



Commonwealth of Australia
APSJobs - Vacancies Daily
PS33 Daily Gazette Tuesday - 17 August 2021

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS33 Weekly Gazette Thursday - 19 August 2021.

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

These Vacancies Daily will also appear in the Gazette PS33 Weekly Gazette Thursday - 19 August 2021.

Gazette Lodgement Inquiries

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IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0693274

Australian Transport Safety Bureau

Closing Date: Sunday 12 September 2021

Operations
Operations

Job Title	Transport Safety Investigator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$94,464 - \$122,324
Classification	APS Level 6; Executive Level 1
Position Number	2021/10
Agency Website	https://www.atsb.gov.au/

Job Description

https://www.atsb.gov.au/about_atsb/employment/

Transport Safety Investigators (TSIs) work within multi-disciplined and multi-modal teams. Transport Safety Investigators require: strong analytical skills; effective written and verbal communication skills; can harness information to deliver on intended results; and can facilitate internal/external cooperation and effective partnerships. Investigators work in accordance with the Transport Safety Investigation Act 2003, its subordinate legislation, and ATSB policies and procedures.

Duties

TSIs must be able to demonstrate:

- comprehensive analytical and technical writing skills, to produce preliminary, interim and final transport safety investigation reports
- project management skills capable of achieving a defined outcome, with agreed resources and within a prescribed time period
- management/leadership skills capable of leading small teams of technical specialists/investigative team member to achieve outcomes
- an ability to work collaboratively and cooperatively with other technical specialist, recognising/respecting the work preferences and different views of others
- an ability to apply industry knowledge and experience impartially (and without bias)
- an understanding of, or an ability to acquire and apply a knowledge of, relevant legislation and supporting regulations
- excellent communication and stakeholder management skills capable of professionally representing the ATSB's interests with a range of government and private sector organisations and the general public
- an ability to manage and support the health, safety and wellbeing of self and others in accordance with legislation and the agency's policies and procedures
- an ongoing commitment to learning, self-development and the maintenance of industry awareness
- an ability to model and promote the Australian Public Service (APS) values, APS Code of Conduct and ATSB principles/values.

Eligibility

For this particular vacancy, the ATSB is seeking candidates that can bring to bear their tertiary engineering qualifications and associated industry experience (minimum 3 years) and have a demonstrated interest in improving transport safety. The following backgrounds will be highly regarded:

- aerospace/aeronautical
- materials science / materials failure analysis
- audio, digital electronics, electrical systems, computer systems or a related field that meets the requirements for membership of Engineers Australia.

It is a general expectation that employees of the Australian Public Service (APS) are Australian citizens or are intending to apply for Australian Citizenship.

You will have no impediments towards obtaining a Baseline security clearance.

You will need to undergo a number of pre-employment checks. which may include a police records check and a health clearance.

Notes

About the Australian Transport Safety Bureau

To Apply

Position Contact	Stuart Macleod, 02 6122 1638
Agency Recruitment Site	https://www.atsb.gov.au/about_atsb/employment/

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Vacancy VN-0692998

Department of Health

Closing Date: Tuesday 07 September 2021

Information Technology Division
Aged Care Business Systems Branch Aged Care Development Capability Hub

Job Title	Director, Assistant Director Technical Delivery Leads and Aged Care Development Capability Hub
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Woden ACT
Salary	\$104,562 - \$147,700
Classification	Executive Level 1;Executive Level 2
Position Number	21-ITDIV-9737
Agency Website	

Job Description

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

Duties

ITD comprises 11 branches and is growing to support a significant reform program focused on modernising and transforming Health and Aged Care services. We are looking for passionate people that are keen to join a diverse and motivated team to deliver best in class IT services and make a difference for the Australian community.

Opportunities exist for leaders to join our newly established aged care IT development capability. Roles are available for a Director, Assistant Director and Technical Delivery Leads in the Aged Care Development Capability Hub Section in the Aged Care Delivery Branch.

In these roles you will be responsible for supporting the Aged Care Transformation program providing a compliance and assurance role across aged care IT delivery and working collaboratively across the division to align with broader government and departmental initiatives and standards.

Eligibility

- To be eligible for employment with the Department of Health 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:
 - o Satisfactory completion of an Australian Federal Police criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - o Completion of a medical declaration and pre-employment medical (where required).
 - o Providing evidence of qualifications (where required); and
 - o Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance of an appropriate level.

Notes

- Applications close 11:30PM AEST.
- Applicants should quote reference number 21-ITDIV-9737 to assist when making an enquiry.

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

About the Department of Health

The Department of Health 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	Amanda Smith, (02) 6289 8027
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0693237

Department of Home Affairs

Closing Date: Monday 30 August 2021

Social Cohesion
Communication and Engagement Community Engagement - National
Coordination & Reporting

Job Title	Assistant Director, Policy and Program, Communication and Engagement Branch
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$101,396 - \$118,914
Classification	Executive Level 1
Position Number	JR100620
Agency Website	www.homeaffairs.gov.au

Job Description

<https://career10.successfactors.com/career?company=DIAC>

Overview of the Branch and Section:

The Communication and Engagement Branch in the Social Cohesion Division designs and delivers strategic communications to promote Australia's social cohesion. The Branch also supports Ministerial engagement with communities, including culturally and linguistically diverse communities; and coordinates the Department's national engagement with communities. The Branch supports the government's priority of keeping Australians together.

The Community Engagement (National Coordination and Reporting) section coordinates Ministerial and Departmental engagement with communities throughout Australia. The section leads the national coordination of the Department's Community Liaison Officers, providing strategic direction for their engagement with communities in their States and Territories.

About the roles:

EL1s in the team may lead a small team of APS staff to:

- Arrange ministerial meetings and roundtables, including coordinating meeting briefs, talking points, minutes
- Partner with RDs to ensure national consistent, regionally specific, State and Territory Community Engagement Plans
- Write weekly reports on issues affecting social cohesion, and disseminate to whole of government stakeholders
- Develop and maintain a catalogue of community snapshots
- Draft ministerial correspondence and messages
- Manage a calendar of significant cultural and religious events
- Assist in coordinating the Community Liaison Officer network

Duties

Our ideal candidate:

We seek experienced policy and program officers who have the ability to pick up new concepts quickly, think strategically, have excellent liaison, coordination and writing skills and communicate clearly. We are looking for good team players who want to work in a supportive, challenging and fast-paced environment and can manage a team.

Key Duties:

The key duties of the role include leading a team to:

- Manage ministerial engagements with community leaders
- Coordinate national Harmony Week events
- Write ministerial meeting and event briefs, ministerial correspondence and ministerial messages for significant cultural and religious events
- Contribute to coordinating the community liaison officer network
- Establish productive working relationships with a range of policy, program, community engagement, communications, legal, financial and other colleagues within the department and across the whole of government
- Lead the management of contracts and funding agreements with service providers in accordance with procurement, grant, financial and legal guidelines.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process

- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Undergo a health assessment (where applicable).

Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department.

Notes

The Department is committed to workforce diversity and applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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About the Department of Home Affairs

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure. The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force delivers critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards. 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 The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Alice Kibble, (02) 6264 2256
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0693268

Department of Home Affairs

Closing Date: Monday 30 August 2021

ICT
Traveller Cargo & Trade Systems Enterprise Process Management Systems

Job Title	EPM - Technical Business Writer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$73,903 - \$79,604
Classification	APS Level 5
Position Number	JR 99311
Agency Website	www.homeaffairs.gov.au

Job Description

<https://career10.successfactors.com/career?company=DIAC>

Overview of the Branch and Section:

The Enterprise Process Management Systems Section supports the automation of business process management (BPM) for the Department of Home Affairs.

The BPM platform for Home Affairs, Pega, facilitates the streamlining and automation of repeatable business activities, allowing frontline staff to re allocate their time to perform more valuable tasks.

The section achieves this goal through:

- Preparing and circulating best practice guidance in order to ensure that Pega applications in Home Affairs are developed consistently and to a high standard
- Performing quality assurance and business governance activities to guide appropriate use of the Pega platform within the Department
- Delivering applications developed using the Pega platform
- Supporting project teams throughout Home Affairs that are building applications using the Pega platform
- Coordinating and developing a network of skilled APS Pega resources within the Department
- Providing technical support for the Pega platform
- Undertaking advocacy and outreach activities to educate the Department on the benefits of the Pega platform.

Our ideal candidate:

The Department is looking for people who enjoy working in a rapidly evolving and forward thinking environment. With a focus on innovation and progression, our ideal candidate will help to maintain and further develop our innovative processes, while fostering a culture of continuous ongoing improvement, collaboration, information sharing, successful partnerships with stakeholders and delivery. Whilst working in the Department you will be exposed to cutting edge technology as well as training resources that can fast track your professional development, allowing you to excel within and outside of the Department. The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

Duties

The Technical Business Writer supports the Communications Manager, Enterprise Process Management Systems in communications, change management and stakeholder engagement section activities. This role also plays an integral part in supporting the Project Manager and Delivery Manager in developing project communications and messaging as well as authoring project documentation and reporting. This position supports the office manager to fulfil the administrative requirements of the section.

The Technical Business Writer will work independently on research and learning development opportunities relating to section activities and the section organisational context. This role will be involved in developing materials and delivering presentations derived from that research and learning. This role will also author enterprise role and procedure documentation needed to support section activities. This will help ensure operational tasks align to organisational goals and match the highest quality standards. In addition, the position holder should positively and transparently promote section and branch activities.

Specific Duties / Responsibilities

- Communicate technical ideas in plain English
- Understand the needs and technical knowledge of team members and stakeholders
- Support section communications and work by building and sustaining positive relationships with team members and stakeholders
- Understand and support the communication of decision rationales and relationships between organisational goals and operational tasks
- Undertake objective and systematic analysis, research and report preparation that supports section priorities
- Undertake learning and development opportunities and communicate relevant key learnings to work area and organisation
- Author and edit section communications documentation including newsletters, announcements, articles and project descriptions
- Author and edit section reporting documents including reports, statements of requirements and timeline graphs
- Author and edit section administration documents including position descriptions and questionnaires
- Proof-read and edit section documentation and correspondence
- Support communication, training and post-deployment support strategies and tools
- Seek feedback and continuously improve documentation
- Plan and perform information collection
- Maintain tasking flexibility to support section work priorities
- Working collaboratively and flexibly within the team to deliver quality outcomes in a diverse, challenging and rewarding environment of competing priorities.

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Role Requirements/Qualifications:

Knowledge

- Understanding of the Department style guide
- Understanding of general features and capabilities of enterprise software used by the section, including the Pega platform
- Analysis, research and report preparation experience
- Demonstrated ability to adapt and author new document types and
- Demonstrated ability to author presentations and present to team members and stakeholders.

Skills

- Operate competently at a SFIA Level 3 for the vast majority of skills associated with the role
- Excellent oral and written communication skills, particularly in translating highly technical information to non-technical peers and stakeholders
- Excellent document proof-reading and editing skills
- Strong teamwork and collaboration skills
- Ability to adjust to shifting work priorities from multiple teams

- Experience with gathering information from a diverse stakeholder group and consolidating into useable functional and non-functional business requirements to drive solution development.
- Experience with coordination and or management of activities that contribute to a time-critical deliverable.
- Develop and maintain productive working relationships with internal colleagues and external stakeholders including contracted providers.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Undergo a health assessment (where applicable).

Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department.

Notes

The Department is committed to workforce diversity and applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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To Apply

Position Contact	Lisa Barresi, (02) 6264 2830
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0693283

Department of Home Affairs

Closing Date: Monday 30 August 2021

Identity & Biometrics
I&B Policy & Futures Various

Job Title	Policy Officers
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$101,396 - \$118,914
Classification	Executive Level 1
Position Number	100013
Agency Website	www.homeaffairs.gov.au

Job Description

<https://career10.successfactors.com/career?company=DIAC>

Overview of the Division:

The Identity and Biometrics Division provides identity policy, expertise, services and capability to support the Department, Commonwealth, state and territory agencies, industry and the broader community. This is achieved through the provision of policy frameworks, technical expertise, capability development and identity commencement and verification services to enhance Australia's identity framework and infrastructure. Higher levels of assurance around commencing identity and anchoring a person's identity with their facial image or fingerprints enable streamlined access to services, mitigates the risk of identity crime and fraud and promotes engagement in the digital economy.

Overview of the Branch:

The Identity and Biometrics Policy and Futures Branch provides national leadership on identity policy and security. This includes implementing the National Identity Security Strategy and coordinating the Department's involvement in the whole-of-government Digital Identity Program (led by the Digital Transformation Agency). The Branch also leads on identity policy for immigration, border and citizenship purposes, and on identity assurance and background checking under the AusCheck Act 2007.

The Branch includes four policy sections and a governance section.

Policy Sections

Identity Strategy and Futures Section:

This Section leads the development of strategies, fosters engagement across the Home Affairs Portfolio and supports research into public attitudes to biometrics. This includes monitoring research about innovations in identity and biometric to identify opportunities for the Department and engagement across government, academia and industry. Key priorities include:

- Delivering regular environmental scans for the Identity and Biometrics Division
- Driving engagement with domestic and international stakeholders and partners
- Establishing a Portfolio identity and biometrics community of practice, supported by a privacy and ethics framework.

National Identity Policy Section:

This Section supports the National Identity Security Strategy by providing policy advice on the Department's identity-matching services, including related legislation and agreements. The Section also leads on national identity initiatives, working in collaboration with the Digital Transformation Agency and state and territory governments. The Section provides secretariat support for the National Identity Security Coordination Group and a number of supporting groups. Key priorities include:

- Developing initiatives to strengthen Australia's national identity arrangements
- Contributing to the development of the whole-of-government Digital Identity Program and related legislation (led by the Digital Transformation Agency), and
- Supporting the passage of the Identity-matching Services Bill and the development of related agreements.

Identity Policy – Immigration, Border and Citizenship Section:

This Section develops policy and provides advice on identity and biometrics for immigration, border and citizenship purposes. This includes, for example, privacy and ethical considerations relating to new ways of collecting and using biometrics. It also includes advice on possible changes to legislative and regulatory frameworks. Key priorities include:

- Developing advice on how the Department can better use biometrics to anchor and verify identity to improve identity security and streamline processes
- Improving identity assurance (how we assess identity claims) across immigration and citizenship activities, and
- Embedding the use of biometrics in immigration, border and citizenship activities.

Identity Security Risk Assessments Policy Section:

This Section leads on strategic policy development and advice for identity assurance and background checking conducted under the AusCheck Act 2007. This includes the development of future business lines and key reforms for background checking to support capability and functions across the Identity Security Risk Assessments Branch (formerly AusCheck). Key priorities include:

- Background checks for the purposes of the aviation and maritime security identification card frameworks under the Aviation Transport Security Regulations 2005 and the Maritime Transport and Offshore Facilities Security Regulations 2003
- Background checks for the purposes of major national events under the AusCheck Regulations 2007, and
- Background checks for the purposes of national health security under the 2013 Security Sensitive Biological Standards.

Governance Section

Identity and Biometrics Governance and Assurance Section:

This Section leads divisional governance and coordination functions and supports the First Assistant Secretary Identity and Biometrics (FAS IBD), as the Identity and Biometrics Program Steward and Senior Responsible Officer. It provides FAS IBD with a strategic overview of program governance and performance.

The Section provides secretariat support for the Identity and Biometrics Board and the Identity Capability Operations Group. It also provides divisional coordination for other governance committees. The Section is responsible for developing and embedding key governance frameworks and activities aligned to the Identity and Biometrics Program, including coordination and management of:

- Divisional policy, procedures, and supporting materials in line with the Policy and Procedure Control Framework
- Delegations for authorised officers engaged in identity and biometrics activities
- The annual Compliance Planning Attestation Tool survey, and subsequent Compliance Action Plan
- Assurance and risk frameworks and monitoring tools, and
- Performance and reporting.

About the role:

The Identity and Biometrics Policy and Futures Branch is seeking to fill number of Executive Level 1 vacancies across its policy sections.

The Branch will hold an online information session for potential applicants. This will be an opportunity to ask questions about the Branch's work and talk to senior staff. If you are interested in attending, please email Identity.Policy@homeaffairs.gov.au for timing and details.

Our ideal candidate:

Do you want to make a difference to the security of Australia? Are you collaborative and have a passion for delivering strategic policy advice?

The Identity and Biometrics Policy and Futures Branch is looking for people who enjoy working in a dynamic and collaborative environment. Our ideal candidate will be a motivated, critical thinker, who can build and maintain relationships, and deliver advice that is practical and strategic.

Duties

Specific duties/responsibilities:

- Delivering clear, concise and strategic advice on complex legislative and policy issues, on time
- Collaborating with policy, operational and capability stakeholders to drive the work of the Section, Branch and Division
- Managing and developing staff to build their capability through regular performance discussions and coaching
- Maintaining an awareness of evolving and emerging issues relevant to identity and biometrics
- Representing the Section and Branch in a range of stakeholder forums
- Contributing to a productive and supportive culture, including supporting other staff.

Role requirements/qualifications:

- Strong understanding, or ability to gain an understanding, of the Department's strategic direction, role and functions
- Demonstrated ability to deliver clear, concise and strategic advice on complex issues, on time
- Demonstrated ability to think critically and align priorities with the strategic direction of the Branch
- Excellent written and verbal communication skills
- Demonstrated ability to manage competing priorities in a dynamic, fast-paced environment
- Ability to manage, guide and mentor staff to build their capability.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
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To Apply

Position Contact	Marina Maydanov, 02 5127 8315
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0693287

Department of Home Affairs

Closing Date: Monday 30 August 2021

Identity & Biometrics
I&B Policy & Futures Various

Job Title	Policy Officers/Program Officers
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$80,274 - \$94,974
Classification	APS Level 6
Position Number	100018
Agency Website	www.homeaffairs.gov.au

Job Description

<https://career10.successfactors.com/career?company=DIAC>

Overview of the Division:

The Identity and Biometrics Division provides identity policy, expertise, services and capability to support the Department, Commonwealth, state and territory agencies, industry and the broader community. This is achieved through the provision of policy frameworks, technical expertise, capability development and identity commencement and verification services to enhance Australia's identity framework and infrastructure. Higher levels of assurance around commencing identity and anchoring a person's identity with their facial image or fingerprints enable streamlined access to services, mitigates the risk of identity crime and fraud and promotes engagement in the digital economy.

Overview of the Branch:

The Identity and Biometrics Policy and Futures Branch provides national leadership on identity policy and security. This includes implementing the National Identity Security Strategy and coordinating the Department's involvement in the whole-of-government Digital Identity Program (led by the Digital Transformation Agency). The Branch also leads on identity policy for immigration, border and citizenship purposes, and on identity assurance and background checking under the AusCheck Act 2007.

The Branch includes four policy sections and a governance section.

Policy Sections

Identity Strategy and Futures Section:

This Section leads the development of strategies, fosters engagement across the Home Affairs Portfolio and supports research into public attitudes to biometrics. This includes monitoring research about innovations in identity and biometric to identify opportunities for the Department and engagement across government, academia and industry. Key priorities include:

- Delivering regular environmental scans for the Identity and Biometrics Division
- Driving engagement with domestic and international stakeholders and partners

- Establishing a Portfolio identity and biometrics community of practice, supported by a privacy and ethics framework.

National Identity Policy Section:

This Section supports the National Identity Security Strategy by providing policy advice on the Department's identity-matching services, including related legislation and agreements. The Section also leads on national identity initiatives, working in collaboration with the Digital Transformation Agency and state and territory governments. The Section provides secretariat support for the National Identity Security Coordination Group and a number of supporting groups. Key priorities include:

- Developing initiatives to strengthen Australia's national identity arrangements
- Contributing to the development of the whole-of-government Digital Identity Program and related legislation (led by the Digital Transformation Agency), and
- Supporting the passage of the Identity-matching Services Bill and the development of related agreements.

Identity Policy – Immigration, Border and Citizenship Section:

This Section develops policy and provides advice on identity and biometrics for immigration, border and citizenship purposes. This includes, for example, privacy and ethical considerations relating to new ways of collecting and using biometrics. It also includes advice on possible changes to legislative and regulatory frameworks. Key priorities include:

- Developing advice on how the Department can better use biometrics to anchor and verify identity to improve identity security and streamline processes
- Improving identity assurance (how we assess identity claims) across immigration and citizenship activities, and
- Embedding the use of biometrics in immigration, border and citizenship activities.

Identity Security Risk Assessments Policy Section:

This Section leads on strategic policy development and advice for identity assurance and background checking conducted under the AusCheck Act 2007. This includes the development of future business lines and key reforms for background checking to support capability and functions across the Identity Security Risk Assessments Branch (formerly AusCheck). Key priorities include:

- Background checks for the purposes of the aviation and maritime security identification card frameworks under the Aviation Transport Security Regulations 2005 and the Maritime Transport and Offshore Facilities Security Regulations 2003
- Background checks for the purposes of major national events under the AusCheck Regulations 2007, and
- Background checks for the purposes of national health security under the 2013 Security Sensitive Biological Standards.

Governance Section

Identity and Biometrics Governance and Assurance Section:

This Section leads divisional governance and coordination functions and supports the First Assistant Secretary Identity and Biometrics (FAS IBD), as the Identity and Biometrics Program Steward and Senior Responsible Officer. It provides FAS IBD with a strategic overview of program governance and performance.

The Section provides secretariat support for the Identity and Biometrics Board and the Identity Capability Operations Group. It also provides divisional coordination for other governance committees. The Section is responsible for developing and embedding key governance frameworks and activities aligned to the Identity and Biometrics Program, including coordination and management of:

- Divisional policy, procedures, and supporting materials in line with the Policy and Procedure Control Framework
- Delegations for authorised officers engaged in identity and biometrics activities
- The annual Compliance Planning Attestation Tool survey, and subsequent Compliance Action Plan
- Assurance and risk frameworks and monitoring tools, and
- Performance and reporting.

About the role:

The Identity and Biometrics Policy and Futures Branch is seeking to fill number of APS 6 vacancies across its policy and governance sections.

The Branch will hold an online information session for potential applicants. This will be an opportunity to ask questions about the Branch's work and talk to senior staff. If you are interested in attending, please email Identity.Policy@homeaffairs.gov.au for timing and details.

Our ideal candidate:

Do you want to make a difference to the security of Australia? Are you collaborative and have a passion for delivering strategic policy advice?

The Identity and Biometrics Policy and Futures Branch is looking for people who enjoy working in a dynamic and collaborative environment. Our ideal candidate will be a motivated, critical thinker, who can build and maintain relationships, and deliver advice that is practical and strategic.

Duties

Specific Duties/Responsibilities:

Strategy and Policy Roles

- Researching and preparing advice on policy solutions to complex legislative and policy issues
- Maintaining an awareness of evolving and emerging issues relevant to identity and biometrics
- Engaging with a diverse range of stakeholders to collaboratively develop advice
- Contributing to a productive and supportive culture, including supporting other staff.

Governance Roles

- Liaising with Program stakeholders across the Division and the Department to develop reporting products and coordinate reporting requirements for the Identity and Biometrics Program
- Supporting the Assistant Director to develop and maintain the Program's performance indicator framework and produce the program's Performance Indicator Dashboard
- Supporting the Assistant Director to develop and maintain the Division's risk register
- Supporting the development and implementation of tools for monitoring assurance and compliance for the Identity and Biometrics Program
- Developing and maintaining of monitoring tools for Privacy Impact Assessments
- Assisting with divisional co-ordination and ad hoc tasks to support the Section
- Responding to complex queries received through the Section mailbox.

Role Requirements/Qualifications:

Strategy and Policy Roles

- Strong understanding, or ability to gain an understanding, of the Department's strategic direction, role and functions

- Demonstrated ability to research complex issues and deliver clear, concise and strategic policy advice
- Demonstrated ability to think critically and align priorities with the strategic direction of the Branch
- Demonstrated stakeholder engagement skills and ability to work collaboratively. Very good written and verbal communication skills
- Demonstrated ability to manage competing priorities
- Experience in a strategy or policy role is desirable.

Governance Roles

- High-level stakeholder engagement skills, including the ability to work with staff of all levels.
- Demonstrated ability to manage and prioritise multiple tasks with competing deadlines
- Strong writing and critical analysis skills
- Knowledge, or the ability to rapidly acquire knowledge, of the Department's assurance and governance arrangements and principles
- Ability to manage staff in a complex and dynamic work environment.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Undergo a health assessment (where applicable).

Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department.

Notes

The Department is committed to workforce diversity and applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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border and enable legitimate travel and trade. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards. 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 The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Gudiya Riddell, 02 6275 5919
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0693288

Department of Home Affairs

Closing Date: Monday 30 August 2021

Identity & Biometrics
I&B Policy & Futures

Job Title	Policy Officers
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$73,903 - \$79,604
Classification	APS Level 5
Position Number	100019
Agency Website	www.homeaffairs.gov.au

Job Description

<https://career10.successfactors.com/career?company=DIAC>

Overview of the Division:

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- Developing initiatives to strengthen Australia's national identity arrangements.
- Contributing to the development of the whole-of-government Digital Identity Program and related legislation (led by the Digital Transformation Agency), and
- Supporting the passage of the Identity-matching Services Bill and the development of related agreements.

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- Delegations for authorised officers engaged in identity and biometrics activities
- The annual Compliance Planning Attestation Tool survey, and subsequent Compliance Action Plan
- Assurance and risk frameworks and monitoring tools, and
- Performance and reporting.

About the role:

The Identity and Biometrics Policy and Futures Branch is seeking to fill a number of APS 5 vacancies across its policy sections.

The Branch will hold an online information session for potential applicants. This will be an opportunity to ask questions about the Branch's work and talk to senior staff. If you are interested in attending, please email Identity.Policy@homeaffairs.gov.au for timing and details.

Our ideal candidate:

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Duties

Specific duties/responsibilities:

- Researching and preparing advice on policy solutions to complex legislative and policy issues
- Maintaining an awareness of evolving and emerging issues relevant to identity and biometrics
- Supporting engagement with a diverse range of stakeholders to collaboratively develop advice
- Contributing to a productive and supportive culture, including supporting other staff.

Role requirements/qualifications:

- Strong understanding, or ability to gain an understanding, of the Department's strategic direction, role and functions
- Demonstrated ability to research moderate to complex issues and deliver clear, concise and strategic policy advice
- Demonstrated stakeholder engagement skills and ability to work collaboratively. Very good written and verbal communication skills
- Demonstrated ability to manage competing priorities
- Experience in a strategy or policy role is desirable.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Undergo a health assessment (where applicable).

Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department.

Notes

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package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Deborah Verco, 02 5127 9051
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0693234

Great Barrier Reef Marine Park Authority

Closing Date: Monday 30 August 2021

Reef Interventions
Reef Protection

Job Title	Data Analyst – Crown-of-thorns Starfish
Job Type	Full-Time, Non-Ongoing
Location	Townsville QLD
Salary	\$73,829 - \$81,015
Classification	APS Level 5
Position Number	784T
Agency Website	

Job Description

https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

Non-ongoing contract to 30 September 2022

We are seeking a data analyst professional to join our small team, working to develop and maintain the information systems used for the Crown-of-thorns starfish (COTS) Control Program, and to conduct analysis on COTS data to inform management decisions.

The position is responsible for maintaining the database and Geographic Information System (GIS) support service for the COTS program, in order to provide essential information for planning and management including developing, managing and analysing ecological and spatial datasets and managing associated databases. It is critical to ensure that the information systems being

developed for the expanding Crown-of-thorns starfish Control Program are finalised and integrated into the Authority's infrastructure. This will ensure that data from the COTS Program can be interrogated and analysed efficiently to inform business across the organisation.

Duties

1. Work with the Senior Data Analyst (APS6) and the Assistant Director – Science and Data Management (EL1) to manage, quality control and analyse COTS Control Program data using contemporary data management, analyses and mapping software to facilitate operational planning, reporting and data integration into the Authority's Information Systems.
2. Synthesise and interrogate various data to provide expert, timely, practical, transparent and risk-based advice to colleagues and supervisors on matters relevant to the COTS Control program planning and operations.
3. Collaborate with staff across the Reef Interventions section as required, by contributing to cross-sectional projects, emerging issues and corporate planning as part of a broader team.
4. Assist with stakeholder engagement activities related to the COTS Control Program, including Queensland Parks and Wildlife Service and researchers, to gather and share information to support the COTS Control Program's knowledge base and information management systems.

As an APS employee you may be reassigned to a different set of duties at the same classification level at the discretion of the agency head (CEO), taking account of operational requirements in the agency. **Eligibility**

Applicants must:

1. be an Australian citizen at time of applying for position,
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment,

Essential qualifications and experience

- be highly skilled working with data analytics, spreadsheet and word processing software

Desirable qualifications and requirements

- demonstrated experience working with R-Studio, Microsoft Power BI and ArcGIS would be an advantage,
- relevant tertiary qualifications (or equivalent experience) in marine or environmental sciences, natural resource management, project management or data management,
- hold and maintain a current Australian driver's licence,
- be able to travel occasionally, including at short notice, and to work in remote marine settings.

Notes

The full position description can be found at <http://www.gbrmpa.gov.au/careers/current-opportunities>

Your application must include:

1. a completed Applicant Details Form (located on the [GBRMPA Tools and Tips](#) page)
2. your 'pitch' (as described in the Position Description)
3. proof of Australian citizenship
4. a current curriculum vitae (resume) that includes
 - an outline of your career history
 - qualifications and/or formal/informal training relevant to the position

- contact details for at least two recent referees, one of whom should be your current supervisor.

If you require any reasonable adjustments throughout the recruitment process please email applications@gbmpa.gov.au

Contact Officer - David Williamson - (07) 4750 0843

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	David Williamson, (07) 4750 0843
Agency Recruitment Site	https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

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Agriculture, Water and the Environment

Vacancy VN-0693216

Bureau of Meteorology

Closing Date: Tuesday 31 August 2021

Data & Digital
Application Services

Job Title	Enterprise Test Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Perth WA, Darwin NT, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS
Salary	\$119,495 - \$134,208
Classification	Executive Level 2
Position Number	60016760
Agency Website	

Job Description

<https://bomcareers.nga.net.au/>

The Enterprise Test Manager is responsible for the establishment and development of the Bureau's testing capability, bringing together the Bureau's considerable organisational and technical knowledge and developing it in line with industry best practice standards, frameworks, processes, work practices. As part of this uplift, the Bureau is implementing a structured approach including practices, tooling and processes to be used by Test Managers and Testers across all areas of the Bureau. This cultural shift requires the support and leadership of the newly appointed Enterprise Test Manager.

You will have full responsibility for leading and managing the testing practice across the Bureau, including the recruitment, deployment and performance management of testers on projects, as well as balancing the resourcing model between permanent staff and contractors according to the strategic investment pipeline and funding constraints inherent in the portfolio. The incumbent must have significant experience working in fast-moving, distributed, ambiguous environments delivering both technically focused and operational business requirements.

In this role you will be the business owner of the testing frameworks, tools, templates, processes, work practices and their application across both traditional (waterfall) and modern (e.g. Agile) ways of working. You will also provide advice into broader project delivery frameworks and for large-scale program initiation and will be expected to make recommendations as an expert. The incumbent will be relied upon to provide assurance over testing services and deliverables for projects and programs.

You will be expected to demonstrate high level critical thinking, problem solving and influencing skills in order to drive change across the Bureau.

Duties

The responsibilities of the role include but are not limited to:

1. Lead with an ownership mindset the testing capability on behalf of the Bureau, taking responsibility for the development and continual improvement of the capability to ensure delivery of high quality testing services.
2. Lead the selection, development, implementation and continual improvement of modern testing methods, tools, techniques, and practices, ensuring appropriate application of both waterfall and agile methodologies within the Bureau context.
3. Govern and quality assure the application of the testing framework including knowledge management, reporting and defect management requirements across the project delivery lifecycle, ensuring adherence by all Testers to the required framework. Liaise with key stakeholders across the Bureau to ensure that interdependent capabilities consider and incorporate testing framework requirements.
4. Manage all risks associated with the testing framework and take preventative action when any risks are assessed as unacceptable, or intervention is required.

5. Assess, advise and implement testing solutions including testing process alternatives, such as automated testing.
6. Provide advice on testing requirements and support the establishment of testing teams for major programs as required.
7. Define the required quality management standards for testing and ensure projects, teams and functions have appropriate practices in place and are meeting required the Bureau's testing quality outcomes. Apply a continuous improvement lens to the testing framework and quality standards, taking ownership over implementation of initiatives and mitigations towards improving outcomes for the Bureau's platforms, systems and assets.
8. Define the requirements, standards, processes and practices for business process testing. Gain organisational commitment and implement these requirements across the Bureau. Contribute to the definition design and execution of business process tests, usability evaluations, network and business trials, and confidence tests. Actively maintain an overview of the Bureau's business environment, required outcomes and potential exposures.
9. Influence senior leadership towards accepting change brought about through process and organisational change as it relates to the capability.
10. Champion the importance and value of adherence to testing frameworks, and drive adoption of, and adherence to, policies and standards by developing and maintaining strong stakeholder relationships.
11. Monitor the external environment to gather intelligence on emerging technologies and testing practices. Assess and document the impacts, threats and opportunities to the organisation, making recommendations on testing solutions towards technology roadmaps.
12. Contribute to the capability development of the testers (direct reports and embedded staff) required to deliver to the development pipeline, contributing to recruitment, individual development and performance to ensure Bureau requirements are met. Own the resource model and ensure resourcing is balanced appropriately to forward commitments.
13. As the Bureau's testing lead, actively maintain recognised expert level knowledge in modern testing techniques and practices, providing definitive and expert advice across all areas of the Bureau, including program and project test strategies. Promote the development and sharing of specialist knowledge within the Bureau.
14. Commitment to APS Values, Employment Principles, Code of Conduct and the Bureau's Social Commitment to Diversity and Inclusion
15. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Successful candidate may be required to obtain, and maintain, a Baseline security clearance from the Australian Government Security Vetting Agency

Notes

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About the Bureau of Meteorology

To Apply

Position Contact	Karen Conradi, 03 9669 4410
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0693281

Bureau of Meteorology

Closing Date: Tuesday 31 August 2021

Data & Digital
Observing Systems & Operations

Job Title	Radar Technical Lead
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$80,665 - \$91,713
Classification	APS Level 6
Position Number	60014491
Agency Website	

Job Description

<https://bomcareers.nga.net.au/>

Duties

The Adelaide Observing Operations Hub are seeking a qualified Technical Officer to join our leadership team. The Radar Lead is essential to the successful delivery of the program of service for the Radar network within the Adelaide Hub area of responsibility. The Radar lead will work closely with the Adelaide Hub Manager to ensure that Radar's are maintained and returned to service promptly and efficiently.

In this role, you will be required to undertake inspection, calibration, fault finding and repairs of observing assets including RADAR, Automatic Weather Stations (AWS), tide gauge, flood warning and rainfall monitoring infrastructure. You will also be responsible for the installation and decommissioning of observing system assets as required.

The successful candidate will be required to travel to regional and remote areas of Australia to undertake their role.

Specific training required to meteorological equipment will be provided by the Bureau of Meteorology. Technical Officer's are required to complete all training and maintain currency of all competencies relevant to their role and comply with the Bureau's WHS policies, practices, procedures and guidance pertinent to the workplace.

Eligibility Notes

Mandatory qualifications:

A Diploma from an Australian educational institution, or a comparable qualification which is appropriate to the duties; OR relevant experience and training which enables the employee to competently perform the duties at this level; OR other comparable qualifications which are appropriate to the duties

Other requirements:

Current Australian driver's licence

Demonstrate a capacity to acquire a National Restricted Electrical Licence (NREL) and Open Cabler's Registration

Travel – preparedness to travel away from home. Approximately 1 in every 3 to 4 weeks totalling (about) 40 nights per year.

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

About the Bureau of Meteorology

To Apply

Position Contact	Scott Tremethick, 0428 810 773
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0693282

Bureau of Meteorology

Closing Date: Tuesday 31 August 2021

Science & Innovation
Research

Job Title	Coupled Modelling Research Scientist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Hobart TAS, West Perth WA, Adelaide SA, Casuarina NT, Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$81,134 - \$110,623
Classification	APS Level 6;Executive Level 1
Position Number	60016771
Agency Website	

Job Description

<https://bomcareers.nga.net.au/>

Duties

The Bureau undertakes research in fulfillment of its responsibilities as a national research agency, contributing to the development of weather and climate applications for the needs of the Australian community, supporting the Bureau's operational services, and advancing meteorological and earth system science in Australia and globally.

The Bureau of Meteorology Research Program, in collaboration with the operational areas of the Bureau, carries out the main research activities in the Bureau in the areas of Earth System Modelling (ESM) including weather, ocean, seasonal and climate prediction. The research work is carried out on high performance computing (HPC) platforms at the Bureau and at a collaboration site, the National Computational Infrastructure (NCI), based at Australian National University.

We are looking for an innovative and highly motivated modelling research scientist to join the Coupled Modelling Team in the Research Program. This team is responsible for advancing the science and development of global coupled modelling of the Earth System across weather to seasonal timescales to support improved predictions. The position will contribute to the development and evaluation of the coupled modelling forecast system, which will underpin future weather and seasonal forecasts.

You will conduct research, both independently and under guidance, to test new coupled model versions and physics packages; and evaluate and understand forecast performance and model biases, particularly over the Australian and Indo-Pacific regions. There are major long-standing model biases in both the ACCESS (Australian Community Climate and Earth-System Simulator) coupled and atmosphere models that act to limit our prediction skill over Australia on a range of timescales.

Eligibility

Notes

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

About the Bureau of Meteorology

To Apply

Position Contact	Debbie Hudson, 03 9669 4796
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0693203

Department of Agriculture, Water and the Environment

Closing Date: Tuesday 31 August 2021

Biosecurity Plant; Australian Chief Plant Protection Office
Plant Systems & Strategies; Plant Import Operations; Plant Health Policy
Various

Job Title	Senior Policy Officer/Project Officer/Technical Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$84,150 - \$95,543
Classification	APS Level 6
Position Number	2021/4996
Agency Website	https://www.awe.gov.au/

Job Description

<https://awejobs.nga.net.au>

Who we are

Biosecurity Plant Division and the Australian Chief Plant Protection Office (ACCPO) provides contemporary, responsive, sustainable, intelligence-led and science-based plant biosecurity system that protects Australia's plant health status. These divisions support agricultural productivity, competitiveness and market access for the export and import of plant and plant products. These divisions advance market access priorities for Australian exporters, particularly technical opportunities arising from finalised free trade agreements. These divisions also protect industry and the community from plant pests and other biosecurity threats and maintains and ensures industry benefits from Australia's favourable plant health status.

The **Plant Systems and Strategies** Branch (PSaS) leads, supports, enables and coordinates key functions across the division to enhance risk analysis, stakeholder engagement, support a centralised model for the publication of import conditions, and to progress technical market access negotiations and capacity building with trading partners. The branch is building capacity to enhance our people, processes and systems to develop and improve capabilities and embed program and project management, and change management. The branch also plays a role in supporting the development and implementation of IT systems that enable the division to better manage information, work flows and decision making on plant biosecurity and market access. The branch is looking to fill positions in the following sections – Market Coordination and Strategy, Stakeholder Engagement, Program Management Office and Plant Systems.

The **Plant Import Operations Branch (PIO)** contributes towards the maintenance of the favourable health status of Australia as well as the maintenance of import market access by: coordinating the implementation of national operational plant quarantine policy which is consistent with international and national obligations; monitoring of pathways, the technical assessment of import permit applications and the issuance of import permits for imported plant and plant material; developing and verifying compliance with operational policy, procedures and standards; providing consistent and science based technical advice to staff, clients and stakeholders; and the facilitation of safe importation of plants and plant material. The branch is looking to fill a position in the Cut Flower and Horticulture Section.

The **Plant Health Policy Branch (PHP)** provides a national focal point for plant biosecurity issues within Australia and has responsibility for the national leadership in managing Australia's plant health. The work of the branch underpins Australia's biosecurity framework and helps to open new, and maintain existing, domestic and international markets for Australian plant industries. This is achieved by: providing focus for national and international plant biosecurity activities; preparing for and coordinating national responses to plant pests and exotic weeds; promoting reform of the plant biosecurity system; improving plant health capacity and capabilities in near-neighbour countries and trading partners; domestically improving national surveillance and diagnostic capability and capacity; and assisting the department to meet national and international obligations and influencing plant health policies. The branch is looking to fill a position in the following sections - National Policy and Implementation, Preparedness and Response, and Surveillance and Diagnostics Section.

Duties

The Jobs

Duties of the positions include, but are not limited to:

- Providing high quality and responsive policy analysis and advice on market access issues and domestic and international trade issues related to plants and plant products
- Leading the development and implementation of strategies for international engagement and market access for plant commodities
- Undertaking the planning, preparation and delivery of stakeholder engagement activities which may include bilateral meetings, liaison with domestic industry and states and territories through workshops, teleconferences and face-to-face meetings
- Assisting in the drafting, revision and publication of release packages for the three main stages of import risk analyses (formal commencement, draft report and final report)
- Assisting in managing divisional stakeholder engagement in the design, development and endorsement of business requirements and IT system builds
- Developing import conditions that are intelligence and evidence-based, effective, fit for purpose and consistent with international and national obligations
- Planning and undertaking biosecurity and business assurance assessments and verification activities to verify that biosecurity risk management to Australia's appropriate level of protection is being achieved
- Project and program planning, scheduling, tracking and reporting
- Supporting divisional portfolio investment in new programs and policy proposals, and providing input into capability assessments and health checks of the divisions portfolio
- Developing, coordinating and implementing national and/or international plant health surveillance, diagnostics and pest management activities
- Liaising and managing relationships with state government, industry and parliamentary stakeholders on complex fruit fly management matters, delivering joint projects with the National Fruit Fly Council, coordinating and developing policy, technical and operational advice related to trade in a fast-paced environment, and contributing to NPPs and budget processes
- Supporting and leading the provision of high-quality secretariat services to national and departmental plant biosecurity committees/working groups—including meeting preparation and coordination, internal/external stakeholder liaison, progressing action items and maintaining committee-related IT systems.

Eligibility

What we are looking for

Knowledge and experience

- Skills and experience in communication and liaison with industry, government and other stakeholders would be highly sought after.
- Strong policy skills and demonstrated experience in policy development and implementation, preferably in plant biosecurity or related areas.
- Interest/experience in the fields of agriculture, global trade and/or science would be an advantage to various roles.

Notes

Please note that this recruitment process will be used to fill both ongoing and non-ongoing positions across the Biosecurity Plant Division & the Australian Chief Plant Protection Office. Flexible working arrangements may be considered in accordance with the departments Working Arrangements Policy. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 18 months with the possibility of extension up to a maximum period of 3 years in total. Should a non-ongoing position become ongoing then the merit pool established through this selection process, which is valid for a period of twelve months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

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

About the Department of Agriculture, Water and the Environment

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To Apply

Position Contact	Douglas Wilson, 02 6272 5594
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0693208

Department of Agriculture, Water and the Environment

Closing Date: Tuesday 31 August 2021

Biosecurity Plant; Australian Chief Plant Protection Office
Plant Systems & Strategies; Plant Import Operations; Plant Health Policy
Various

Job Title	Senior Policy Officer/Project Officer/Technical Officer (Affirmative Measure – Indigenous)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$84,150 - \$95,543
Classification	APS Level 6
Position Number	2021/4483
Agency Website	https://www.awe.gov.au/

Job Description

<https://awejobs.nga.net.au>

Who we are

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Duties

The Jobs

Duties of the positions include, but are not limited to:

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- Leading the development and implementation of strategies for international engagement and market access for plant commodities
- Undertaking the planning, preparation and delivery of stakeholder engagement activities which may include bilateral meetings, liaison with domestic industry and states and territories through workshops, teleconferences and face-to-face meetings
- Assisting in the drafting, revision and publication of release packages for the three main stages of import risk analyses (formal commencement, draft report and final report)
- Assisting in managing divisional stakeholder engagement in the design, development and endorsement of business requirements and IT system builds
- Developing import conditions that are intelligence and evidence-based, effective, fit for purpose and consistent with international and national obligations
- Planning and undertaking biosecurity and business assurance assessments and verification activities to verify that biosecurity risk management to Australia's appropriate level of protection is being achieved
- Project and program planning, scheduling, tracking and reporting
- Supporting divisional portfolio investment in new programs and policy proposals, and providing input into capability assessments and health checks of the divisions portfolio
- Developing, coordinating and implementing national and/or international plant health surveillance, diagnostics and pest management activities
- Liaising and managing relationships with state government, industry and parliamentary stakeholders on complex fruit fly management matters, delivering joint projects with the National Fruit Fly Council, coordinating and developing policy, technical and operational advice related to trade in a fast-paced environment, and contributing to NPPs and budget processes
- Supporting and leading the provision of high-quality secretariat services to national and departmental plant biosecurity committees/working groups—including meeting preparation and coordination, internal/external stakeholder liaison, progressing action items and maintaining committee-related IT systems.

Eligibility

What we are looking for

Knowledge and experience

- Skills and experience in communication and liaison with industry, government and other stakeholders would be highly sought after.
- Strong policy skills and demonstrated experience in policy development and implementation, preferably in plant biosecurity or related areas.
- Interest/experience in the fields of agriculture, global trade and/or science would be an advantage to various roles.

Notes

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

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

About the Department of Agriculture, Water and the Environment

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To Apply

Position Contact	Douglas Wilson, 02 6272 5594
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0693246

Department of Agriculture, Water and the Environment

Closing Date: Wednesday 01 September 2021

Job Title	Telecommunications Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Kingston TAS
Salary	\$84,150 - \$95,543
Classification	APS Level 6
Position Number	2021/4399
Agency Website	https://www.awe.gov.au/

Job Description

<https://awejobs.nga.net.au>

Who we are

The Information Services Division (ISD) is responsible for enabling information and communication technology (ICT) functions and activities in the department. The division provides a secure, modern ICT environment so that the department can conduct its business 24/7 and focus on achieving departmental outcomes. ISD staff work collaboratively across the department, taking advantage of advances in technology, to deliver end-to-end services and solutions that are nationally consistent and deliver organisational and business benefits. As a trusted ICT adviser, ISD aims to strengthen its partnerships with other divisions through the provision of professional advice, innovative solutions and high quality, timely and reliable ICT services. ISD staff are experts in ICT operations, ICT project planning and delivery, ICT applications development and support, ICT security, ICT contracts and vendor management, web services, information, data and records management and ICT governance and strategy.

The Client & Cyber Services Branch manages all ICT end user equipment, services and enquiries across the department. The branch handles all aspects of ICT Security for the department and manages the ICT requirements of the Australian Antarctic Program.

The Antarctic ICT Section manages all the ICT requirements for the Australian Antarctic Program. The section is responsible for:

- providing advice on the Antarctica satellite links and assisting those in Antarctica with Satellite communication problems
- enabling radio communications with Antarctic expeditioners whether around station, deep field and on vessels
- providing technical support for science projects and the general expeditioner population
- maintaining essential telecommunications infrastructure.

Duties

The Jobs

The main duties of the Telecommunications Officer include, but are not limited to:

- providing telecommunications support services, including advice on issues associated with data and voice communications across a network utilising radio and satellite communications technology
- managing the business as usual requirements for radio and satellite systems so they remain current and provide the best value for money through established change and release management processes and Capital upgrade projects
- performing regular system testing or monitoring of radio and satellite communications equipment including antennas, radios, repeaters, radars, tracking and GPS devices, including all satellite equipment
- consultations with stakeholders, develop project plans to meet the needs of remote area communications for the department and support those systems in accordance with these plans
- participating in the development and delivery of training in the use of radio and satellite systems to local administrators and develop and maintain system management procedures, troubleshooting articles and associated documentation
- working with our providers to ensure they maintain system support and monitor associated service levels
- leading and contribute to projects to support the achievement of strategic and operational objectives.

Eligibility

What we are looking for

Knowledge and experience

- Experience working as a Telecommunications engineer with an understanding of complex radio communications components.
- A sound understanding of satellite communications equipment.
- Knowledge and understanding of radio communications particularly the Australian requirements for airband communication with commercial aircraft.

- Experience of repairing electronic components with an understanding of electronic circuitry.
- Ability to work remotely across a high latency low band width link.
- Understanding of a local area network configuring switches and router's an advantage

Notes

The successful applicant must:

- note that you may be required to travel to the Antarctic and sub-Antarctic regions therefore the successful applicant will be expected to meet specific medical, adaptability and personal qualities requirements appropriate to working in those environments
- have the ability to demonstrate the range of personal qualities and interpersonal skills necessary to perform as a successful team member within isolated Antarctic and subantarctic environments
- note that you should be certified as fit for Antarctic service by the AAD's Polar Medicine Unit, after tests conducted by a medical practitioner nominated by the AAD.

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

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To Apply

Position Contact	Tim Parr, 03 6232 3452
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0693286

Department of Agriculture, Water and the Environment

Closing Date: Wednesday 01 September 2021

Information Services
Client & Cyber Services Antarctic ICT

Job Title	ICT Administration
Job Type	Full-Time;Part-Time, Ongoing
Location	Kingston TAS
Salary	\$60,791 - \$68,003
Classification	APS Level 3
Position Number	2021/4377
Agency Website	https://www.awe.gov.au/

Job Description

<https://awejobs.nga.net.au>

Who we are

The Information Services Division (ISD) is responsible for enabling information and communication technology (ICT) functions and activities in the department. The division provides a secure, modern ICT environment so that the department can conduct its business 24/7 and focus on achieving departmental outcomes. ISD staff work collaboratively across the department, taking advantage of advances in technology, to deliver end-to-end services and solutions that are nationally consistent and deliver organisational and business benefits. As a trusted ICT adviser, ISD aims to strengthen its partnerships with other divisions through the provision of professional advice, innovative solutions and high quality, timely and reliable ICT services. ISD staff are experts in ICT operations, ICT project planning and delivery, ICT applications development and support, ICT security, ICT contracts and vendor management, web services, information, data and records management and ICT governance and strategy.

The Client & Cyber Services Branch manages all ICT end user equipment, services and enquiries across the department. The branch handles all aspects of ICT Security for the department and manages the ICT requirements of the Australian Antarctic Program.

The Antarctic ICT Section oversees all ICT requirements for the Australian Antarctic Program. The section is responsible for:

- providing advice on the Antarctica satellite links and assisting those in Antarctica with Satellite communication problems
- enabling radio communications with Antarctic expeditioners whether around station, deep field and on vessels
- providing technical support for science projects and the general expeditioner population
- maintaining essential telecommunications infrastructure.

Duties

The Job

The main duties of the Antarctic ICT Admin include, but are not limited to:

- overseeing payment of reoccurring expenses for monthly hire or annual licenses and maintenance
- managing the Antarctic Division's mobile phone fleet
- liaising with business partners to ensure all site wide printers are receiving the required maintenance and consumables to work efficiently
- liaising with Purchasing, Contracts and Accounts to progress the section's procurements
- liaising with Antarctic Logistics to get appropriate prioritisation of ICT equipment on cargo resupplies.

Eligibility

What we are looking for

Knowledge and experience

- Understanding of the Commonwealth procurement guidelines relevant to ICT procurement an advantage.
- Understanding of Antarctic Procurement and logistics shipping and aircraft operations an advantage.
- Sound understanding of ICT Systems.

Notes

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

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To Apply

Position Contact	Tim Parr, 03 6232 3452
Agency Recruitment Site	https://awejobs.nga.net.au

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Attorney-General's

Vacancy VN-0693239

Office of Parliamentary Counsel

Closing Date:Monday 30 August 2021

Publications
Publications

Job Title	Assistant Publishing Officer - APS 4 (Broadband B - APS Levels 4 to 6)
Job Type	Full-Time, Ongoing
Location	Forrest ACT
Salary	\$70,879 - \$76,960
Classification	APS Level 4
Position Number	Several
Agency Website	https://www.opc.gov.au

Job Description

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

The Office of Parliamentary Counsel is seeking applications from people to work as members of a small team in the publications group, undertaking editorial and legislative publishing duties. The main functions of the publications group are to provide editorial services for draft legislation and compilation and registration services for the Federal Register of Legislation (www.legislation.gov.au).

Our ideal candidate is someone who is friendly, open to learning, willing to develop new skills and keen to apply them to a variety of tasks. You will have sound computer skills, excellent verbal and written communication skills, and an exceptional level of attention to detail. You will be a highly motivated team player, who is clientfocused, flexible and resilient.

Duties

The Assistant Publishing Officer undertakes a variety of tasks in support of the functions of the Publications group, including:

- Preparing accurate electronic compilations of Acts, instruments and other types of legislation.
- Proofreading and editing draft Bills, instruments and other documents.
- Assessing and publishing Gazette notices, Bills, Acts, instruments and other documents on the Federal Register of Legislation.
- Organising Bills for printing and introduction in Parliament.
- Tracking the passage of Bills through Parliament and assisting with obtaining Royal Assent for Bills that have passed.
- Organising instruments for printing and tabling in Parliament.
- Building and sustaining productive working relationships with internal and external clients, service providers and stakeholders.

This position requires the successful candidate to be proactive, approachable, helpful and professional in performing each of the above functions.

Eligibility

Notes

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

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is the legislative drafting and publishing agency for the Commonwealth of Australia. We deliver high quality services for the drafting of Bills and subordinate legislation. We publish Commonwealth laws and instruments through the Federal Register of Legislation website. We also offer a range of training courses on the legislative and drafting processes. OPC is a capable and well respected agency, offering staff a range of interesting and challenging work experiences. Whether it be in the preparation of legislation, editorial, publishing, training or corporate administration tasks in IT, Finance and Human Resources, OPC staff are valued and empowered to fulfil their potential. We encourage a culture that supports diversity, inclusion and respect, and welcome people from a range of backgrounds, skills, experiences, and perspectives. OPC is an Australian Commonwealth government agency established under the Parliamentary Counsel Act 1970. OPC is structured around 3 statutory appointments, headed by the First Parliamentary Counsel (FPC), with support from 2 Second Parliamentary Counsel. OPC has around 100 staff employed under the Public Service Act 1999.

To Apply

Position Contact	Deslyn Coles, (02) 6120 1336
Agency Recruitment Site	https://www.opc.gov.au/careers

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Environment and Energy

Vacancy VN-0693304

Clean Energy Regulator

Closing Date: Tuesday 07 September 2021

Scheme Support
Compliance Compliance Assistance and Intelligence

Job Title	Senior Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$87,291 - \$99,376
Classification	APS Level 6
Position Number	CER 077/21
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

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

About the Branch

The Compliance Branch works closely with all areas of the agency, but predominantly the scheme operations teams, the Agency investigators, our internal lawyers, and our internal fraud team.

Timely and effective progression of matters is essential and KPIs and governance arrangements are in place to support this.

The Branch comprises of three sections and specific work includes:

- **Assessment, Intelligence and Monitoring** – providing a centralised intelligence function, client assessment as part of scheme entry to assess fit and proper person requirements, and monitoring functions to support scheme administration and entry, and compliance and enforcement actions.
- **Scheme Audit and Assurance** – providing a centralised scheme audit and assurance function and administering the agency's audit framework and the regulation of Registered Greenhouse and Energy Auditors.
- **Compliance and Enforcement Section** – undertaking proactive and reactive compliance activities including investigations and developing and delivering compliance and engagement programs to prevent, detect and address serious non-compliance across schemes administered by the agency.

About the Section

The Assessment, Intelligence and Monitoring Section provides several enabling functions including a centralised intelligence, client assessment and monitoring functions to support scheme administration and entry, and compliance and enforcement actions.

- The client assessment function seeks to ensure that unscrupulous persons or persons without the capability and competence to fulfil voluntary participation roles do not enter the schemes administered by the Clean Energy Regulator, and decisions to suspend or to remove a person from a scheme are well informed and able to withstand scrutiny and challenge.
- The intelligence function comprises the collection and analysis of information that aims to support the tactical, operational, and strategic decision making of the agency and to detect non-compliance.
- The monitoring and engagement function provides routine and heightened monitoring of scheme participants and manages engagement with partner agencies (e.g. ASIC, ACIC, ACCC, ATO, the AFP, AUS Border Force, State and Territory regulators), as well as providing secretariat support for the agency Compliance Committee.

Duties

Under limited direction, the Senior Intelligence Analyst position will be responsible for:

- Performing research and analysis involving complex or escalated issues, using multiple information sources, to inform regulatory decision-making and protecting the integrity of agency schemes.
- Preparing and reviewing intelligence reports, briefing material, and communicating findings to inform agency compliance or enforcement activities and risk management.
- Developing and supporting complex relationships with internal and external stakeholders and responding to changing needs and expectations.
- Actively supervising and mentoring staff in accordance with the agency's performance management approach.
- Building intelligence capability in a team environment through coaching others, providing performance feedback, conflict resolution and encouraging career development.
- Ensuring quality outputs, including that staff maintain a high level of specialist, professional and technical expertise.
- Implementing work plans for the team including setting tasks and priorities, managing workflow, and allocating resources.
- Develop and maintain skills with the expectation to work across multiple functions of the section when required.
- Maintaining a well-developed understanding of relevant legislation, policy frameworks and operational procedures.

- Maintaining technical expertise in agency systems and data holdings and contributing to business and process improvement.

Qualifications/Experience

Tertiary qualifications, preferably in a research, Intelligence analysis-based discipline, or government administration, would be highly regarded.

Experience

The following experience will be highly regarded:

- Working in a regulatory compliance environment.
- Understanding and practical experience of intelligence analysis, particularly at strategic levels.
- Demonstrated ability to deliver quality outputs, manage competing priorities and expectations, supervise and mentor staff, build team capability, provide performance feedback, conflict resolution, and encourage career development.
- Using databases and information reporting systems, in particular operating analytical tools and software packages such as IBM i2 products including, Analyst's Notebook, iBase and iBridge, and MS Excel.
- Demonstrated collaboration skills and experience in developing and managing relationships with stakeholders.
- Working as a part of a multi-disciplinary team.
- Understanding of the Australian government's Protective Security Policy and Fraud Control Framework (rules, policy and guidance).

Eligibility

This position is a security-assessed position. The successful applicant will be required to hold, or be able to obtain, a Baseline security clearance.

All applicants must be Australian citizens.

Notes

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

About the 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. 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. The diversity of our staff is important to us. 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	Emily Mackay, +61 2 6159 3245
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Home Affairs

Vacancy VN-0693273

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Tuesday 31 August 2021

Corporate Group
Chief Information Officer Chief Technology Officer, Enterprise Architecture

Job Title	Senior Specialist, ICT Strategic Planner
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$103,746 - \$125,076
Classification	Executive Level 1
Position Number	50007917
Agency Website	https://www.acic.gov.au/

Job Description

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

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia and provide information sharing services that provide a national view of police information to our partners. We are a full member of the National Intelligence Community, a Department of Home Affairs portfolio agency, and a member of the Five Eyes Law Enforcement Group.

Chief Information Officer (CIO) Branch

The mission for the ACIC CIO Branch is to provide nationally-focused, information and technology services for the ACIC and its partners to make a safer Australia. The CIO Branch supports the ACIC to be the supplier of choice for national criminal intelligence and policing information.

Chief Technology Officer (CTO) Section

The CTO section delivers ICT services to ACIC via ITIL-aligned technology teams and the Enterprise ICT Architecture section. The section works closely with industry, Commonwealth and state and territory partners.

Enterprise Architecture Team

The Enterprise Architecture team assists ACIC project teams to deliver and sustain major ICT business systems, corporate systems as well as underpinning ICT infrastructure, software and service management. The Enterprise Architecture team's focus is to ensure ICT capabilities are designed to optimise 'whole of life' value for money. This is achieved by assisting projects with design work, strategic investment planning, providing ICT design assurance services for the ACIC and participating in equivalent assurance services of partner agencies.

Duties

The principal accountabilities and responsibilities include:

- Lead the creation and management of strategic plans and roadmaps across the full breadth and depth of ACIC infrastructure and software technology.
- Continually improve ICT strategic planning capability by developing, evolving and applying a consistent set of ICT strategic planning guidelines and templates.
- Develop, execute and manage sustainable strategic planning processes to ensure that strategic planning is integrated into agency funding cycles and processes.
- Assist technology owners incorporate strategic planning into funding bids.
- Possess and apply a broad ICT knowledge, as well as specialist subject matter expertise, to strategic planning duties.
- Collaborate with industry as well as portfolio and partner agencies to validate and align strategy as well as to identify opportunities for ICT shared services, ICT reuse, ICT consolidation and ICT rationalisation.
- Provide ICT design assurance and design advice to the ACIC Design Authority.
- Assist with chairing and managing the Design Authority.
- Marshal design and technology knowledge across ACIC, industry and partner agencies to assist ACIC project and ICT support teams with technology planning.
- Participate in, and assist with, management of cross-agency architecture forums
- Apply highly developed written and verbal communication skills to capture and convey strategic plans and their rationale.
- Develop concise briefings for a range of audiences with diverse interests and ICT knowledge.
- Develop and maintain the ACIC Enterprise Architecture repository.

Eligibility

This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain an Negative Vetting 1 clearance. In assessing suitability for employment the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.

Notes

The ACIC is committed to diversity and inclusion. 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, mature aged employees and carers.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is for a safer Australia that is better connected, informed and capable of responding to crime. We work with our state and territory, national and international partners on investigations and to collect intelligence to improve the national ability to respond to crime impacting Australia. Our coercive powers give us a unique intelligence collection capability and allow us to inform and provide critical contributions to national strategies to combat serious and organised crime, cybercrime and national security threats. We are the conduit for sharing criminal information and intelligence between all state, territory and Commonwealth law enforcement agencies. We provide national criminal information and intelligence services to more than 70,000 police officers and other accredited users on a daily basis to keep them, and 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 role includes reducing serious and organised crime threats of most harm to Australians and the national interest, and providing national policing information systems and services.

To Apply

Position Contact	Bill, 0427 982 449
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Industry, Science, Energy and Resources

Vacancy VN-0693299

Australian Institute Of Marine Science

Closing Date: Sunday 05 September 2021

Government Relations
Canberra Office

Job Title	Government Relations Assistant Manager
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$107,820 - \$118,200
Classification	Executive Level 1
Position Number	21330
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description

<http://www.aims.gov.au>

Duties

In the role of Government Relations Assistant Manager, you will support the Government Relations Manager as AIMS' representatives in Canberra through the management and development of effective relationships with the Australian Government. You will manage government/department information requests, provide intelligence reports and updates for AIMS Leadership team, promote AIMS' engagement projects through planning and delivery of events, and will undertake governmental processing for AIMS corporate reporting.

You will support AIMS' participation in senate estimates, Parliamentary inquiries, and policy/program reviews, and will also assist in the preparation of briefs, correspondence and advice for various Ministers, Advisors, and government departments and agencies. This will also include assisting in the preparation of documentation to support AIMS participation in senior forums.

You will help to build and manage AIMS' profile in Canberra through the promotion of AIMS' capabilities and projects, and identification of engagement opportunities for AIMS' CEO/ALT with various government departments/agencies and in cross-governmental activities through targeted sourcing, reviews, analysis, reporting and advice.

Eligibility

Underpinning your suitability for this position will be your tertiary qualification/s in a relevant area, coupled with your experience in managing multiple stakeholders and understanding of stakeholder engagement, government liaison and policy, and responsibilities of APS organisations. You will also be able to demonstrate your:

- Proficiency and experience in sourcing, reviewing and analysis of information to develop targeted briefs, reports and advice for AIMS' Leadership Team and government Ministers, departments and agencies;
- Proven ability to work independently with a high level of problem solving and time management skills to ensure deliverables are provided to clients and stakeholders within tight timeframes;
- Professional attributes of adaptability and flexibility, with the ability to foster innovation and collaborative relationships; and
- Ability to deliver presentations and influence high-level decision makers through exceptional communication skills and organisational management capabilities.

Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the relevant Department of Home Affairs current policies.

Notes

About the Australian Institute Of Marine Science

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

To Apply

Position Contact	David Smith, 07 4753 4444
Agency Recruitment Site	http://www.aims.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0693285

Department of Industry, Science, Energy and Resources

Closing Date: Sunday 29 August 2021

Questacon
Operations Enabling Services

Job Title	Projects Officer - Questacon
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$76,385 - \$80,590
Classification	APS Level 5
Position Number	508541
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

The Questacon Operations and Project Management Team is responsible for managing the delivery of all operational and capital projects in alignment with the organisation's objectives.

Working with the Operations and Projects Manager, you will collaborate across teams and support the project management activities for Questacon's operational and capital projects.

This includes providing secretariat support for the Exhibition Management Team who are responsible for strategic input and implementation of the Questacon Exhibition Plan.

Our ideal candidate

Our ideal candidate will have:

- capability of working effectively in a large and diverse team.
- a high level of organisational skills and the ability to prioritise and multi-task while working on a variety of projects.
- an ability to demonstrate initiative and work independently under minimal supervision.
- excellent communication skills.
- an ability to work positively and productively in a changing work environment, sometimes with uncertainty and under pressure.

Duties

In this role, you will:

- assist and support a team of project managers for project delivery of high quality customer outcomes in alignment with Questacon's strategic priorities.
- deliver minor projects in alignment with Questacon's strategic priorities.
- provide support for communications with internal and external stakeholders to build positive and beneficial relationships.
- coordinate the technical and project management documentation in alignment with Questacon governance and business requirements.
- provide support for the development of project plans and resource schedules in consultation with project managers.
- provide support and coordination for the Exhibition Management Team to strategically manage core business outcomes.

Eligibility

To be eligible for employment in the APS and the department, applicants must be Australian citizens.

Prior to commencing, successful applicants will be required to:

- Undergo a National Police Check;
- Undergo a 'Working with Children' Police Check; and
- Obtain or hold a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011.

Notes

The successful applicant does not need to hold a Security Clearance for this role.

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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

About the Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. 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 work unit with the needs of the individual. Options may include part time working arrangements, working from home or other arrangements as agreed by all parties. The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQA+ community, including transgender, gender diverse, and intersex people. Please contact our Inclusion and Capability team at Inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss this in more detail. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

To Apply

Position Contact	Kate Gorrie, (02) 6270 2832
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0693296

Department of Infrastructure, Transport, Regional Development and Communications

Closing Date: Tuesday 31 August 2021

Domestic Aviation & Reform, and, International Aviation, Technology & Services
Various

Job Title	APS Levels 5&6 – Aviation Policy Officers and Program Officers
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$74,667 - \$92,620
Classification	APS Level 5; APS Level 6
Position Number	36543
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers/index.aspx>

A little bit about the Aviation and Airports Divisions

The Department's two aviation and airports Divisions work closely together to contribute to the well-being of all Australians by fostering a competitive, sustainable and safe aviation sector through regulation, program delivery and policy development.

The Divisions' work includes international, domestic and regional aviation elements, and involves working closely with portfolio agencies, airline and airport operators and other stakeholders. The functions span a wide range of topics including aviation safety, airspace and air traffic management, agency governance, economic regulation, airport planning and development, environmental management, Australia's participation in the International Civil Aviation Organization (ICAO), bilateral international air services agreements, management of Australia's international passenger caps and support for the International Air Services Commission.

A key focus of the Divisions currently is to deliver programs supporting the response to COVID-19 across the aviation sector and provision of policy advice on the recovery.

The opportunities we have available

We are looking for motivated people with strategic engagement, policy, program management, coordination and/or regulatory skills to fill a number of current and future vacancies across the two Divisions and seven Branches.

Duties may include:

- Applying critical and strategic thinking in the review of legislation, regulations, reports, data and stakeholder correspondence to inform policy development and decisions
- Managing or contributing to projects and stakeholder consultation processes
- Participating in legislative and regulatory change, including the preparing of briefs correspondence and other papers
- Development and implementation of programs, including urgent measures to support the sector through the Covid-19 period
- Procurement and contract management
- Financial analysis and reporting
- Environmental management
- Governance, including our relationships with four portfolio agencies/entities.

Flexible working arrangements including part-time and job share arrangements will be considered for these opportunities.

This recruitment process may also be used to establish a merit pool at the APS Level 6 classification for future opportunities in the Aviation Divisions and across the department, both ongoing and non-ongoing.

Duties

Who are we looking for?

We are seeking candidates who are outcomes driven, accountable, give attention to detail and have strong communication and strategic thinking skills. Along with the ability to identify issues, gather evidence and think critically about different stakeholder perspectives to persuasively present potential solutions for Government consideration.

The ability to quickly develop expertise and subject-matter knowledge will be highly valued.

A collaborative approach will enable the right candidate to liaise with and provide advice across all levels to achieve positive outcomes.

What do you need to be successful in these roles?

In order to be successful for these roles you will need to demonstrate you can:

- Communicate clearly and with influence, through the preparation of materials to inform Ministers, Departmental Executives and external stakeholders
- Lead and effectively work with a team of people to deliver quality and timely outcomes under significant volume and time pressures
- Build and lead productive relationships with a broad range of internal and external stakeholders, including collaborating across federal and state governments
- Analyse and interpret complex and sensitive information from a variety of sources to make evidence-based, defensible decisions
- Adapt to change, demonstrate resilience and the ability to deal with ambiguity
- Develop expertise and subject-matter knowledge quickly will be highly valued.
- An understanding of, or experience in, the aviation industry is desirable

In addition, for Policy roles:

- Demonstrate your ability to analyse and develop policy advice through an evidence-based approach and advice on the benefits, costs and risks
- Lead the delivery of outcomes on challenging agendas of policy design and implementation and/or program management

In addition, for Program management:

- Lead the delivery of outcomes on challenging agendas of policy implementation and program management

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development and Communications is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications applicants must be an Australian citizen. Only in exceptional circumstances will the department consider waiving this requirement.
- **Health Assessment:** The preferred applicant 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 Vetting Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

How to apply

Applications for this opportunity close at **11.59pm AEST, Tuesday 31 August 2021**.

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of **no more than two pages** outlining your background, capabilities and experiences, and how these align with the advertised role. You must clearly state at which APS classification you would like your application assessed against. You should also provide a CV, to a **maximum of two pages**. The capabilities and behaviours required to be successful for this role are identified in the 'Who are we looking for' section.

Your application should be received through the department's online recruitment system.

However, if you experience any issues with the system please contact the Recruitment Team on 02 6274 6161 or via email to recruitment@infrastructure.gov.au to discuss an alternative way to submit your application.

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

About the Department of Infrastructure, Transport, Regional Development and Communications

The Department is responsible for the design and implementation of the Australian Government's infrastructure, transport and regional development policies and programs, and is the lead agency for communications and the arts. We are at the forefront of the Australian Government's efforts to connect our communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences. The department's objectives: Connecting Australians, Enriching Communities and Empowering Regions represent the work we focus on daily to improve the lives and opportunities of Australians and all who live throughout our country. We do this by: • Building stronger communities through major infrastructure planning, investment advice and delivery, and strategic development of policies and programs. • Supporting a thriving aviation industry, connecting even our most remote residents with the rest of the country and the world. • Making sure that all transport users benefit from a safe and secure transport system. • Managing some of Australia's most

significant infrastructure projects which affect the wider community, including regulating airports, implementing the Smart Cities Plan and the development of the Western Sydney Airport and the delivery of Melbourne to Brisbane Inland Rail. • Enabling all Australians to connect to effective communications services and technologies, including through the rollout of the National Broadband Network and the Mobile Black Spot Program. • Supporting inclusiveness and growth in Australia's creative sector, and protecting and promoting Australian content and culture. The department's objectives: Connecting Australians, Enriching Communities and Empowering Regions represent the work we focus on daily to improve the lives and opportunities of Australians and all who live throughout our country. We seek people with a wide variety of skills and competencies, and look for applicants who demonstrate they will strive to support the behaviours we seek to foster in our workforce. 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 Indigenous Australians, people from culturally and linguistically diverse backgrounds, carers, LGBTQI+ and people with disability.

To Apply

Position Contact	Anita Robinson, (02) 6267 1117
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Prime Minister and Cabinet

Vacancy VN-0693227

National Indigenous Australians Agency

Closing Date: Wednesday 08 September 2021

Executive - CEO
Executive Branch

Job Title	Media Manager, Executive Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$111,508 - \$127,087
Classification	Executive Level 1
Position Number	NIAA/2021/164
Agency Website	https://www.niaa.gov.au/

Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NIAA>

The Opportunity

The Executive Branch supports the Chief Executive Officer and two Deputy Chief Executive Officers with advice, coordination, office management and oversight of all Executive functions, ensuring strategic level priorities are coordinated across the Agency.

The NIAA's public affairs and media capability, which sits in the Office of the CEO, is being expanded with the addition of a Media Manager who will take primary responsibility for day-to-day media handling, preparation of media announcements, and providing media and public affairs advice to all levels of the Agency.

The Media Manager will work to the Director of Media and Public Affairs. The position includes semi-regular out-of-hours work and the successful candidate will be expected to participate in an on-call roster.

Duties will include:

- Liaising with journalists, the Minister's Office, line areas and the Executive to prepare, clear and deliver responses to media enquiries.
- Preparation of media releases, talking points, statements and other communications material as directed.
- Providing advice across all levels of the Agency on media and public engagements, including media activity conducted by funded service providers.
- Supporting line areas in the preparation and delivery of website content, information documents/fact sheets and other material intended for public release.
- Supporting the Director in the preparation of high-level communications advice and handling strategies for emerging issues including liaising with other Departments/Agencies to coordinate approaches.
- Maintaining the Agency's daily media report and media monitoring services.
- Maintaining all records related to media enquiries and releases and undertaking evaluation of media activity.

What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions,
- Exciting and fulfilling work including career development and networking opportunities,
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

Duties

Our Ideal Candidate

Our ideal candidates will have:

- A demonstrated understanding of the Australian media environment and Government processes for releasing information.
- Demonstrated ability to manage a high-volume, high-pace workload and ability to manage competing priorities that can change quickly, while maintaining relationships and working productively in team environments.
- Well-developed writing skills and an extremely high level of attention to detail.
- An ability to engage on sensitive and potentially distressing subject matter, and to maintain confidence and discretion.
- An ability to engage sensitively and effectively with Aboriginal and Torres Strait Islander peoples and across all classification levels.
- Demonstrated capacity to develop an understanding of the complex social policy issues affecting Aboriginal and Torres Strait Islander peoples, and a strong commitment to ongoing cultural capability development.

Eligibility

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

The occupant must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 12 months from the opening date of this advertisement.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	James McPherson, (02) 6228 6935
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NIAA

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Prime Minister and Cabinet

Vacancy VN-0693275

National Recovery and Resilience Agency

Closing Date: Wednesday 01 September 2021

Bushfire Programs
Various

Job Title	Directors (EL2) - Program and Policy - Various
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	\$125,115 - \$148,907
Classification	Executive Level 2
Position Number	NRRA/2021/014
Agency Website	https://recovery.gov.au/about

Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NDNQFRRRA>

The Opportunity

The Agency is seeking experienced and motivated individuals at the APS6 to EL2 levels to contribute to and assist in leading the policy design and program delivery functions. You will play a key role in delivering and implementing on Government initiatives while helping to build and sustain the Agency's workplace culture of inclusivity, integrity and professionalism.

These roles provide the opportunity to design and deliver on government policy and programs so that it is best tailored to meet the needs of those impacted by disasters and better prepare them for future disasters.

These positions may include:

- Assistance in the design and delivery of social, environmental, economic recovery and resilience policies and programs, including development and implementation of grant programs
- Strategic policy advice and coordination of the Commonwealth's disaster risk reduction, which reflects advice and feedback from communities and key stakeholders.
- Advice to the responsible Minister and other agencies about how existing and new Commonwealth policies and programs can best contribute to improved recovery and resilience outcomes.
- Appropriately managing probity and governance arrangements and undertaking grant program reporting and guideline development.
- Building and maintaining effective working relationships with stakeholders, including other Commonwealth organisations, States and Territories, local councils, industry bodies, international partners, and notforprofit and community organisations to deliver coordinated, effective support to individuals, businesses and communities.

These roles are fast-paced, dynamic and present an exciting opportunity to ensure the Agency is sustainable and its operations underpinned by sound advice to government and support for impacted communities. Travel will be expected to deliver the objectives. **Duties**

Our Ideal Candidate

We are looking for confident and resilient leaders with experience across a range of program and policy matters to fill a number of vacancies at the EL2 classification across the Agency.

Suitable applicants will:

- Have strong strategic thinking skills and the ability to identify opportunities and risks, and how these should be considered in policy decision making.

- Have strong conceptual and analytical skills that enable you to succinctly explain to others a variety of policy, program and implementation matters.
- Have excellent influencing, negotiation and engagement skills. You possess vast experience in developing effective networks and building strong relationships with stakeholders.
- Be effective at identifying emerging issues and drawing on stakeholder relationships to achieve outcomes.
- Show initiative, sound judgement with integrity and personal drive.
- Work effectively under pressure and in a fast-paced and often changing environment to deliver high-quality advice and outcomes.
- Have a sound understanding of the issues facing rural and regional Australia to assist in engaging effectively with stakeholders from a variety of backgrounds and levels of seniority.
- Flexibility and ability to work in a changing environment.
- Experience in policy development and implementation, including driving budget processes.
- Experience in preparing complex briefings, submissions and other Ministerial and departmental correspondence.
- Excellent written and verbal communication skills.
- Demonstrated staff management skills.

Eligibility

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

Applicants must be able to obtain and maintain a Baseline security, or hold a current security clearance of an appropriate level.

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 NRRRA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 12 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>

About the National Recovery and Resilience Agency

The National Recovery and Resilience Agency (the Agency) was established by the Prime Minister to coordinate and align Australia's national capability to build resilience, better prepare for natural disasters, and recover from all hazards. It combines the National Bushfire Recovery Agency and The National Drought and North Queensland Flood Response Agency. The Agency is all about disasters, drought and other hazards; helping people prepare, driving down risks, and supporting locally-led recovery. The Agency will focus on building on what works well while having the courage to do things differently where changes are needed. We are still all about locally-led recovery and boots of the ground, while also continuing to have a broader role around risk reduction and preparedness. The Agency will have an important role in driving social, environmental, built and economic resilience projects. These reforms will help better position Australians to withstand future large-scale disasters. They deliver on the commitments the Australian Government made in November 2020 in response to the Royal Commission into National Natural Disaster Arrangements. Further details of the Agency can be found at: www.recovery.gov.au, or contact recruitment@recovery.gov.au

To Apply

Position Contact	Hannah Wandel, 02 6271 5408
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NDNQFRRA

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Prime Minister and Cabinet

Vacancy VN-0693284

National Recovery and Resilience Agency

Closing Date: Wednesday 01 September 2021

Bushfire Programs
Various

Job Title	Senior Advisers (APS 6) - Program & Policy - Various
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$83,647 - \$94,000
Classification	APS Level 6
Position Number	NRRA/2021/012
Agency Website	https://recovery.gov.au/about

Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NDNQFRRA>

The Opportunity

The Agency is seeking experienced and motivated individuals at the APS6 to EL2 levels to contribute to and assist in leading the policy design and program delivery functions. You will play a key role in delivering and implementing on Government initiatives while helping to build and sustain the Agency's workplace culture of inclusivity, integrity and professionalism.

These roles provide the opportunity to design and deliver on government policy and programs so that it is best tailored to meet the needs of those impacted by disasters and better prepare them for future disasters.

These positions may include:

- Assistance in the design and delivery of social, environmental, economic recovery and resilience policies and programs, including development and implementation of grant programs.
- Strategic policy advice and coordination of the Commonwealth's disaster risk reduction, which reflects advice and feedback from communities and key stakeholders.

- Advice to the responsible Minister and other agencies about how existing and new Commonwealth policies and programs can best contribute to improved recovery and resilience outcomes.
- Appropriately managing probity and governance arrangements and undertaking grant program reporting and guideline development.
- Building and maintaining effective working relationships with stakeholders, including other Commonwealth organisations, States and Territories, local councils, industry bodies, international partners, and notforprofit and community organisations to deliver coordinated, effective support to individuals, businesses and communities.

These roles are fast-paced, dynamic and present an exciting opportunity to ensure the Agency is sustainable and its operations underpinned by sound advice to government and support for impacted communities. Travel will be expected to deliver the objectives. **Duties**

Our Idea Candidate

We are looking for solutions focused applicants with excellent interpersonal, collaboration and negotiation skills, to support the Assistant Director in the design and implementation of the program.

Suitable applicants will:

- Manage relationships with stakeholders to achieve agency goals.
- Have a strong understanding of government and its processes and be able to demonstrate excellent judgement and understanding of the broader operating landscape
- Be able to manage multiple priorities and be resilient, responsive and flexible
- Have excellent attention to detail and the ability to make evidence-based decisions using strong analytical, research and problem solving skills
- Have a sound understanding of the issues facing rural and regional Australia would be beneficial to assist in engaging effectively with stakeholders from a variety of backgrounds and levels of seniority.

Eligibility

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

Applicants must be able to obtain and maintain a Baseline security, or hold a current security clearance of an appropriate level.

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 NRRRA delegate.

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About the National Recovery and Resilience Agency

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and preparedness. The Agency will have an important role in driving social, environmental, built and economic resilience projects. These reforms will help better position Australians to withstand future large-scale disasters. They deliver on the commitments the Australian Government made in November 2020 in response to the Royal Commission into National Natural Disaster Arrangements. Further details of the Agency can be found at: www.recovery.gov.au, or contact recruitment@recovery.gov.au

To Apply

Position Contact	Alex Nichols, 02 6228 6462
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NDNQFRRA

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Prime Minister and Cabinet

Vacancy VN-0693289

National Recovery and Resilience Agency

Closing Date: Wednesday 01 September 2021

Bushfire Programs
Various

Job Title	Assistant Directors (EL1) - Program and Policy - Various
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	\$107,494 - \$122,513
Classification	Executive Level 1
Position Number	NRRA/2021/013
Agency Website	https://recovery.gov.au/about

Job Description

<https://dpmc.nga.net.au/?AudienceTypeCode=NDNQFRRA>

The Opportunity

The Agency is seeking experienced and motivated individuals at the APS6 to EL2 levels to contribute to and assist in leading the policy design and program delivery functions. You will play a key role in delivering and implementing on Government initiatives while helping to build and sustain the Agency's workplace culture of inclusivity, integrity and professionalism.

These roles provide the opportunity to design and deliver on government policy and programs so that it is best tailored to meet the needs of those impacted by disasters and better prepare them for future disasters.

These positions may include:

- Assistance in the design and delivery of social, environmental, economic recovery and resilience policies and programs, including development and implementation of grant programs
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These roles are fast-paced, dynamic and present an exciting opportunity to ensure the Agency is sustainable and its operations underpinned by sound advice to government and support for impacted communities. Travel will be expected to deliver the objectives. **Duties**

Our Ideal Candidate

We are looking for strong individuals who will manage the stakeholder engagement plan to support both the design and implementation of the program.

Suitable applicants will:

- Have policy and/or program management experience.
- Have excellent interpersonal, collaboration and negotiation skills.
- Have a strong understanding of government and its processes and be able to demonstrate excellent judgement and understanding of the broader operating landscape.
- Be able to manage multiple priorities and be resilient, responsive and flexible.
- Have excellent attention to detail and the ability to make evidence-based decisions using strong analytical, research and problem solving skills.
- Have a sound understanding of the issues facing rural and regional Australia would be beneficial to assist in engaging effectively with stakeholders from a variety of backgrounds and levels of seniority.

Eligibility

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

Applicants must be able to obtain and maintain a Baseline security, or hold a current security clearance of an appropriate level.

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 NRRRA delegate.

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

About the National Recovery and Resilience Agency

The National Recovery and Resilience Agency (the Agency) was established by the Prime Minister to coordinate and align Australia's national capability to build resilience, better prepare for natural disasters, and recover from all hazards. It combines the National Bushfire Recovery Agency and The National Drought and North Queensland Flood Response Agency. The Agency is all about disasters, drought and other hazards; helping people prepare, driving down risks, and supporting locally-led recovery. The Agency will focus on building on what works well while having the courage to do things differently where changes are needed. We are still all about locally-led recovery and boots of the ground, while also continuing to have a broader role around risk reduction and preparedness. The Agency will have an important role in driving social, environmental, built and economic resilience projects. These reforms will help better position Australians to withstand future large-scale disasters. They deliver on the commitments the Australian Government made in November 2020 in response to the Royal Commission into National Natural Disaster Arrangements. Further details of the Agency can be found at: www.recovery.gov.au, or contact recruitment@recovery.gov.au

To Apply

Position Contact	Sophie Cartwright, 02 6228 6365
Agency Recruitment Site	https://dpmc.nga.net.au/?AudienceTypeCode=NDNQFRR

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0693229

Services Australia

Closing Date: Monday 30 August 2021

Families, Children and Targeted Services
Various

Job Title	Senior Business Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Hobart TAS, Melbourne VIC, Redfern NSW, Southport QLD
Salary	\$83,508 - \$96,564
Classification	APS Level 6
Position Number	EXT-APSL-2021-2033
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencetypecode=ext>

Work Context:

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on.

To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Job description:

The Families, Children & Targeted Services Division is responsible for assuring the effective delivery and integrity of a wide range of programmes, including Paid Parental Leave, Child Care, Family Assistance including Family Tax Benefit, Emergency Management and Family Safety, and Dedication and Confirmation services such as Welfare Quarantining, the Cashless Debit Card and Centrepay. This includes the implementation of new budget and other initiatives for Services Australia (the Agency) and developing and implementing strategies to improve the delivery of programmes through systemic research, innovation and channel management initiatives.

Business Analyst professionals articulate and document business requirements and elicit high level requirements and capture business needs. Senior Business Analysts work to understand how the agency functions in order to achieve its purpose and goals. This involves understanding the agency's capabilities required to deliver its services to customers and stakeholders. They develop an understanding of the current state of the agency or identifying future business needs in order to meet the agency's purpose. Business analyst staff seek to define and validate solutions that meet business needs, goals, or objectives.

Senior Business Analysts analyse and integrate information provided by a large number of customers, staff, IT professionals, executives, customers and external stakeholders. They are responsible for understanding the core needs and requirements of stakeholders and the agency.

They may also work to facilitate communication between business units. They often play a central role in aligning the needs of business units with the capabilities delivered by information technology or business activities, and may serve as a translator between different stakeholder groups. Working under the limited direction of senior staff, they exercise initiative and judgement in the interpretation of policy and in the application of practices and procedures.

Duties

- Assist in defining and clarifying business needs to contribute to the creation of action plans, solution reports or business cases for consideration of senior staff.
- Liaise with stakeholders to understand, gather and analyse business/process requirements and concerns in line with the agency's business objectives.
- Undertake business analysis that may include specifying team roles, deliverables, analysis techniques or stakeholder communication.
- Identify potential business needs to recommend improvements for consideration by senior staff and provide analysis, verification and validation on the recommended improvements.

- Conduct stakeholder analysis to increase engagement with a range of key stakeholders to effectively understand cross business functions, facilitate and lead communication across business units with a range of key stakeholders and represent the agency at a range internal and external forums.
- Undertake risk analysis and problem investigation and tracking to mitigate potential issues.
- Assist with managing requirements and communication through scope, traceability and maintenance. Preparation and completion of business verification testing.
- Participate and perform elicitation requirement techniques such as brainstorming, workshops, prototyping, observation or interviews, and confirm or report on results.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain)

To be eligible for employment with Services Australia, applicants must be an Australian citizen. An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants 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 Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

A merit pool may be established and used to fill future vacancies within the next 12 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>

About the Services Australia

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on. To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

To Apply

Position Contact	Jarrod Moore, 03 9362 3823
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Social Services

Vacancy VN-0693279

National Disability Insurance Agency

Closing Date: Monday 30 August 2021

Operations and Support
Technical Advisory

Job Title	NDIA APS6 Research Officer
Job Type	Full-Time, Non-Ongoing
Location	Geelong VIC
Salary	\$85,296 - \$94,300
Classification	APS Level 6
Position Number	1276_08/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Technical Advisory Branch is part of the Operations and Support Division and is responsible for providing specialist technical, clinical and operational advice in relation to complex cases and support requests. The branch drives consistency in the application of the NDIA reasonable and necessary planning decisions and access decision-making frameworks to facilitate the achievement of Participant and Scheme Outcomes.

The Technical Advisory Branch plays a critical role in providing support and building the capability of NDIA staff and partners to make complex decisions where technical or clinical advice is required. The branch is also a key contributor to policy development and practice guidance for the Agency.

Duties

APS6 Research Officer responsibilities may include but are not limited to:

- Providing mentoring and oversight of all incoming research requests.
 - Facilitating and monitoring team work flow, including clearance and delegation of tasks.
 - Analysing and synthesising detailed information into plain English documentation.
 - Conducting literature reviews, reviews of evidence based practice and complex research tasks.
 - Creating draft papers and undertaking record keeping activities.
- (NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Desirable

Experience performing literature searches across a wide variety of databases
Understanding of how to critically analyse peer reviewed literature
Ability to adapt quickly to change and be flexible within their work environment.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

This position will be offered for a specified term of up to 12 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Illya Wynne, 0488 450 042
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0693290

National Disability Insurance Agency

Closing Date: Sunday 29 August 2021

Provider and Markets Division
Provider Engagement Branch Provider Engagement NSW - ACT

Job Title	APS4 Provider Engagement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Charlestown NSW, Braddon ACT, Wollongong NSW
Salary	\$67,661 - \$75,100
Classification	APS Level 4
Position Number	1255_08/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS4 Provider Engagement Officer is accountable under limited direction to undertake general work that is guided by legislation, policies, procedures, standards, methodologies and precedents. It is a team membership position that may be required to perform work that involves working as part of a team to achieve priorities and manage workflows of the team.

The position has some autonomy and accountability to exercise both initiative and judgment to interpret legislation and policy, in the application of practices and procedures to achieve outcomes within the functions. The role will have some level of public contact in relation to general or sensitive issues. It may liaise with a range of internal and external stakeholders in a representational role on behalf of the team.

Duties

Responsibilities may include but are not limited to:

- Being a contact for providers whilst supporting provider market and NDIS provider process.
- Supporting team members working with stakeholders including State and Local Governments, providers, carers, people with disability and mainstream organisations to address local transition challenges.
- Engaging providers to ensure optimal satisfaction is experienced at each interaction.
- Assisting the team to manage risks associated with stakeholder relationships through a proactive approach.
- Supporting the development and promotion of resources that enable sector development and improve the NDIA's understanding of the provider environment and experience.
- Providing general input into ministerial and parliamentary correspondence, reports and briefs.
- Undertaking project management and delivery of provider engagement approaches.
- Supporting engagements where the team is representing the Agency in discussions with providers.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

This position will be offered Non-ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Julie Basso, 0455 062 796
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0693294

National Disability Insurance Agency

Closing Date: Sunday 29 August 2021

Chief Counsel
Dispute Resolution and Litigation

Job Title	NDIA APS5 Practice Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Braddon ACT
Salary	\$76,379 - \$82,224
Classification	APS Level 5
Position Number	1243_08/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS5 Practice Management will sit within the reporting and analytics function of the practice management team. The role will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of matters to resolve moderately complex enquiries.

Duties

APS5 Practice Management responsibilities may include but are not limited to:

Collect data from a variety of sources

Assess data quality

Support data integrity initiatives

Generate and communicate insights from the available information

The APS5 Practice Management will have advanced Excel skills including the following:

Advanced formulas – COUNTIFS, SUMIFS, SUMPRODUCT, INDEX, MATCH, LOOKUP

Power Query (Get & Transform Data), Tables, cell styles, formatting

Conditional formatting

Pivot tables & Pivot reporting

Desired: VBA and Macros

This role is a team membership position and is accountable for organising their workflow and making independent decisions relating to an area of responsibility.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

This position will be offered for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Justin Colbourne, 0419 171 875
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0693298

National Disability Insurance Agency

Closing Date: Monday 30 August 2021

National Delivery Division
QLD Service Delivery Branch

Job Title	APS5 Remote Planner
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Charleville QLD
Salary	\$76,379 - \$82,224
Classification	APS Level 5
Position Number	1208_07/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS5 Remote Planner will undertake planning activities and tasks using available information where options are not always evident. It will be required to perform procedural, clerical, administrative and operational tasks that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

The position will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of matters to resolve moderately complex to complex enquiries.

Duties

Responsibilities may include but are not limited to:

- Working with service providers and participants to gather and verify relevant information to facilitate access, plan development, ensure successful plan implementation and maintain community supports.
- Developing outcome based plans reflecting participant choice and control within a reasonable and necessary framework.
- Undertaking reviews of plans with participants, delivering and approving plans to meet targets.
- Building participant capacity to maintain effective networks by liaising with individuals, families/ carers and their communities to improve natural and community supports.
- Providing information to members of the community about the NDIS, mainstream services and community supports to improve participation and inclusion.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment. Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

This position will be offered Non-ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Chris Kelso, 0436674312
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0693300

National Disability Insurance Agency

Closing Date: Sunday 29 August 2021

Chief Financial Officer Division
Procurement and Corporate Services National Procurement and Contracts

Job Title	APS6 Procurement Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Geelong VIC
Salary	\$85,296 - \$94,300
Classification	APS Level 6
Position Number	1257_08/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS6 Procurement Officer has specialist procurement knowledge which will support the delivery of the NDIA procurement function operating a centralised procurement model, in which the Procurement Team leads complex scoping, evaluation and contract establishment.

The APS6 Procurement Officer will work collaboratively with business areas to drive value for money outcomes, conducting both simple and complex procurements across the NDIA. They may provide support and advice across all facets of procurement including the procurement framework, probity advice, procurement reporting, service desk management and capability uplift.

Occasional travel may be required to NDIA office locations to meet with various teams across the organisation.

Duties

- Working collaboratively with NDIA business areas as a procurement business partner to develop market approach documentation, evaluate tenders and negotiate contracts.
 - Managing and/or undertaking procurement reporting and verification activities
 - Maintaining and enhancing procurement and contract management policies, procedures and frameworks.
 - Providing input into procurement planning activities within the wider Procurement Team and across the Agency.
 - Providing specialist procurement advice and ensuring NDIA procurement activities are conducted in line with legislative requirements, the Commonwealth Procurement Rules (CPRs) and the NDIA Procurement Policy to deliver value for money outcomes.
 - Delivering policy advice in relation to compliance with the Commonwealth Grant Rules and Guidelines (CGRGs).
 - Providing high quality and timely advice internally and externally, including guidance and reporting to the Branch Leadership, and the Executive Leadership Team in relation to Agency procurement activities.
- (NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

This position will be offered for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Maya Wiyono, 0436 669 821
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0693301

National Disability Insurance Agency

Closing Date: Monday 30 August 2021

Chief Financial Officer Division
Procurement and Corporate Services National Procurement and Contracts

Job Title	APS5 Procurement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Geelong VIC
Salary	\$76,379 - \$82,224
Classification	APS Level 5
Position Number	1258_08/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS5 Procurement Officer has procurement knowledge which will support the delivery of the NDIA procurement function operating a centralised procurement model, in which the Procurement Team leads complex scoping, evaluation and contract establishment.

The role will work collaboratively with the NDIA procurement team and business areas to drive value for money outcomes, supporting both simple and complex procurements across the NDIA. They may provide support and advice across all facets of procurement including the procurement framework, probity advice, procurement reporting, service desk management and capability uplift.

Occasional travel may be required to NDIA office locations to meet with various teams across the organisation.

Duties

- Working collaboratively with NDIA business areas to develop market approach documentation, evaluate tenders and negotiate contracts.
 - Supporting Procurement planning activities within the wider team and across the Agency.
 - Providing advice to ensure NDIA procurement activities are conducted in line with legislative requirements, the Commonwealth Procurement Rules (CPRs) and the NDIA Procurement Policy to deliver value for money outcomes.
 - Delivering policy advice in relation to compliance with the Commonwealth Grant Rules and Guidelines (CGRGs).
 - Providing input into high quality and timely advice internally and externally, in relation to Agency procurement activities.
- (NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

This position will be offered for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Maya Wiyono, 0436 669 821
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0693310

National Disability Insurance Agency

Closing Date: Tuesday 31 August 2021

Chief Information Officer Division
ICT Services

Job Title	APS6 Incident Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Wollongong NSW
Salary	\$85,296 - \$94,300
Classification	APS Level 6
Position Number	1212_07/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS6 Incident Manager is accountable under limited direction to undertake complex work that is guided by legislation, policies, procedures, standards, methodologies and precedents.

The position is a team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across a range of activities. It will provide the leadership, control, planning, resource management, performance management and decision making for the Team Membership within the Work Area.

The position has reasonable autonomy and accountability to exercise both initiative and judgment to interpret legislation and policy, in the application of practices and procedures to achieve outcomes within the functions.

The APS6 Incident Manager will provide detailed technical, professional, policy, operational support and advice in relation to complex problems. It may be required to coordinate and assist in the strategic planning, program and project management and policy development that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

Duties

Responsibilities may include but are not limited to:

- Managing incidents and service requests including identification and resolution, looking for anomalies and exceptions or breaches of agreements, and devising solutions for improvement.
- Chairing incident forums working with stakeholders and vendors to ensure that actions are being completed in response to escalations.
- Reporting on incident management.
- Communicating effectively to a variety of stakeholders with differing levels of ICT knowledge.
- Completing regular scheduled reviews of different records, feedback and taking appropriate actions.
- Supporting other Service Management Operations duties as appropriate.
- Participating in the Major Incident On-call, responding to major incidents in accordance with processes and standards.
- Managing confidential and sensitive information.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Michael Trevean, 0436864506
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0693311

National Disability Insurance Agency

Closing Date: Wednesday 25 August 2021

Chief Information Officer Division
ICT Services

Job Title	APS6 Cloud Desktop Engineer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Braddon ACT, Greenway ACT
Salary	\$85,296 - \$94,300
Classification	APS Level 6
Position Number	1225_08/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS6 Cloud Desktop Engineer assists with the development and management of Cloud Platform Services to ensure effective delivery of projects, continual improvement in technology development activities, and perform ongoing maintenance. This role requires diverse experience across multiple technical domains and solutions, customer focus, a positive attitude, and a desire to be challenged and to hit the ground running.

Duties

Responsibilities may include but are not limited to:

- Designing and building cloud infrastructure solutions.
- Undertaking the role as a subject matter expert for all cloud related activities in the division.
- Ensuring data platforms are well maintained, optimised, secure and stable.
- Supporting various teams during design, development, and delivery of platforms & data analytics related solutions to ensure supportable, scalable and robust solutions are delivered.
- Providing support, maintenance and advanced troubleshooting across a wide variety of technologies.
- Delivering and supporting unified communications and collaboration using Microsoft Office 365 services such as Teams, Sharepoint Online, and other systems as required.
- Undertaking continual improvement of customer environments and toolsets.
- Providing escalation and advanced troubleshooting across key technologies.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment. Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per

Notes

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Beau Wilford, 0438 584 385
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0693312

National Disability Insurance Agency

Closing Date: Wednesday 25 August 2021

Chief Information Officer Division
ICT Services

Job Title	APS4 ICT Asset Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Greenway ACT, Braddon ACT
Salary	\$67,661 - \$75,100
Classification	APS Level 4
Position Number	1277_08/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS4 ICT Asset Officer is a team membership position that will work within defined parameters relating to their area of responsibility. It will apply well-established policy, principles, practices and procedures to achieve outcomes that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

The position will provide operational and administrative support that is informed and directed by sound knowledge in areas and may undertake some research and analysis activities.

The APS4 ICT Asset Officer will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of matters to resolve moderately complex enquiries.

Duties

Responsibilities may include but are not limited to:

- Updating and maintaining appropriate registration of all ICT asset including asset moves.
- Participating in asset stocktakes and audits.
- Asset refresh and upgrade projects including role outs of ICT operating systems across the agencies existing desktop and mobile devices;
- Draft task cards, communications, briefing papers and other corporate documents as they relate to ICT asset management;
- Managing confidential and sensitive information.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

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

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To Apply

Position Contact	Beau Wilford, 0438 584 38
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0693313

National Disability Insurance Agency

Closing Date: Wednesday 25 August 2021

Chief Information Officer Division
ICT Services

Job Title	APS5 Cloud Desktop Administrator
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Greenway ACT, Braddon ACT
Salary	\$76,379 - \$82,224
Classification	APS Level 5
Position Number	1283_08/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS5 Cloud Desktop Administrator is accountable under limited direction to undertake complex work that is guided by legislation, policies, procedures, standards, methodologies and precedents.

The position is a team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and

risks across a range of activities. It will provide the leadership, control, planning, resource management, performance management and decision making for the Team Membership within the Work Area.

The position has reasonable autonomy and accountability to exercise both initiative and judgment to interpret legislation and policy, in the application of practices and procedures to achieve outcomes within the functions.

The APS5 Cloud Desktop Administrator will provide detailed technical, professional, policy, operational support and advice in relation to complex problems. It may be required to coordinate and assist in the strategic planning, program and project management and policy development that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

Duties

Responsibilities may include but are not limited to:

- Managing and operating Cloud Infrastructure solutions and Cloud Service components.
- Ensuring the group's data platforms are well maintained, optimised, secure and stable.
- Provide end user support, system maintenance, triage and troubleshooting across one or more Cloud Service components.
- Supporting and maintaining operation of unified communications and collaboration using Microsoft Office 365 services such as Teams, Sharepoint Online, and other systems as required.
- Undertaking continual improvement of customer environments and toolsets.
- Managing escalation and advanced troubleshooting across key technologies.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

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To Apply

Position Contact	Beau Wilford, 0438 584 385
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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