1
Position Number	2026/1661
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au

The Inspector-General of Water Compliance (Inspector-General) is an independent statutory role and an identified integrity agency, supported by staff provided by the Department of Climate Change, Energy, Environment and Water (the Department). Inspector-General's vision: Water management and use within the Murray-Darling Basin is lawful, transparent, and accountable, and the Australian public is confident in the integrity of Basin Plan delivery. Inspector-General's purpose: The Inspector-General ensures various government bodies, water managers and users in the Murray-Darling Basin (the Basin) comply with their obligations under the Water Act 2007 (Cth) (Water Act) and the Basin Plan 2012 (Cth) (Basin Plan) and drives governments and water managers to uphold high standards of integrity and performance. The Inspector-General's role includes oversighting the performance of government agencies in the management of Basin water resources, as well as ensuring compliance with various commitments under legislation. The Inspector-General currently has offices located in Adelaide, Albury, Brisbane, Canberra, Dubbo, Goondiwindi, Melbourne, Mildura and Sydney. The Inspector-General can support regional relocation to one of our Basin communities.

The Media and Communications team is responsible for leading and managing Inspector-General of Water Compliance media and communications activities, including media and issues management, corporate and internal communications, targeted media and communications projects, creative content development, graphic design, and social media.

The Media and Communications team is responsible for:

- Supporting specialised community outreach activities, corporate special events, and directly supporting the Inspector-General as required.
- Working closely with business areas to develop and deliver targeted internal and external communications activities (including media work) to improve community and stakeholder awareness of the Inspector-General of Water Compliance.
- Improve knowledge of the Murray-Darling Basin and Basin Plan in the context of the Inspector-General's work, powers and responsibilities.
- Raise awareness of successful regulatory and enforcement work by the Inspector-General of Water Compliance and Basin-wide agencies, that support the successful delivery of the Basin Plan.

For more information about us please visit our website.

Duties

The Assistant Director, Media and Communications supports the Media and Communications Director in the development, coordination and delivery of media and corporate internal and external communications activities of the Inspector-General, and the office that supports the role. The role is ideal for someone who can demonstrate their experience and proven ability to:

- Provide strategic media and communications leadership, advice and support to Executive leadership, senior managers and business areas across the Inspector-General of Water Compliance (IGWC), ensuring communication activities align with organisational priorities, regulatory objectives and government expectations.
- Lead the development, implementation and evaluation of integrated media and communications strategies, plans and campaigns that promote the outcomes of the Inspector-General's annual work plan and strengthen stakeholder awareness, trust and confidence in the role and functions of the agency.
- Oversee the production of high-quality, evidence-based communication products, ensuring accuracy, consistency, accessibility and alignment with government communications standards, corporate branding requirements and organisational messaging.
- Exercise sound judgement and provide authoritative advice on complex, sensitive and emerging media, communications and reputational issues, including matters relating to Murray-Darling Basin water management, regulatory activities and public interest issues.
- Establish and maintain productive relationships with senior stakeholders, including Executive leadership, government agencies, regional and metropolitan media representatives, community groups, industry stakeholders and subject matter experts to support organisational objectives and communication outcomes.
- Lead the identification, assessment and promotion of strategic media opportunities that highlight the work, achievements and impact of the Inspector-General, contributing to increased public understanding and confidence in Basin-wide water management and regulatory oversight.
- Significantly contribute to the development and delivery of multimedia communication products, including digital, social media, video, audio, web and print content, ensuring communications are audience-focused, innovative and delivered through appropriate channels.
- Lead the preparation of speeches, media releases, talking points, briefing materials and other high-profile communication products for the Inspector-General and Executive team, demonstrating strong political awareness and understanding of complex policy and regulatory issues.
- Monitor the external environment and provide strategic insights on emerging issues, stakeholder sentiment, media trends and communications risks, recommending proactive engagement strategies and mitigation approaches where required.

- Drive continuous improvement across media and communications functions by identifying, implementing and embedding best-practice approaches, new technologies and innovative communication channels that enhance organisational effectiveness and stakeholder engagement.
- Provide leadership in the development and execution of internal communications strategies that support organisational change, employee engagement and the effective communication of key corporate priorities across a geographically dispersed workforce.
- Represent the Media and Communications function in corporate planning, governance and Executive-level discussions, ensuring communication considerations are integrated into agency-wide strategies, projects and initiatives.
- Act on behalf of the Media and Communications Director when required, demonstrating the capacity to contribute effectively to Executive leadership discussions, organisational decision-making and strategic planning activities.
- Manage competing priorities, resources, budgets and workflow within the communications function to ensure the effective and timely delivery of business outcomes.
- Lead, coach and develop staff, fostering a high-performance culture that promotes accountability, collaboration, capability development and continuous improvement consistent with APS Values and Employment Principles.
- Exercise appropriate delegations and decision-making authority, taking responsibility for the quality and integrity of work outcomes while escalating matters requiring higher-level consideration.
- Collaborate with internal business areas, project teams, consultants and external service providers to deliver strategic communications initiatives and support broader organisational objectives.
- Undertake occasional interstate travel and out-of-hours work, including across the Murray-Darling Basin, to support agency operations, media activities and stakeholder engagement requirements.

Eligibility

Mandatory qualifications

- Relevant tertiary or professional qualifications, including communications, journalism or similar.
- Hold and maintain a valid Australian motor vehicle drivers' licence.
- Hold and maintain a 'Provide First Aid' certification (or equivalent) or the ability to obtain one within 12-months of engagement or direction.

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the

Environment and Water you must be an Australian citizen.

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

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

Notes

Additional requirements

- Relevant tertiary or professional qualifications in communications, journalism or similar, including demonstrable work experience in media, communications or public affairs are highly desirable.
- Hold and maintain a ‘Cardiopulmonary resuscitation (CPR)’ certification (or equivalent) or the ability to obtain one within 12 months of engagement or direction.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

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

To Apply

Position Contact	Andrew Parsons, 0476 781 740
Agency Recruitment Site	https://dcceewjobs.nga.net.au

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Employment and Workplace Relations

Vacancy VN-0771820

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 30 August 2026

Enterprise Technology Division
Cyber Security Branch Right Fit For Risk

Job Title	Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$129,477 - $143,099
Future Merit Locations	Brisbane, Melbourne, Sydney, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	26/0898
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/?jati=B5665B24-10DB-E22C-5B9C-ED350C538CBF

Reporting to the Director, Right Fit For Risk (RFFR), the Assistant Director will be responsible for providing management and support to Cyber Security Assessors and Program Support Officers delivering the RFFR program. The program provides an assurance for third-party service providers that their systems meet the department's security requirements.

Duties

Responsibilities of the Assistant Director will include:

- Enabling activities for the RFFR Program.
- Coordinating assurance processes.
- Stakeholder engagement with third-party service providers, partner agencies and internal areas to support effective program delivery.
- Working collaboratively with other leadership roles within the team to ensure BAU output is maintained.
- Financial Management.
- Change management activities involving 300+ third-party service providers and key stakeholders.
- Participating in governance activities.
- Actively contributing to a positive and collaborative team culture.

Eligibility

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

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

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- Demonstrated ability to lead collaborative efforts, driving outcomes that balance risk and business needs (Essential).
- Excellent ability to facilitate cooperation and partnerships to support the delivery of strategic outcomes (Essential).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Anna Condemi, 02 6218 3142
Agency Recruitment Site	https://dewr.nga.net.au/?jati=B5665B24-10DB-E22C-5B9C-ED350C538C

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Employment and Workplace Relations

Vacancy VN-0771828

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 30 August 2026

Enterprise Technology
Infrastructure, Platforms and Operations ETD Business Management

Job Title	Software Library Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$129,477 - $143,099
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	26/0901
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/?jati=77B0C7E4-8D62-F979-6463-ED350D5FA3DC

Reporting to the Director, Enterprise Technology Division (EDT) Business Management, the EL1 Software Library Team Leader leads and develops a high-performing team responsible for the department's software and cloud asset management capability. The team leader plays a key role in shaping how the department manages and optimises its software and cloud investments. The position leads software asset management practices that enable informed decision-making, strengthen governance and compliance, and ensure the department realises maximum value from its technology portfolio.

The successful candidate will play a key role in shaping how the department manages and maximises value from its technology investments. Working collaboratively with teams across Enterprise Technology Division and the broader department, they will leverage existing capabilities, identify opportunities to rationalise software licensing arrangements, and drive efficient, customer-focused outcomes. Through a strong focus on continual improvement, the role will enhance asset management practices, reporting, governance and processes to support informed decision-making, innovation and value for money across the department.

Duties

Responsibilities of the EL1 may include:

- Lead and develop the Software Library team, fostering a high-performing, collaborative and customer-focused culture that delivers quality outcomes for the department.
- Drive the strategic management and optimisation of the department's software licence and cloud service portfolio, ensuring value for money, licence compliance and alignment with business needs.
- Partner with stakeholders across the division to identify opportunities to rationalise software licensing arrangements, reduce duplication, and maximise the value of existing technology.
- Provide advice to stakeholders on software asset management, enabling informed decision-making and supporting the delivery of secure, compliant and cost-effective technology services.
- Lead the continuous improvement of software asset management practices, processes and reporting, leveraging data and insights to improve governance, efficiency and customer outcomes.
- Oversee the department's software asset lifecycle management capability, including licence consumption, contract obligations, renewals, optimisation opportunities and compliance activities.
- Deliver strategic reporting and insights on software usage, costs, risks and trends to support executive decision-making and future investment planning.
- Assist to deliver and manage a high volume of software procurements and contracts annually, including high-value software true-up processes.

Eligibility

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

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

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Pamela Gonzalez, 02 6121 5823
Agency Recruitment Site	https://dewr.nga.net.au/?jati=77B0C7E4-8D62-F979-6463-ED350D5FA3I

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Employment and Workplace Relations

Vacancy VN-0771837

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 30 August 2026

Delivery and Partnerships
WA State Office WA State Office

Job Title	Site Coordinator WA
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$84,828 - $90,720
Future Merit Locations	Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 4
Position Number	26/0739
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/?jati=948E7FB1-11AA-6C98-50BE-ED350DD8A3F5

Reporting to the West Australia (WA) State Manager, the WA Site Coordinator is responsible for property and accommodation services across the state office as well as providing information technology support and corporate/governance functions. This is an office-based role. The role is an integral member of team, responsible for supporting DEWR's location-agnostic staff, ensuring the smooth operation of site services, and contributing to the implementation of work, health and safety and emergency management plans.

Your role will involve coordinating local accommodation plans, managing site equipment and assets, and supporting the onboarding and offboarding of staff. You will also be responsible for organising site activities that promote a positive workplace culture and reinforcing corporate messages within the office.

This position requires a proactive and organised individual capable of collaborating with a range of stakeholders, both internal and external, to resolve issues and contribute to the continuous improvement of site operations. You will assist the National Site Coordinator with site coordination policy development, and provide input to emergency management, business continuity planning, risk assessment and contribute to DEWR's Future Ways of Working policies.

Duties

Responsibilities of the APS Level 4 may include:

- Collaborate and liaise with internal teams such as Property, IT, and Finance, to ensure the efficient resolution of site-related issues and maintain a positive working environment. This may include supporting IT functions such as laptop imaging, desk set-ups etc.
- Provide input to and support the development and implementation of WHS policies, emergency management plans, business continuity plans ensuring compliance and safety at the site.
- Promote an inclusive and respectful workplace by recognising and valuing diversity within the team. Organise and support local activities that foster a positive workplace culture, including diversity events and social activities, and reinforce DEWRs corporate messages.
- Coordinate and oversee the delivery of site-specific corporate, property and accommodation services, addressing issues as they arise.
- Manage the onboarding and offboarding processes for staff, including workstation allocation, equipment management, and building pass administration.
- Assist in monitoring site operations, provide regular updates and reports to the National site coordinator. Work collaboratively with the State Manager to communicate across the site, escalate key challenges and develop solution-focussed strategies.
- Providing corporate and governance support to the Executive team such as Secretariat functions as required, preparation of documents, coordination of meetings, escorting of external personnel etc.

Eligibility

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

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

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

Driver’s License is essential.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 advertising agency.

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We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	John Dempster, 08 9485 3089
Agency Recruitment Site	https://dewr.nga.net.au/?jati=948E7FB1-11AA-6C98-50BE-ED350DD8A3

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Employment and Workplace Relations

Vacancy VN-0771910

Fair Work Ombudsman

Closing Date:Friday 28 August 2026

Advice and Education Customer Service Delivery

Job Title	Fair Work Infoline Adviser
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Perth WA
Salary	$77,427 - $83,457
Future Merit Locations	Melbourne, Sydney, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 3
Position Number	26/039EA
Agency Website	http://www.fairwork.gov.au

Job Description

https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43

If you want to work for an organisation that makes a real difference in the community, are looking for a great role and team, and generous superannuation and conditions…then keep reading!

We are currently seeking Fair Work Infoline Advisers (Adviser) in our Melbourne, Sydney and Perth offices at the Office of the Fair Work Ombudsman (OFWO). Part-time and Full-time hours available.

You will be required to work in one of the advertised office locations during initial training and may also work from home when not operationally required to attend the office.

All positions are expected to commence in November 2026. We anticipate the recruitment assessment stages, including interviews, will take place throughout September and October. Please ensure you have access to your email during this time and check your junk mail accounts regularly.

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the *Fair Work Act 2009* (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives.

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

About the Team

The Fair Work Infoline plays a critical role within the agency by answering enquiries from the public regarding workplace issues. We provide tailored advice and information to both employers and employees. We empower our customers by:

- promoting and helping customers navigate our online self-help resources
- offering tailored assistance to those most in need of our services
- providing guidance on the best way to resolve workplace issues.

About the Role

- As an Adviser, you'll be part of a busy customer service team helping employees and employers understand workplace rights and obligations. Working primarily over the phone in an inbound call centre, you'll provide clear, practical advice, help customers navigate workplace issues, and guide them towards the right information and support.
- This is a fast-paced role where you'll speak with a wide range of people every day. Success comes from strong communication skills, a genuine desire to help others, sound judgement, and the ability to quickly learn and apply complex workplace information.

Duties

Typical Duties

The duties of this role include, however, are not limited to:

- providing high-quality customer service to employees and employers via phone
- listening carefully to customer concerns and providing tailored advice based on their individual circumstances
- researching, analysing and interpreting workplace laws, awards and enterprise agreements to determine the correct information for customers
- explaining complex workplace rights and obligations in a clear, practical and easy-to-understand way
- supporting customers to resolve workplace issues by identifying appropriate information, resources and next steps
- navigating multiple systems simultaneously to access information, document interactions and maintain accurate records
- handling challenging or sensitive conversations professionally, calmly and respectfully
- working collaboratively with team leaders, coaches and experienced advisers to continually build knowledge and improve performance
- meeting individual and team performance expectations in a busy contact centre environment.

What we are looking for

To be successful in this role we’re looking for people who can:

- explain complex information in a clear, simple way and communicate confidently with customers over the phone
- quickly learn new information, including policies, procedures and legislation, and apply it in customer interactions
- listen to customers, understand their needs and use sound judgement to find the best solution or next step
- independently research and use information from multiple systems and resources to provide accurate advice and support
- show empathy and patience when dealing with customers in a range of situations, while remaining professional and resilient.

Eligibility

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

A range of other conditions may be required depending on the role you are applying for.

Notes

How to Apply

All applications must be submitted via our online application system through the FWO website.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

RecruitAbility Scheme applies to this vacancy

Under the RecruitAbility scheme you will be progressed to further assessment if you declare you have a disability (according to definition below), opt into the scheme, and meet the minimum requirements for the position. The RecruitAbility scheme disability definition is 'a limitation, restriction or impairment, which has lasted, or is likely to last, for at least 6 months and restricts everyday activities'. This also includes episodic conditions. For more information visit: https://www.apsc.gov.au/recruitability.

Please see the position description for more information and FAQs. If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Applications close **11:00pm (AEST) Friday 28 August 2026**

More Information

- Working with us and tips on applying, visit fairwork.gov.au/about-us/careers
- FWO's purpose and functions, visit fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit fairwork.gov.au/about-us/contact-us/offices

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About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: https://www.fairwork.gov.au/contact-us/offices The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	recruitment@fwo.gov.au, n/a
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

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Communications and the Arts

Vacancy VN-0771741

Australian Communications and Media Authority

Closing Date:Sunday 30 August 2026

Corporate and Research
Finance, Reporting & Operations Revenue, Cost Recovery, Budgets & Operations

Job Title	Cost Recovery Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 6
Position Number	1336-2026-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

The **Corporate and Research Division** partners with business areas across the ACMA, to provide enterprise wide enabling services and strategic advice so that the ACMA can achieve its purpose. The Division facilitates this through the delivery of key corporate functions including financial management, property services, security, procurement advice, performance reporting, research and data, digital and technology services, human resources, communications, and governance services.

The **Finance, Reporting and Operations Branch** is responsible for ensuring the financial sustainability and security of the ACMA through financial, procurement, facilities, travel and physical security services. The Branch proactively engages with business areas to provide advice, and financial and business performance reporting to drive strategic decision making and support the broader organisation. The Branch also provides assurance over the various revenue streams collected on behalf of the Commonwealth and leads the development of a range of budget and financial governance arrangements.

The **Revenue, Cost Recovery and Reporting Section** leads the administration of revenue collected on behalf of the Australian Government through taxes, levies, fees and charges. The section also manages the development, consultation and publication of Cost Recovery Implementation Statements (CRIS), provides financial accounting and compliance services including annual financial statements, taxation and audit liaison, and delivers executive reporting to support informed decision-making.

Duties

- Coordinate and manage key cost recovery processes, including monthly activity surveys, and maintenance of the ACMA activity register.
- Contribute to the development, maintenance and continuous improvement of the ACMA’s Activity Based Management (ABM) framework, including data collection, analysis and documentation.
- Provide accurate, timely and practical advice to internal and external stakeholders on cost recovery matters.

- Contribute to the preparation of CRIS and Fee Analysis Statements, ensuring compliance with legislative, policy and governance requirements.
- Build and maintain productive relationships with stakeholders across government, industry and the ACMA to support effective cost recovery outcomes.
- Apply and maintain knowledge of the Australian Government Charging Framework and associated cost recovery policies to support informed decision-making and compliance.
- Contribute to the development and review of cost recovery policies, procedures, Accountable Authority Instructions (AAIs) and guidance materials, identifying opportunities to improve business processes and operational efficiency.
- Support a collaborative team environment by sharing knowledge, contributing to continuous improvement initiatives and undertaking other duties as required.

Eligibility

To be eligible for employment with the ACMA, applicants must be Australian citizens.

The successful candidates will also be required to obtain and maintain a **Baseline level security clearance**. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing or non-ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Yi Wang, 02 6219 5379
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0771877

National Museum of Australia

Closing Date:Sunday 30 August 2026

Collection and Curatorial
Registration and Conservation

Job Title	Conservator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$88,834 - $96,829
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 5
Position Number	Various
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

Conservators care for the Museum’s National Historical Collection and other holdings in the Museum’s care. They support many of the Museum’s activities involving the collection and manage risks to the preservation of the collection in the many diverse ways the collection is accessed, used and stored.

This recruitment process is being used to fill one current non-ongoing vacancy to 25 July 2027 - Objects Conservator.

A merit pool will be established for future ongoing and non-ongoing Conservator vacancies at the same classification level - any specialisation area, that could arise within the next 18 months.

APS5 Conservator positions are established within the Museum's specialist conservation laboratories of Paper & Textiles, Objects & Painted Surfaces, and Large Technology.

Duties

The Conservator role is part of a diverse team, reporting to a Senior Conservator in a busy and dynamic work environment. While a Conservator is based in a material specialist area, the role will work across all types of materials as required.

The role encompasses a broad range of conservation activities, including collection assessments for object condition, pest activity and hazards; undertaking interventive conservation treatments; delivering preventive conservation and hazard management programs; preparing objects for display; maintaining gallery displays; supporting exhibition installation and de-installation; mount assessment and display preparation; and undertaking collection storage and rehousing activities. There will also be opportunities to participate in public programs, respond to occasional public and sector enquiries, and work on collaborative projects within the sector. Conservators also represent their team at meetings where appropriate and may occasionally travel domestically and internationally to support touring exhibitions and remote collection work.

The position entails working closely with conservation, registration, exhibitions and curatorial colleagues and a broad range of internal stakeholders across the organisation, as well as external stakeholders, volunteers and contractors on a variety of collection matters. The role will also contribute to cross-skilling other conservators by providing training and mentoring in specialist materials conservation and collection activities related to areas of expertise and knowledge.

Eligibility

To be eligible to apply for this vacancy, applicants must:

· be an Australian citizen

· undergo a number of pre-employment checks, including a police record check

· hold or be eligible to hold a security clearance at the level specified in the position description.

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

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

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

Notes

To apply

Applicants must include a two page pitch addressing their suitability for the role against the essential and desirable skills, experience and qualifications defined in the position description with their application. Applicants must also provide a current CV and contact details for 2 referees.

Applications close 11:59pm on Sunday 30 August 2026.

Visit https://www.nma.gov.au/about/employment and apply online.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

About the National Museum of Australia

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To Apply

Position Contact	Nick Zihrul, 6208 5253
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0772016

National Museum of Australia

Closing Date:Sunday 06 September 2026

Visitor Experience
Programs

Job Title	Programs Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on Commencement
Classification	APS Level 5
Position Number	150357
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

Role purpose

The Programs Coordinator is responsible for supporting the development and delivery of public programs and major events that engage the Museum's diverse audiences, including early learners, families, access groups, teens, adults and intergenerational visitors.

Working as part of the Public Programs team, the Programs Coordinator contributes to the development of a forward program of events aligned with the Museum's exhibition program, strategic priorities and audience needs. Responsibilities include contributing to end-to-end project management of programs and events, budget administration, ticketing and CRM management, stakeholder engagement, risk management, and ensuring high-quality audience experiences that are innovative, accessible and culturally inclusive.

The Programs Coordinator works collaboratively with colleagues across the Museum and external partners to deliver impactful cultural and learning experiences, including programs within the Tim and Gina Fairfax Discovery Centre and the Museum's broader public engagement offer.

Duties

Key accountabilities

The successful candidate will possess a range of programming, event coordination and administrative skills, a proven ability to coordinate programs for diverse audiences, and the capacity to manage and deliver multiple concurrent projects while maintaining strong attention to detail. The role is responsible for:

- Contributing to the development, delivery and evaluation of creative, audience-focused programs, events and experiences that support the Museum's exhibitions, strategic priorities and visitor engagement objectives.
- Providing high-quality administrative support for programs and events, including maintaining project documentation, contracts, bookings, correspondence, databases, invoices, purchasing records and evaluation data.
- Coordinating operational aspects of program and event delivery, including venue preparation, equipment requirements, staffing arrangements, contractor engagement and day-of-event logistics.
- Maintaining and utilising ticketing systems, including event setup and ticket building, database management, reporting and analytics to support program delivery, audience development and informed decision-making.
- Working within a small, dynamic team, demonstrating the ability to work collaboratively with colleagues while exercising autonomy and accountability for project coordination and delivery.
- Supporting the development of programs that reflect contemporary practice in accessibility, cultural safety, First Nations engagement, gender equity, cultural and linguistic diversity, and audience inclusion.
- Coordinating and supervising staff, volunteers, contractors, presenters and participants to support the successful delivery of programs and events, including assisting with rostering, communications, briefings and operational coordination.

- Working collaboratively with colleagues across Curatorial, Learning, Marketing, Development, Commercial, Visitor Experience, Facilities, and Security teams to ensure effective and efficient program delivery.
- Building and maintaining productive relationships with external partners, artists, performers, community organisations, cultural institutions, suppliers and subject matter experts.
- Contributing to business planning, budget monitoring, grant applications, partnership agreements, procurement activities and other administrative requirements associated with program delivery.
- Monitoring audience participation, evaluation data and stakeholder feedback, and contributing to reporting and continuous improvement initiatives.
- Maintaining awareness of emerging trends and best practice in cultural programming, audience engagement and event delivery, both nationally and internationally, to support innovative and responsive programming.
- Demonstrating a strong commitment to Work Health and Safety (WHS) by complying with Museum policies and procedures, supporting a positive safety culture, identifying and managing risks, and ensuring that staff, volunteers and contractors can undertake their work safely and effectively.

***NB**: This position requires occasional work outside standard business hours, including evenings, weekends and public holidays. The role may also involve some physical activity associated with event and program delivery.*

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

To apply

Applicants must include a 2-page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit https://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm, Sunday 6 September 2026

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

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To Apply

Position Contact	Graeme McIntyre, 6208 5488
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0772021

National Museum of Australia

Closing Date:Sunday 06 September 2026

Visitor Experience
Programs

Job Title	Senior Programs Producer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on Commencement
Classification	APS Level 6
Position Number	150490
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

Role purpose

The Senior Programs Producer is responsible for the development and delivery of major events and public programs that engage the Museum's diverse audiences, including early learners, families, access groups, teens, adults and intergenerational visitors.

Working as part of the Public Programs team, the Senior Programs Producer contributes to the development of a forward program of events aligned with the Museum's exhibition program, strategic priorities and audience needs. Responsibilities include end-to-end project management of programs and events, budget administration, ticketing and CRM management, stakeholder engagement, risk management, and ensuring high-quality audience experiences that are innovative, accessible and culturally inclusive.

The Senior Programs Producer works collaboratively with colleagues across the Museum and external partners to deliver impactful cultural and learning experiences, including programs within the Tim and Gina Fairfax Discovery Centre and the Museum's broader public engagement offer.

Duties

Key accountabilities

The successful candidate will possess strong cultural programming and event management experience, demonstrated ability to develop high-quality programs for diverse audiences, and the capacity to coordinate multiple concurrent projects. The role is responsible for:

- Developing, delivering and evaluating creative, audience-focused programs, events and experiences that support the Museum's exhibitions, strategic priorities and visitor engagement objectives.
- Project managing programs and events from concept through to delivery and evaluation, including planning, scheduling, budgeting, procurement, promotion, logistics, risk management and reporting.
- Maintaining and utilising ticketing systems, including event setup and ticket building, database management, reporting and analytics to support program delivery, audience development and informed decision-making.
- Working within a small, dynamic team, and being able to work collaboratively with colleagues, with autonomy and accountability for project delivery.
- Contributing to the development of the Museum's forward program of events and public programs through audience insights, sector knowledge and creative program design.
- Coordinating staff, volunteers, contractors, presenters, artists and partners to support the successful delivery of programs and events.
- Ensuring programs reflect contemporary practice in accessibility, cultural safety, inclusion and audience engagement, including working with First Nations communities, access advisors and diverse stakeholders.
- Working collaboratively with colleagues across Curatorial, Learning, Marketing, Development, Commercial, Visitor Experience, Facilities, Security and Front-of-House teams to ensure effective program delivery.
- Building and maintaining productive relationships with external partners, artists, performers, community organisations, cultural institutions and subject matter experts.
- Monitoring program performance and audience outcomes through evaluation data, participant feedback and audience insights, and applying findings to continuous improvement.
- Management and development of staff including building team capability through mentoring and performance feedback.
- Contributing to budget management, reporting, partnership development, grant applications and administrative requirements associated with program delivery.
- Maintaining awareness of emerging trends and best practice in cultural programming, audience engagement and event delivery, both nationally and internationally.
- Demonstrating a strong commitment to Work Health and Safety (WHS) by actively supporting a positive safety culture, following Museum policies and procedures, and identifying and managing risks associated with program delivery.

NB: *This position requires occasional work outside standard business hours, including evenings, weekends and public holidays. The role may also involve some physical activity associated with event and program delivery.*

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
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Notes

To apply

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To Apply

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Agency Recruitment Site	https://www.nma.gov.au/about/employment

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