



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS33 Daily Gazette Wednesday - 14 August
2024.pdf**

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

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

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

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

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0746332

Australian Electoral Commission

Closing Date:Tuesday 27 August 2024

Electoral Integrity and Operations Group
State Operations TAS Operations

Job Title	Workforce Training Coordinator, Event Recruitment and Management
Job Type	Full-Time, Non-Ongoing
Location	Hobart TAS
Salary	\$82,336 - \$90,234
Classification	APS Level 5
Position Number	2024-281 13084
Agency Website	https://www.aec.gov.au/

Job Description

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

The Event Recruitment and Management (ERaM) team is a dynamic, high performing team working in the Tasmanian State Office, led by the Assistant Director, ERaM.

The election workforce is critical to the successful delivery of federal elections and referendums. In Tasmania alone, the AEC needs to recruit and train around three thousand temporary election workers to assist us to deliver any federal electoral event.

The ERaM team provides critical support to the AEC's local operational network to ensure it has the temporary workers it needs to deliver these events successfully in Tasmania and in accordance with the AEC's Electoral Integrity Framework.

It provides this support across a range of functions, including strategic sourcing, direct recruitment and recruitment through labour hire, onboarding, induction, and training.

The team is also responsible for monitoring and analysing our workforce data, providing regular reporting to senior management, and working with relevant stakeholders to develop and implement solutions to address any identified risks.

Duties

Reporting to the Workforce Project Manager, the Workforce Training Coordinator will use their project and people management skills to lead and be responsible for the project management and implementation of key election workforce training activities.

The role is responsible for working with the operational network and the AEC's national training unit to facilitate and coordinating key training requirements in preparation for the delivery of the 24/25 Federal Election. You will coordinate the onboarding and training of key divisional operational roles, including materials management, logistics and site management roles and be responsible for monitoring and reporting functions, as directed by the Workforce Project Manager.

Training Coordinators in each of the AEC's state and territory offices collaborate and support each other via a national peer network, with a focus on ensuring national consistency and strengthening the agency's approach to temporary election workforce recruitment and onboarding.

The Workforce Training Coordinator will be flexible and adaptable to working in a fast-paced and high-pressure environment, and

able to work independently with limited guidance. They will perform additional duties and functions in the ERaM team or wider agency, as required.

To excel you'll have:

- Experience in delivering or supporting projects within tight timeframes, in a highly operational and legislated environment.
- Strong interpersonal and communication skills, with proven ability to develop and support internal and external stakeholder relationships.
- Proven ability to provide accurate and timely advice, in line with relevant policies and legislation.
- Demonstrated analytical skills, with the ability to generate and analyse reports and data and use sound judgement to make evidence-based decisions.
- Resilience and agility to manage competing priorities and changing requirements, and ability to anticipate challenges and, with support, contribute to the effective design and implementation of workforce projects.
- Demonstrated personal integrity, with dedication to achieving high quality results whilst working as part of a team towards a common goal.

Desirable

- Relevant experience or qualifications in project management, event coordination, public administration, human resources, or a similar field.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Karena Slaninka, karena.slaninka@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0746337

Australian Electoral Commission

Closing Date:Tuesday 27 August 2024

Electoral Integrity and Operations Group
State Operations TAS Operations

Job Title	Workforce Project Manager, Event Recruitment and Management
Job Type	Full-Time, Non-Ongoing
Location	Hobart TAS
Salary	\$91,140 - \$102,152
Classification	APS Level 6
Position Number	2024-282 14906
Agency Website	https://www.aec.gov.au/

Job Description

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

The Event Recruitment and Management (ERaM) team is a dynamic, high performing team working in the Tasmanian State Office, led by the Assistant Director, ERaM.

The election workforce is critical to the successful delivery of federal elections and referendums. In Tasmania alone, the AEC needs to recruit and train around three thousand temporary election workers to assist us to deliver any federal electoral event.

The ERaM team provides critical support to the AEC's local operational network to ensure it has the temporary workers it needs to deliver these events successfully in Tasmania and in accordance with the AEC's Electoral Integrity Framework.

It provides this support across a range of functions, including strategic sourcing, direct recruitment and recruitment through labour hire, onboarding, induction, and training.
The team is also responsible for monitoring and analysing our workforce data, providing regular reporting to senior management, and working with relevant stakeholders to develop and implement solutions to address any identified risks.

Duties

The Workforce Project Manager is responsible for leading the delivery of key election workforce projects for Tasmania. The role reports to the Assistant Director, ERaM, is supported by a small team of two direct reports, and works closely with Tasmania's

operational network and relevant branches in the AEC's National Office in Canberra.

You will be responsible for the direct recruitment of key APS staff required to scale-up Tasmanian State Office resourcing for delivery of the 2024/25 Federal Election and leading the AEC's engagement with labour hire providers for Tasmania, and the engagement of key operational and training staff through those providers.

The role is additionally responsible for developing and implementing strategies to source and attract temporary election workers for key roles and for hard to recruit areas of the state, as well as monitoring and providing state-wide reporting on the recruitment, onboarding, and training of temporary election workers by divisional teams, and working with those teams to develop and implement solutions where risks to election-readiness and delivery emerge.

Workforce Project Managers in each of the AEC's state and territory offices collaborate and support each other via a national peer network, with a focus on ensuring national consistency and strengthening the agency's approach to temporary election workforce recruitment and onboarding.

They will be flexible and adaptable to working in a fast-paced and high-pressure environment, and able to work independently with limited guidance. They will be committed to driving a strong and productive team culture and performing additional duties and functions across the ERaM network or wider agency, as required.

To excel you'll have:

- Proven ability to effectively manage and deliver projects, on time and within budget, in a highly operational and legislated environment.
- Excellent interpersonal and communication skills, with proven ability to develop and support internal and external stakeholder relationships.
- Demonstrated analytical skills, with the ability to analyse reports and data, use sound judgement to make evidence-based decisions and provide advice in line with relevant policies and procedures.
- Demonstrated ability and experience in, or an aptitude to learn, contract management in human resources or similar.
- Resilience and agility to manage competing and evolving priorities, and ability to anticipate challenges and contribute to the design and implementation of solutions and improved business practices.
- Demonstrated personal integrity, with dedication to achieving high quality results whilst leading and motivating a team to achieve a common goal.

Desirable

- Relevant experience or qualifications in project management, event coordination, public administration, human resources, workforce planning, or a similar field.

Eligibility

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

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

To Apply

Position Contact	Karena Slaninka, karena.slaninka@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0746417

Australian National Maritime Museum

Closing Date:Wednesday 04 September 2024

Corporate Services
Finance

Job Title	Senior Financial Accountant
Job Type	Full-Time, Ongoing
Location	Pymont NSW
Salary	-
Classification	APS Level 6
Position Number	M082
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-do

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

The Australian National Maritime Museum is seeking an experienced and well organised Senior Financial Accountant to join our Finance team in this ongoing position.

As one of Sydney's most visited museums, the Australian National Maritime Museum shares our national maritime story across Australia and the world, online, onsite and through research, presentations and travelling exhibitions, and provides must-visit museum experiences that delight and inspire.

We connect our visitors with the oceans and waterways that are the heartbeat of who we are. From deep time to modern Australian and beyond, we explore our past, our present and future as an island nation shaped by sea, offering a sustainable and cohesive vision for the future.

The Museum welcomes over 2.5 million local, interstate and international visitors annually, and is supported by a thriving and passionate staff, membership, volunteer and education base. Find out more at sea.museum

The Senior Financial Accountant is accountable for the timely completion, on a monthly basis, of all the financial transactional requirements for the Museum and the Foundation and the supervision and day to day management of two Finance Officer roles and works closely with the Finance Manager in the preparation of the month end accounts and reporting, both for management and external stakeholders and any annual Statutory reporting and audit functions.

This is a crucial position for supporting and developing junior staff and learning from and working with the Finance Manager.

Click to apply before this opportunity closes at 5:00pm Wednesday 4th September 2024.

Duties

High level overview of accountabilities:

- Managing all aspects of transactional accounting and month end, including AP/AR, reviewing journal entries, balance sheet reconciliations; leading the finalisation of month end and year end close, and the preparation of variance analysis of monthly financials for both the Museum and Foundation accurately and within timelines.
- Leading and supervising Finance Officers ensuring all accountabilities for AR, AP, Fixed Assets, and Procurement are met.
- Timely and accurately preparing all month end journals, balance sheet reconciliations, and other financial reports including Commonwealth Government reporting.
- Timely and accurately preparing the Museum's and Foundation's year-end Statutory Accounts, including the interpretation of accounting standards, fixed asset valuation/impairment testing and revenue recognition, and the implementation of Commonwealth Government accounting policies and practices for review by the Finance Manager, and assisting with the external audit and liaising with the ANAO.
- Providing the analysis of revenue, expenditure, and cost efficiency for the museum, and the different divisions, with insightful commentary and commercial insight to support business growth and build better financial understanding and processes.
- Reviewing and updating the schedule of accumulated depreciation and fixed assets done by FA&P, and assisting the Finance Manager and the business to prepare budgets, forward estimates, annual OPEX and CAPEX budgets, rolling forecasts, preparation of the Portfolio Budget Statement (PBS) and the reporting and lodgements into the Central Budget Management System (CBMS).
- Managing compliance obligations and the preparation of tax submissions as required for various Commonwealth government requirements and taxation with the ATO (inc. GST; FBT; PAYG).
- Identification, development and implementation of process improvements, policies and procedures within the finance function to improve financial management and accounting practices and manage the training on financial processes and systems for the Museum.
- Fulfil the key competencies of the classification of this position as defined and described by the Integrated Leadership System (ILS).

- Any other lawful and reasonable request made within this position.

Eligibility

Selection Criteria:
Essential

- A relevant degree, and having completed, are studying or plan to obtain professional certification.
- A minimum of five (5) years of experience working as a Financial Controller or Assistant Accountant.
- Excellent attention to detail, strong numeracy and literacy skills.
- Effective communication and interpersonal skills (written and verbal) with the ability to collaborate with a range of internal and external stakeholders.
- Excellent organisational skills and the ability to meet deadlines.

Desirable

- Experience with managing a team.
- Experience with Certinia (previously FinancialForce) - Salesforce compatible system.
- Working knowledge of Excel
- Knowledge of Salesforce

Notes

Applications Close: 5:00 pm AEST, Wednesday, 4th September 2024. No Applications will be accepted by mail or email.

Selection for this position will be made on the basis of relative merit which will be assessed against each item of the selection criteria. Applications that do not address the selection criteria will not be considered for short listing by the Selection Committee. As part of the selection process the selection committee may invite candidates to undertake psychometric test, you should advise the selection committee if you have any special needs. Psychometric tests may be used as the initial short-listing test or later in the selection process. Some tests are very short while others may take one or more hours.

This position is open to all eligible members of the community, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. To be an eligible member of the community, you must be an Australian citizen. Applications may be accepted from Australian permanent residents who are in the process of acquiring Australian citizenship.

About the Australian National Maritime Museum

To Apply

Position Contact	Ken Cox, 0282418373
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20people/Work%20with%20us

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Vacancy VN-0746395

Australian Signals Directorate

Closing Date: Tuesday 27 August 2024

Cyber Security Resilience

Job Title	Assistant Director-General – Standards, Technical Advice & Research (STAR)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	ASD/06945/24
Agency Website	https://www.asd.gov.au/careers

Job Description <https://defencecareers.nga.net.au/?jati=BB1E7CE3-551E-64DA-2D84-DB04AC3899DE>

Duties

The Australian Signals Directorate (ASD) is the Australian Government’s foreign signals intelligence, offensive cyber and cyber security agency.

The ASD motto, *Reveal their secrets - Protect our own*, summarises our roles: we collect foreign intelligence; we provide advice and assistance on information and cyber security; and we conduct offensive cyber operations.

To achieve its mission, ASD requires people with strong integrity and a mix of specialist skills, adaptability, imagination, resilience and creativity. These are needed to out-think and out-imagine our adversaries and solve seemingly intractable technical and operational challenges. ASD is a place to work with other smart, skilled, and highly motivated people.

Position Description:

The Australian Signals Directorate (ASD) is seeking a highly motivated and outcome driven Senior Executive Service (SES) Band 1 to fill the position of Assistant Director-General Standards, Technical Advice & Research, who will contribute to ASD’s mission and have relevant skills to work across and within ASD’s Australian Cyber Security Centre.

ASD is currently undergoing a significant transformation – doubling in size, expanding its presence both nationally and globally, and delivering significant new and enhanced intelligence and security capabilities for Australia. As a senior leader in ASD, you will have an important role leading this

change.

As Assistant Director-General Standards, Technical Advice & Research, you will lead a Branch that performs a range of engagement and technical cyber security functions that build Australia's cyber security resilience at a national level. The role is responsible for programs that inform standards development, cyber security risk mitigations and best practice advice. You will assist the Australian Government's efforts to improve and evolve Australia's cyber security posture, as well as safeguard information systems and critical infrastructure from cyber threats, helping keep Australians and their data secure. Your advice and publications will be shaped by research on, and knowledge of, emerging and disruptive technologies. You will provide trusted, high-quality advice, guidance and expertise to ASD's senior executive leadership.

You will have responsibility for leading a Branch through ASD's current transformation, while continuing to deliver on the operational requirements of the position. You will work closely with international partners, and will manage an Australia-wide workforce.

As part of the Senior Leadership Group, you will play a key role in promoting and influencing a shared commitment to the strategic direction of ASD as the Australian Government's foreign signals intelligence, offensive cyber, and cyber security agency. You will influence the strategic direction of ASD and work with colleagues across the Defence portfolio and Government to achieve results.

Successful applicants will exemplify ASD's values and engender a culture of achievement, collaboration and agility. You will be self-aware, and will encourage and respect the diversity of ideas and perspectives that defines ASD's workforce.

The role is based in Canberra ACT, and this recruitment activity may be drawn upon to fill future vacancies at the SES Band 1 level within ASD.

If after reading the selection documentation you have any questions, please contact Jonathan Beaumont and Lionel Riley at Beaumont&Beaumont on 02 6126 4500 or at asd@beaumontandbeaumont.com.au quoting reference number 5844.

For Senior Executive Service administrative recruitment enquiries please contact the Directorate of Senior Officer Management at dpg.dsom@defence.gov.au.

Eligibility Notes

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

About the Australian Signals Directorate

To Apply

Position Contact	Jonathan Beaumont and Lionel Riley, 02 6126 4500
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BB1E7CE3-551E-64DA-2D84-DB04AC3899DE

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Vacancy VN-0746423

Department of Finance

Closing Date:Wednesday 28 August 2024

Service Delivery Office

Job Title	Payroll Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 3;APS Level 4
Position Number	2024/203
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Service Delivery Office (SDO) is a leader in providing services under the Whole-of-Government Shared Services Programme. The SDO presents a unique opportunity to be involved in developing innovative service delivery arrangements, with an approach to collaboration and sharing of resources that has the potential to add value to not only existing customers but to set the scene for new ways of working across the Australian Public Services.

The Payroll Operations team manages the payroll services to SDO clients to enable them to increase productivity and concentrate on their core business. We are responsible for the management and administration of all payroll systems and processes associated with human resources data and reporting. We are committed to consistently improving service standards through innovation, systems, and process enhancements.

Duties

THE OPPORTUNITY

As an APS Level 3/4 Payroll Officer you are required to undertake tasks of moderate complexity and work under minimal supervision. You will work in a small team responsible for providing payroll services to a large client base with a real customer

service focus. You are accountable for meeting daily and weekly goals and are expected to organise your own workload and make decisions within defined parameters. As this role involves a high level of client contact you will be required to communicate with and provide information to a range of external stakeholders.

The role is responsible for:

- Administering payroll entitlements using the SAP payroll system based on client Enterprise Agreements, policies and legislation.
- Liaise with internal and external stakeholder on payroll related matters to maintain compliance and ensure positive customer outcomes.
- Respond to customer queries within Service Level Agreement timeframes.
- Work as a member of a team to ensure the delivery of the fortnightly payroll and ongoing management of employee entitlements
- Contribute to the ongoing continuous improvement of payroll processes and practices.

DETAILED VACANCY INFORMATION

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

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

Notes

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

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

About the Department of Finance

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

To Apply

Position Contact	Michael Power, -
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0746424

Department of Finance

Closing Date:Wednesday 28 August 2024

Service Delivery Office

Job Title	Senior Payroll Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$85,836 - \$96,313
Classification	APS Level 5
Position Number	2024/204
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Service Delivery Office (SDO) is a leader in providing services under the Whole-of-Government Shared Services Programme. The SDO presents a unique opportunity to be involved in developing innovative service delivery arrangements, with an approach to collaboration and sharing of resources that has the potential to add value to not only existing customers but to set the scene for new ways of working across the Australian Public Services.

The Payroll Operations team manages the payroll services to SDO clients to enable them to increase productivity and concentrate on their core business. We are responsible for the management and administration of all payroll systems and processes associated with human resources data and reporting. We are committed to consistently improving service standards through innovation, systems, and process enhancements.

Duties

THE OPPORTUNITY

An APS 5 employee in the Payroll Operations team is required to undertake complex tasks and work under minimal direction. You are expected to possess sound knowledge of payroll functions and are expected to process payroll transactions for a large client base. You are accountable for meeting daily and weekly goals and are expected to organise your own workload and make

decisions within defined parameters relating to the area of responsibility. It is a client contact role and you will be required to communicate with and provide advice to a range of external stakeholders.

The role is responsible for, but not limited to:

- Complex payroll processing such as termination calculations, processing leave audits and compensation processing including quality assurance of teams processing
- Supporting the Team Leader with the leadership, management and training of the team
- Triaging client requests and timely workflow resolution
- Responding to clients on a range of complex pay queries

DETAILED VACANCY INFORMATION

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

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

Position Contact	Narelle Taylor, -
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0746425

Department of Finance

Closing Date:Wednesday 28 August 2024

Service Delivery Office

Job Title	Team Leader - Payroll
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$94,434 - \$115,254
Classification	APS Level 6
Position Number	2024/205
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Service Delivery Office (SDO) is a leader in providing services under the Whole-of-Government Shared Services Programme. The SDO presents a unique opportunity to be involved in developing innovative service delivery arrangements, with an approach to collaboration and sharing of resources that has the potential to add value to not only existing customers but to set the scene for new ways of working across the Australian Public Services.

The Payroll Operations team manages the payroll services to SDO clients to enable them to increase productivity and concentrate on their core business. We are responsible for the management and administration of all payroll systems and processes associated with human resources data and reporting. We are committed to consistently improving service standards through innovation, systems, and process enhancements.

Duties

THE OPPORTUNITY

As a Team Leader, Payroll, you are expected to demonstrate strong leadership and understanding of the delivery of payroll services to clients and are expected to handle complex cases with clients. You are accountable for ensuring the team meet daily and weekly deliverables and using judgement when making decisions. In addition to Team Leader roles, we are also seeking suitable candidates to join our leave liability team. It is a team and client contact role, and you are required to provide advice to a range of internal and external stakeholders.

The role is responsible for, but not limited to:

- Leadership and management of the Payroll team

- Undertaking complex tasks and providing timely, accurate advice on resolution of complex issues.
- Experience in calculating and processing leave liabilities
- Ensuring quality outcomes and service delivery excellence through analysis of available data.
- Promoting achievement of continuous improvement though innovation.
- Lead/Manage the creation and update of Procedures and processes and training of staff.
- Adhere to relevant policies, procedures and frameworks.

DETAILED VACANCY INFORMATION

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

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

Notes

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

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

About the Department of Finance

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

To Apply

Position Contact	Ross Campbell, -
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0746428

Department of Finance

Closing Date:Wednesday 28 August 2024

Service Delivery Office

Job Title	Assistant Director - Payroll
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$122,240 - \$148,030
Classification	Executive Level 1
Position Number	2024/206
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Service Delivery Office (SDO) is a leader in providing services under the Whole-of-Government Shared Services Programme. The SDO presents a unique opportunity to be involved in developing innovative service delivery arrangements, with an approach to collaboration and sharing of resources that has the potential to add value to not only existing customers but to set the scene for new ways of working across the Australian Public Services.

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Duties

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As an Assistant Director, Payroll, you are expected to demonstrate strong leadership and understanding of the delivery of payroll services to clients and are expected to handle complex cases with clients. You are accountable for ensuring the team meet daily and weekly deliverables and using judgement when making decisions. It is a team and client contact role, and you are required to provide advice to a range of internal and external stakeholders.

The role is responsible for:

- Leadership and management of the Payroll team
- Undertaking complex tasks and providing timely, accurate advice on resolution of complex issues.
- Ensuring quality outcomes and service delivery excellence through analysis of available data.

- Promoting achievement of continuous improvement through innovation.
- Lead/Manage the creation and update of Procedures and processes and training of staff.
- Adhere to relevant policies, procedures and frameworks.

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To Apply

Position Contact	James Drynan, -
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0746293

Department of the Treasury

Closing Date:Monday 26 August 2024

Australian Government Actuary

Job Title	EL2 Director - Senior Actuary, Australian Government Actuary
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$156,255 - \$179,326
Classification	Executive Level 2
Position Number	78-2024
Agency Website	www.treasury.gov.au

Job Description

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

About the Role

Due to increasing demands of the office of the Australian Government Actuary (AGA), exciting opportunities are available for qualified Fellows of the Institute of Actuaries with strong modelling, project management, client relationship and leaderships skills at EL2 level. Experienced statistical / data scientist who are well progressed towards professional actuarial qualifications, may also be considered.

In this role you will provide leadership and direction to department staff in the design, development and application of tools that support the actuarial analysis of key programs. You will provide professional actuarial and policy advice in key technical areas and lead the development of innovative actuarial solutions in highly complex areas.

Managing and developing client relationships will be critical to the success of the role, as will developing the work program for a team of actuarial analysts to ensure delivery of a key program of work and developing staff.

Desirable Qualifications / Experience

The successful applicant will be able to demonstrate experience delivering authoritative, insightful and practical actuarial advice to a diverse range of public sector clients.

The successful applicant will have:

- well-developed consulting skills;
- a capacity to contribute to broader strategies and initiatives;
- experience in the actuarial analysis of public sector programs;
- strong conceptual and analytical skills; and
- strong communication and interpersonal skills.

Applicants will be Fellows of the Institute of Actuaries of Australia and/or demonstrate exceptional experience in related statistical areas. You will have a track record of successfully providing advice, developing and growing long term client relationships. The ability to apply actuarial principles to the issues facing the public sector is essential.

Applicants must be willing and eligible to obtain and maintain a Baseline security clearance.

Duties

As a successful candidate, you must be willing to:

- support and engage with the future direction of the office of the Australian Government Actuary and Treasury;
- be flexible and agile to meet immediate needs and future challenges;
- be team-orientated, have energy and determination to ensure the success of the Office;
- demonstrated experience in developing staff and leading a successful team;
- be able to exercise judgment in key areas in the context of significant uncertainty, and to be able to provide a strong case to support judgements made; and
- be open, accountable and of high integrity.

Eligibility

Employees of the Treasury are required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement.

Notes

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

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About the Department of the Treasury

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

To Apply

Position Contact	Helen Guo, 02 6263 1489
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0746340

Department of the Treasury

Closing Date:Wednesday 28 August 2024

Corporate Division
Chief Finance Officer Branch

Job Title	APS4 Finance Administration Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$77,328 - \$81,373
Classification	APS Level 4
Position Number	75-2024
Agency Website	www.treasury.gov.au

Job Description

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

The Chief Finance Officer Branch is responsible for the delivery of a broad range of financial advice and services in accordance with the Government's financial and compliance framework, including Financial Accounting, Budgeting, Financial Framework Compliance, Domestic and International Travel, Property Services and Mail/Courier services, and Financial Systems.

Duties

The Financial Frameworks, Travel and FAST Unit require a motivated **APS4 Finance Administration Officer** to undertake a range of administration tasks. The role will include, but not be limited to, the following:

- Managing the teams group mailbox and action and/or assign requests to staff in a timely manner.
- Registering non-compliance, gifting and official hospitality data in relevant systems.
- Undertaking accounts payable processing, including creditor maintenance.
- Processing accounts receivable receipts and invoicing.
- Ad-hoc team administrative activities, including AusTender gazettal run, contract data checks and review of draft contract records in Technology One.

Desirable Qualifications / Experience

- Working knowledge of TechnologyOne (Finance Management System)
- Working knowledge Expense8 (Expense Management System)
- Experience in Excel is highly advantageous.

This role requires the successful applicant to hold a strong attention to detail, time management skills, effective communication skills, a strong sense of adaptability, as well as the ability to work independently and within a small team. **Eligibility**

Employees of the Treasury are required to be Australian Citizens and must hold a current Security Clearance or successfully complete a Clearance prior to commencement.

Notes

For further information about this opportunity and the application process please select the **Apply Now** button and refer to the **Position Description**.

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

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

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To Apply

Position Contact	Richard Eves, 02 6263 3802
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0745378

Job Title	HR Advisor (WHS/ Wellbeing)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$80,619 - \$87,752
Classification	APS Level 5
Position Number	24_46
Agency Website	

Job Description

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

The HR Advisor provides support and coordination to the HR Advice, Wellbeing & Development team, assisting in the delivery of Work Health and Safety, the Wellbeing Program and learning and development; provides secretariat support to the National Health and Safety Committee, coordinates the WHS mailboxes, procurement activities and generalised administrative tasks.

Duties

- Contribute to the work of the team including managing and coordinating administration activities, providing evidence-based advice to staff and senior management, and reporting on the CDP's wellbeing program and Work Health Safety activities.
- Assist with completion of ergonomic assessments, Wellbeing Program initiatives, and WHS incident investigations including implementation and follow up of any corrective and preventative actions.
- Undertaking reporting, managing contracts, workstation assessment program, procurement activities and ad hoc duties as required.
- Case management of return-to-work cases and providing early intervention support.
- Engage with internal and external stakeholders on potentially sensitive issues.
- Provide secretariat support to the National Health and Safety Committee.
- Management of the WHS inbox.
- Undertake other functions to support work of the broader HR Advice, Wellbeing and Development team when required.

Eligibility

- The ability to obtain and maintain **AGSVA Baseline** clearance is required.
- **Australian Citizenship** is required.

Notes

- Nationally recognised qualifications (highly desirable)
- Experience supporting employee WHS and Wellbeing (Essential)
- Administration and/or generalist HR experience (Essential)

Please refer to the Candidate Information Pack for details.

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

About the Director of Public Prosecutions

To Apply

Position Contact	Sandra Reay, 02 6206 5632
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0745932

Director of Public Prosecutions

Closing Date:Sunday 18 August 2024

Enabling Services
People

Job Title	HR Advisor (WHS/Wellbeing)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$80,619 - \$87,752
Classification	APS Level 5
Position Number	24_51
Agency Website	

Job Description

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

The HR Advisor provides support and coordination to the HR Advice, Wellbeing & Development team, assisting in the delivery of Work Health and Safety, the Wellbeing Program and Performance; provides secretariat support to the National Health and Safety Committee, coordinates the WHS mailboxes, procurement activities and generalised administrative tasks.

The successful applicant/s will demonstrate well-developed communication skills, initiative, be able to work both independently and collaborative with others. They will be customer focussed, highly motivated, driven and adaptable to the CDPP's environment; and demonstrate the ability to build and maintain relationships across the organisation including legal Practice Groups and Enabling Services Group. The successful applicant will be well organised, be able to juggle competing work priorities and have excellent time management skills.

Duties

- Contribute to the work of the team including managing and coordinating administration activities, providing evidence-based advice to staff and senior management and reporting on the CDPP's wellbeing program and Work Health Safety activities.
- Assist with completion of ergonomic assessments, Wellbeing Program initiatives, and WHS incident investigations including implementation and follow up of any corrective and preventative actions.
- Undertaking reporting, managing contracts, workstation assessment program, procurement activities and ad hoc duties as required.
- Engage with internal and external stakeholders on potentially sensitive issues.
- Provide secretariat support to the National Health and Safety Committee.
- Management of the WHS inbox.
- Undertake other functions to support work of the broader HR Advice, Wellbeing and Inclusion team when required.

Eligibility

- The ability to obtain and maintain **AGSVA Baseline** clearance is required.
- **Australian Citizenship** is required.

Notes

- Nationally recognised qualifications (highly desirable)
- Experience supporting employee WHS and Wellbeing (Essential)
- Administration and/or generalist HR experience (Essential)

This recruitment round is advertised as Affirmative Measures. Affirmative Measure is designed to address the under-representation of people with disability and Aboriginal and/or Torres Strait Islander staff in the Australian Public Service (APS).

Candidates who apply under Affirmative Measures will need to meet the minimum requirements of the position to progress through the assessment stages.

Please refer to the Candidate Information Pack for details.

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

About the Director of Public Prosecutions

To Apply

Position Contact	Sandra Reay, 02 6206 5632
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0746344

Director of Public Prosecutions

Closing Date:Wednesday 28 August 2024

Enabling Services Group

Job Title	IT Service Desk Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$80,619 - \$87,752
Classification	APS Level 5
Position Number	24_54
Agency Website	

Job Description

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

We are seeking an experienced IT Service Desk Analyst to join a high performing team providing frontline ICT support for service requests and incident resolution.

The IT Service Desk Analyst provides point of contact for the IT support on a rotational roster. The analyst will possess a well-developed analytical and methodical approach to investigate and resolve incidents. This role requires a focus on customer service and meeting required deadlines.

As IT Service Desk Analyst, you will have an understanding of the agencies primary objectives and strategies.

An additional requirement of this IT Service Desk Analyst role is providing technical support in courts for digital court prosecutions.

Duties

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

1. Apply acquired IT knowledge to undertake incident and service request resolution.
2. Log and manage workload with the use of ITIL based principles.
3. Install, supply and maintain standard operating environment (SOE) equipment and mobile devices.
4. Provide onsite support for the Sydney office.
5. Undertake multimedia editing for the CDPP.
6. Work effectively in a team environment by supporting peers and providing advice and assistance to achieve resolutions.
7. Ensure adherence to the Government security requirements & related policies.
8. Provide customer focused IT support services to the legal practice.
9. Perform additional tasks on an as needs basis.

Key attributes required for this position include:

1. High level of technical knowledge in a wide range of IT Systems.
2. Proven ability to communicate to different audiences.
3. Demonstrated strong investigation and analytical skills.
4. Collaborative and team centric mindset with a focus on customer service and achieving outcomes.
5. Demonstrated ability to rapidly acquire proficiency with new IT systems.
6. Responds in a positive and flexible manner to change and uncertainty.
7. Ability to provide creative solutions to challenges, including exploring different ways to achieve results.
8. Takes personal responsibility for meeting objectives and progressing work.

Eligibility

- The ability to obtain and maintain **AGSVA NV1 clearance is required**
- **Australian Citizenship**

Notes

Please see Candidate Information Pack for further information.

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About the Director of Public Prosecutions

To Apply

Position Contact	Mark Ferris, 07 3224 9461
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0746359

Director of Public Prosecutions

Closing Date:Wednesday 28 August 2024

Job Title	APS6 Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$90,199 - \$101,793
Classification	APS Level 6
Position Number	24_56
Agency Website	

Job Description

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

The Office of the Director of Public Prosecutions (Cth) (CDPP) is seeking an energetic, highly organised, yet flexible candidate who is more than capable of working in a high-pressure environment with competing demands and often handling sensitive information.

About the role:

The Executive Assistant (EA) to the Director plays a critical role in assisting the Director and the Office run smoothly and efficiently. The EA supports the Director’s requirements to meet significant obligations and commitments, both internally and externally.

The EA provides high level administrative and personal support, works closely with the Director’s Associate and regularly liaises with the ELG and other colleagues. The EA facilitates external liaison with a range of stakeholders, in particular the Attorney General’s Department, Heads of Agencies, Judicial staff and State DPPs. Duties are carried out are under broad direction and include analysing and prioritising requests.

This role requires a high degree of professionalism, judgement and discretion. Strong relationship skills are needed to influence and support collaboration. The EA must use initiative daily and maintain currency in relevant subject matter areas through ongoing professional development.

Duties

1. Performing executive support functions for the Director’s Chambers, including greeting visitors, receiving and responding to phone calls, emails and general correspondence.
2. Diary management and coordination including scheduling appointments and organising travel.
3. Managing correspondence, including monitoring emails and preparing responses to routine and less complex enquiries.
4. Assisting with coordinating Executive meetings and workflows to ensure deadlines are met.

- 5. Arranging meetings and organising logistical arrangements including room bookings, catering and escorting external stakeholders.
- 6. Providing secretariat support, including minute taking, for various Senior Executive lead meetings.
- 7. Coordinating and undertaking basic financial administration tasks including procurement, contracts, and the processing of invoices for payment.

Eligibility

- The ability to obtain and maintain a **AGSVA Baseline Security Clearance**
- **Australian Citizenship**

Notes

Why you should apply:

At the CDPP, we are committed to a workplace that reflects the community we serve. We recognise how drawing on different experiences and opinions drives innovation, new ideas and a more collaborative workplace.

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

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

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

About the Director of Public Prosecutions

To Apply

Position Contact	Isabella Roper, 03 9605 4303
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0746360

Parliamentary Budget Office

Closing Date: Sunday 01 September 2024

Technical

Job Title	Analyst/Senior Analyst
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	PBO106
Agency Website	https://www.pbo.gov.au/

Job Description

<https://www.pbo.gov.au/about-the-pbo/our-people/careers>

The PBO is seeking dynamic and motivated individuals to help us enrich Australia’s democracy through independent budget and fiscal analysis by:

- undertaking research and analysis on budget and fiscal issues
- developing costings for policy proposals
- building and using models and data visualisation tools to underpin evidenced based advice and briefing material on fiscal issues
- writing reports and publications, such as the triennial election commitments report and educationally focused [Budget Explainers](#).
- To deliver on our mandate, we rely on professionals with diverse skills and experience who are curious and rigorous in their approach.

The PBO works in an agile and flexible way, and successful applicants can expect a mix of costings and analytical work along with contributing to model enhancement and capability building. All staff also contribute to effective external engagement activities such as seminars and briefings for parliamentarians and their staff.

There are also regular opportunities to work on organisation-wide projects that allow staff to contribute to and lead organisational change and have significant exposure to the PBO’s Executive and agency head. Around each general election, the whole of the PBO works to deliver the report of election commitments.

Duties

The duties of the position involve quantitative analysis of the budget. During the lead up and after each general election, analysts are primarily engaged in costing policy proposals as part of the PBO’s report of election commitments.

The main duties include:

- assisting in undertaking costings of revenue, expenditure and financing proposals and drafting related explanatory material and evaluations
- contributing to the preparation of PBO reports and publications, including analysing budget and economic data to provide insights into budget and fiscal policy settings
- analysing large datasets utilising tools such as Excel or other statistical or programming packages and finding creative ways to visualise insights from data
- assisting in building and/or adapting models and frameworks to analyse the budget in effective and efficient ways
- applying strong written communication skills to ensure that all written products are accessible to a wide audience
- working across the PBO and with other organisations to obtain data, test the findings of our research and enhance our understanding of the budget
- contributing to implementing the PBO's annual work plan, including on organisational wide initiatives.
- other duties as required

Eligibility

Employees of the Parliamentary Budget Office are required to be Australian Citizens.

These are security assessed positions. Successful applicants will be required to obtain and maintain a Negative Vetting Level 1 Security Clearance.

Relevant tertiary qualifications are essential.

The successful applicant will have the ability to undertake economic, financial, budget and/or statistical analysis and research, or policy costings.

The successful applicant may be subject to other conditions, such as probation, character, or health clearances.

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 Parliamentary Budget Office

The Parliamentary Budget Office (PBO) supports the Parliament by providing independent and non-partisan analysis of the budget cycle, fiscal policy and the financial implications of proposals. We do this in 3 main ways: - responding to requests made by senators and members for costings of policy proposals or for analysis of matters relating to the Australian Government's budget - publishing a report after every election that provides transparency around the fiscal impact of the election commitments of major parties - conducting and publishing self-initiated work, including interactive tools, that enhance public understanding of budget and fiscal policy settings.

To Apply

Position Contact	Tess Johnson, 02 6277 9504
Agency Recruitment Site	https://www.pbo.gov.au/about-the-pbo/our-people/careers

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Vacancy VN-0746362

Parliamentary Budget Office

Closing Date:Sunday 01 September 2024

Technical

Job Title	Assistant Director (Technical)
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	-
Classification	Executive Level 1
Position Number	PBO107
Agency Website	https://www.pbo.gov.au/

Job Description

<https://www.pbo.gov.au/about-the-pbo/our-people/careers>

The PBO is seeking dynamic and motivated individuals to help us enrich Australia’s democracy through independent budget and fiscal analysis by:

- undertaking research and analysis on budget and fiscal issues
- developing costings for policy proposals
- building and using models and data visualisation tools to underpin evidenced based advice and briefing material on fiscal issues
- writing reports and publications, such as the triennial election commitments report and educationally focused [Budget Explainers](#).
- To deliver on our mandate, we rely on professionals with diverse skills and experience who are curious and rigorous in their approach.

The PBO works in an agile and flexible way, and successful applicants can expect a mix of costings and analytical work along with contributing to model enhancement and capability building. All staff also contribute to effective external engagement activities such as seminars and briefings for parliamentarians and their staff.

There are also regular opportunities to work on organisation-wide projects that allow staff to contribute to and lead organisational change and have significant exposure to the PBO’s Executive and agency head. Around each general election, the whole of the PBO works to deliver the report of election commitments.

Duties

The duties of the position involve quantitative analysis of the budget. During the lead up and after each general election, analysts are primarily engaged in costing policy proposals as part of the PBO's report of election commitments.

The main duties include:

- assisting in undertaking costings of revenue, expenditure and financing proposals and drafting related explanatory material and evaluations
- contributing to the preparation of PBO reports and publications, including analysing budget and economic data to provide insights into budget and fiscal policy settings
- analysing large datasets utilising tools such as Excel or other statistical or programming packages and finding creative ways to visualise insights from data
- assisting in building and/or adapting models and frameworks to analyse the budget in effective and efficient ways
- applying strong written communication skills to ensure that all written products are accessible to a wide audience
- working across the PBO and with other organisations to obtain data, test the findings of our research and enhance our understanding of the budget
- contributing to implementing the PBO's annual work plan, including on organisational wide initiatives.
- other duties as required

Eligibility

Employees of the Parliamentary Budget Office are required to be Australian Citizens.

These are security assessed positions. Successful applicants will be required to obtain and maintain a Negative Vetting Level 1 Security Clearance.

Relevant tertiary qualifications are essential.

The successful applicant will have the ability to undertake economic, financial, budget and/or statistical analysis and research, or policy costings.

The successful applicant may be subject to other conditions, such as probation, character, or health clearances.

Notes

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To Apply

Position Contact	Tess Johnson, 02 6277 9504
Agency Recruitment Site	https://www.pbo.gov.au/about-the-pbo/our-people/careers

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Agriculture, Water and the Environment

Vacancy VN-0746330

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 28 August 2024

Digital Services
Technology Infrastructure & Cloud Services Platform Services – Enterprise
Monitoring

Job Title	Senior Service Management Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/3127
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The Technology Infrastructure and Cloud Services Branch is responsible for the management of the hardware and cloud infrastructure that underpins DAFF's core business, including science and other specialised activities. The functions of the branch are provided as a shared service offering for the Department of Climate Change, Energy, Environment and Water (DCCEEW). The key functions of the branch include engagement with business areas to govern the use of cloud-based platforms; providing a robust network that connects all DAFF and DCCEEW sites and supporting remote working; delivering projects that maintain and enhance the departments ICT infrastructure; and facilitating and governing ICT change and release management for the department.

Platform Services is a team of dedicated technical people and managers who deliver a variety of platforms and services. Our duties range from AZURE support and DevOps to Messaging, Database administration and monitoring. We are currently integral to the delivery of several major ICT programs of work across the department.

Duties

The Job
Platform services is seeking experienced Service Management Officers to join our recently established Enterprise Monitoring Team. These positions will be key to the day-to-day operation of the team and will also assist with the coordination of key

Departmental service management functions including the Enterprise Operations Centre. This is an exciting opportunity to help establish and drive the departments future culture around enterprise monitoring of the ICT infrastructure.

Reporting to the Assistant Director, Enterprise Monitoring, the APS 6 officer is responsible for:

- building and maintaining key relationships with Service Partners, Business areas, and Technical Teams
 - coordinating Service Partner functions including the Enterprise Operations Centre (EOC) and Operational Intelligence
 - producing documentation and key knowledge-based artifacts to meet expected business outcomes, schedules, costs, and quality criteria
 - working with the Assistant Director, Technical SMEs, and Service Partners to ensure DevOPS items are being appropriately assigned, maintained, and align with outcomes
 - analysing service delivery performance to identify actions required to maintain or improve levels of service
 - providing operational direction, support, and guidance to assigned colleagues
 - selecting, tailoring, and implementing methods and tools for improving business processes at programme, project or team level.
- Contribute to the definition of organisational policies, standards, and guidelines for business process improvement
- coordinating and managing Service Partner and team outcomes and provide guidance and direction to achieve these.

Eligibility

What we are looking for
Knowledge and experience

The following knowledge and experience would be highly regarded:

- Demonstrated experience providing leaderships of a team in an ICT environment.
- Understanding of service management frameworks such as ITIL.
- Have experience with general ICT service management practices Have experience with or desire to learn new ways of operating and tools like – Agile, ITILv4, and AZURE DevOps.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Plant Protection & Environmental Biosecurity
Australian Chief Environmental Biosecurity Officer Invasive Species Research
and Development

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/3021
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The division is comprised of two branches: the Plant Health Policy Branch and the Environmental Biosecurity Office. PPEBD is the home of the Australian Chief Plant Protection Officer (ACPPPO) and Australian Chief Environmental Biosecurity Officer (ACEBO).

The Environmental Biosecurity Office (EBO), headed by the ACEBO, provides policy leadership and support for national environmental biosecurity issues to ensure Australia's environment, Indigenous cultural heritage, and social amenity interests are safeguarded from the impacts of exotic and established pests, weeds, and diseases. The aims of the EBO are to:

- provide national policy, engagement, and leadership on environmental biosecurity issues,
- ensure that environmental biosecurity risks are identified and prioritised,
- improve the maturity of Australia's environmental biosecurity preparedness, surveillance, and response capabilities, and,
- support effective responses to detections and incursions of environmental pests, weeds, and diseases.

The Invasive Species Research and Development team, based in the Environmental Biosecurity Office, contributes to Australia's preparedness for, and prevention of, exotic pests species entering Australia and minimising the impact of established invasive pests. The Invasive Species Research and Development team provides research, planning, and analysis for the EBO concerning technology, data compilation and innovation projects that aim to minimise environmental biosecurity risk.

Duties

The Job
As Assistant Director in the Environmental Biosecurity Office (EBO), you'll be contributing to the development and implementation of national policy through the provision of research and development projects and programs. Your duties will include but are not limited to:

- managing funding for research to develop new and improved control tools, technologies, skills, and knowledge,
- preparing high quality briefing materials and documentation for the Minister and Executive, including correspondence, agenda papers, briefs, discussion papers, and reports
- management and implementation of research and development projects
- working in a team to deliver the EBO agenda
- assisting with translating technical information into engaging communication products, with clear messages appropriately targeted for the audience
- providing development opportunities and support for junior staff
- consulting and building networks with internal and external stakeholders including non-government organisations
- maintaining knowledge of legislative frameworks, government decision-making and agency guidelines and regulations, and
- programs of work including biocontrol research, environmental surveillance, biosecurity modelling, image analysis, databases and data systems, detection, and drone technologies.

Eligibility

What we are looking for

Knowledge and experience

- Experience building and maintaining effective working relationships with a range of government and non-government stakeholders.
- Knowledge and experience working with legislative frameworks, and within government decision-making and agency guidelines.
- Experience with data management, including the collection, collation, analysis, and communication of complex data.
- Knowledge of the biosecurity system is desirable but not essential.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Andrew Pearce, 0401 737 557
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0746327

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

Closing Date:Wednesday 04 September 2024

Parks Australia
Strategic Policy and Coordination Branch Authorisations and Compliance

Job Title	Assistant Director Compliance Strategy
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/1839
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=D2F894FB-FE31-1A06-B37B-DB0471949411>

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

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999.

Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Australia has one of the largest networks of marine parks in the world. Marine parks protect the diversity of life in our oceans – from astonishing coral reefs in our tropical seas to deep ocean canyons and undersea mountains in temperate marine regions. This branch oversees the ongoing management of each of the six Marine Park Networks, Policy and Programs Coordination, Science and Management Effectiveness and Authorisations and Compliance.

The Authorisations and Compliance Section is responsible for regulatory development and its implementation, including compliance policy lead for marine park regulation and assessment of activities across all marine parks.

Duties

The Job

- Coordinate and manage the activities of the Compliance Strategy team for the development of compliance and enforcement policies.
- Lead the development of marine park compliance risk assessments and compliance plans.
- Manage negotiations and liaison with state and territory Government enforcement agencies and manage procurements and budget allocations in accordance with Government legislation, policies, and guidelines.
- Manage a small team implementing compliance risk treatments and tracking performance and deliverables of the compliance plans.

- Coordinate and prepare high quality briefs and submissions, including to Branch, Division, Department Senior Executive and Minister.
- Represent Parks Australia, in consultation and cooperation with internal stakeholders, to building strong partnerships with state and federal government agencies, enforcement agencies, reserve users, community organisations and the public.

What we are looking for

Knowledge and experience

- Demonstrated leadership, supervisory and team management skills; and ability to lead a small team under limited supervision to meet deadlines.
- Knowledge of compliance and enforcement of environmental law, principles, and policies and procedures. (Highly desirable to have experience related to enforcing the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act), the management of natural resources and protected areas.)
- Knowledge, or demonstrated capacity to acquire knowledge, of statutory requirements, policies and procedures relating to Commonwealth compliance practices.
- Excellent communication and analytical skills, including writing and presentation, consultation and negotiation, with an ability to represent Parks Australia to develop and maintain positive working relationships with a diverse range of groups and stakeholders.

Skills and capabilities

- Liaison and stakeholder engagement skills
- The ability to develop compliance risk assessments and compliance plans
- Project management and budget management capabilities
- A strong understanding of marine park compliance monitoring technologies
- The ability to develop innovative compliance risk treatments to target identified risks

Desirable Qualifications

- A Diploma or Certificate IV in Government Investigations or the ability to obtain one is required for this position **Eligibility**

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

Security Clearance - This position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

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>

To Apply

Position Contact	Glen Salmon, 0409 447 463
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=D2F894FB-FE31-1A06-B37B-DB0471949411

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Agriculture, Water and the Environment

Vacancy VN-0746394

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

Closing Date:Wednesday 28 August 2024

Circular Economy
Chemicals and Atmosphere Chemical Assessments

Job Title	Chemical Risk Assessor
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/1887
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=799CB726-DD96-7379-2564-DB04AD491CD6>

Who we are

The Circular Economy Division delivers a range of policies and programs that support Australia's transition to a safe circular economy. Our work helps deliver the department's vision of an Australia that is prosperous because it is sustainable, with community and Country at the heart of our actions.

Chemicals are part of our daily lives. They are in the clothes we wear, the furniture we sit on, and the electronic devices we use. They improve our lifestyle, but also boost industrial and agricultural productivity and help control diseases. Most chemicals are safe, but some can cause serious harm if they are not managed properly and end up in our soil, the air we breathe, our water, and the food we eat. The Chemicals and Atmosphere Branch (CAB) plays a critical role in protecting the Australian environment and (indirectly) human health from the risks of harmful chemicals, synthetic greenhouse gases and ozone-depleting substances. Our

expertise informs work to deliver Government priorities to achieve net zero emissions by 2050, Australia's Paris Agreement targets and its commitment to transition Australia towards a safe circular economy by 2030. Other government and industry programs related to our work include national actions tackling waste, and a new global treaty on plastic pollution. We are a multidisciplinary team that is committed to these roles through undertaking a range of activities that are making a positive difference in the real world.

In the Chemical Assessments Section, our work requires a strong technical background in chemistry, or a closely related field, combined with a good understanding of regulatory and policy frameworks for chemicals. We have a multi-disciplinary team of regulatory scientists with expertise in chemistry, ecotoxicology, environmental modelling, and risk assessment. The Chemical Assessments Section is responsible for:

- supporting effective regulatory decision-making by providing quality, fit-for-purpose advice on chemicals and environmental contaminants,
- providing environmental risk assessments on industrial chemicals to the government's industrial chemicals regulator the Australian Industrial Chemicals Introduction Scheme (AICIS),
- participating in national and global networks that translate the best available science into effective advice on the assessment and safe use of chemicals,
- developing new tools and methods for managing information and assessing risk,
- the effective application of science in regulatory decision making.

Duties

The Job

As a Chemical Risk Assessor in the Chemical Assessments section, your duties may include, but are not limited to:

- Under limited direction, contributing to environmental risk assessments of industrial chemicals and other technical advice that is consistent with legislation, established priorities, practices, methodologies, and policies.
- Responding positively to technical feedback and peer review.
- Working collaboratively in a team to deliver quality, timely, and influential advice.
- Managing projects and contributing to improving the section's efficiency and effectiveness by upgrading processes and developing new technical guidance, standards, workplans and guidelines, with a focus on high-quality products.
- Establishing and maintaining relationships with internal and external stakeholders and assisting with stakeholder engagement activities (e.g. meetings, workshops and correspondence).
- Developing and maintaining an up-to-date understanding of relevant legislation and policy frameworks, and Australian and international best practice approaches to risk assessment.
- Supporting chemical risk prioritisation and assessment capability through the development of new tools and methods for compiling, managing, analysing, and communicating chemical and regulatory information.

What we are looking for

Knowledge and experience

- Experience in regulatory assessment of chemicals and working within agreed or statutory timeframes is highly desirable, along with demonstrated expertise and experience in the interpretation and evaluation of scientific data and information.
- Experience in either complex risk management problems, or working with regulatory frameworks is highly desirable, and experience and/or knowledge applicable to analysing the risks to the environment posed by chemicals is ideal.

Skills and capabilities

We are seeking individuals with strong technical skills applicable to the risk assessment of chemicals, and an appreciation of regulatory systems for chemicals. You should be able to clearly

and succinctly convey an idea, concept or argument, focusing on key points and using appropriate, unambiguous and persuasive language in either written or oral form. You will be assessed based on your ability to demonstrate the following skills and capabilities:

- **Communication:** Clearly and succinctly conveys an idea, concept or argument, focusing on key points and using appropriate, unambiguous and persuasive language in either written or oral form. The ability to develop and clearly communicate complex technical arguments to a range of audiences.
- **Working with People:** Ability to build productive networks, maintain relationships and collaborate with others to achieve outcomes.
- **Think Strategically:** Ability to critically evaluate scientific information and recognises links between interconnected issues, within a regulatory context. Identifies and initiates solutions that are based on analysis of complex information.
- **Personal drive:** Proactively delivers fit-for-purpose regulatory advice. Seeks opportunities for personal development to fill skills gaps and grow overall skillset.
- **Achieves Results:** Manages projects to achieve results, responds positively to change, and assists others to adapt. Works with reasonable autonomy under limited direction.

Eligibility

Mandatory qualifications
Tertiary qualification(s) (Honours or above) in one or more of the following: chemistry, ecotoxicology, environmental science, environmental modelling of chemicals.

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

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months

Notes

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

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

To Apply

Position Contact	James Suttill, 0476 877 041
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=799CB726-DD96-7379-2564-DB04AD491CD6

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Agriculture, Water and the Environment

Vacancy VN-0746400

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

Closing Date:Wednesday 28 August 2024

Portfolio Strategy
Communications & Media Various

Job Title	Assistant Director, Communication and Media Branch (multiple roles)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	\$120,290 - \$151,690
Classification	Executive Level 1
Position Number	2024/2014
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=F20079BF-EB69-C9A2-6423-DB04ADB185B2>

Who we are
The Portfolio Strategy Division is the department's central policy area. The division supports our ministers and the department to engage with the complex cross-cutting policy challenges in Australian climate, energy, environment and water policy. We lead on the Cabinet and Budget processes, strategic policy, First Nations policy, whole-of-portfolio projects, and work to build the department's policy capability.

The Communication and Media Branch delivers excellent strategic communication advice and services that puts our audiences first for a more prosperous and sustainable Australia. This includes the delivery of communication strategies, campaigns, research, and procurement to support the priorities of the department and government. We also manage the department's digital platforms and websites, social media channels and Contact Centre, and provide media support and production services across the department and for our ministerial offices.

Duties

The Job
Assistant Director, Communication Strategy and Services
In this job you will be responsible for:

- Developing and implementing evidence-based communication strategies and plans aligned with the department's priorities.
- Applying research, data and evidence to monitor and evaluate communication outcomes for continuous improvement.
- Working closely with the communication delivery teams to deliver high-quality, accessible and fit-for-purpose content.

- Leading and mentoring a small team, this includes proactively managing the team's work program, taking responsibility for meeting objectives, monitoring performance, supporting professional growth and fostering a positive team culture.
- Maintaining a strong understanding of potential reputational risks, apply your judgement to mitigate risks and escalate, as required.
- Establishing and maintaining positive and productive working relationships with your clients and colleagues influencing communication outcomes through timely and informed communication advice and expertise.

Assistant Director, Communication Procurement

In this job you will be responsible for:

- Ensuring your team adheres to the Commonwealth Procurement Rules in all of their work.
- Maintaining knowledge of communication procurement-related processes, including sponsorship, printing, graphic design and videography – and instilling this knowledge in your team.
- Liaising, negotiating, and building rapport with both suppliers and internal department staff.
- Identifying risks associated with communication procurement-related processes.
- Building and leading a small team, including coaching and mentoring staff.

Please note: This recruitment round will be used to fill ongoing and non-ongoing positions for Assistant Directors in the Communication Strategy and Services, and Communication Procurement teams. The merit pool may also be used to fill future ongoing and non-ongoing vacancies in the Communications and Media branch where the duties are of a similar nature.

What we are looking for

Knowledge and experience

- Experience working in communications.
- Experience working in government or a large organisation.
- Experience in managing staff.
- Knowledge and experience in one or more of the following:
 - Internal communications
 - Developing, implementing and evaluating communication strategies
 - Graphic design
 - Multimedia production
 - Event management
 - Social media development and management
 - Website publishing and user experience/user interface design
 - Government advertising campaigns
 - Procurement
 - Contact centre management
 - Communication research and data analytics

Skills and capabilities

- Excellent writing and editing skills - including the ability to break down complex ideas and communicate them in simple, accessible language.
- Excellent oral communication skills.
- Ability to work in a fast-paced environment covering a wide breadth of subjects.
- Ability to quickly develop strong working relationships, gather information and negotiate positive outcomes.

- Leadership qualities, strong judgement and problem-solving skills.
- Excellent project management skills and ability to meet tight deadlines.

Eligibility

Mandatory qualifications

Tertiary qualifications in communications field OR a cadetship or a relevant public affairs degree or diploma OR 5 years relevant work experience.

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

Security Clearance - This position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

Please note that the successful applicant will be engaged under the **Public Affairs Officer** employment stream.

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

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

To Apply

Position Contact	Claire Tindale, 0481 058 122
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=F20079BF-EB69-C9A2-6423-DB04ADB185B2

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Agriculture, Water and the Environment

Vacancy VN-0746404

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

Closing Date:Wednesday 28 August 2024

National Energy Transformation
Energy Enablers Office of the Australian Energy Infrastructure Commissioner

Job Title	Case Resolution Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/1961
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=86E3E53D-9637-DC63-BCC5-DB04ADC214DF>

Who we are

The Australian Energy Infrastructure Commissioner (AEIC) handles enquiries and complaints from community residents about wind farms, solar farms, energy storage facilities and new major transmission projects. The Commissioner is an independent non-statutory appointment by the Australian Government. The Commissioner reports directly to the Minister for Climate Change and Energy, and their Terms of Reference are available at www.aeic.gov.au. The Commissioner's work directly contributes to the practical efficacy and social sustainability of Australia's energy transition, both through helping local communities resolve concerns at a project-level and by undertaking broader efforts to promote transparency and best practices across projects, industry and governments.

The Office of the AEIC supports the Commissioner's multi-dimensional impact, by providing professional expertise across the four key workflows of case-handling, stakeholder engagement, transparency and best practice, and operational support.

Duties

This position provides a unique opportunity to work directly with communities, industry and government agencies during an important time in Australia's energy transformation.

Receiving, referring, and resolving community concerns about new large-scale renewable energy infrastructure is foundational to the independent Commissioner's role. As part of a collaborative and energetic team, you will be the primary lead and day-to-day problem-solver for the majority of cases received by the AEIC.

You will supervise and be supported by an APS5 Caseflow Administrator, to ensure all incoming contacts from local community members are registered, acknowledged and efficiently handled to enable their timely consideration and practical resolution. This will include overseeing the preparation of case summaries and the production of caseflow data for both ongoing analysis and weekly, quarterly and annual reporting.

As the APS6 Case Resolution Officer, you will handle cases from initiation through to closure/resolution, and regularly liaise with a range of internal and external stakeholders. Building on your case-handling expertise and experience, the Commissioner and the Office team will look to you to provide advice to proponents on best practices regarding complaint-handling and project transparency.

You may also be required to undertake relevant research on issues related to onshore and offshore wind farms, large-scale solar farms, energy storage facilities and new major transmission projects to support specific and systemic complaint handling activities.

What we are looking for Knowledge and experience

- Demonstrated experience in an external stakeholder or formal complaint / case-handling role.
- Demonstrated proficiency in the use of a Complaints Management System (or familiarity with an equivalent record keeping and workflow platform, such as a customer relationship database).
- Experience in effectively using MS Outlook, Excel and Word.

- Preparation of tailored and effective written communication (including letter, email and report writing).

Skills and capabilities

- Excellent verbal, interpersonal and written communication skills.
- Ability to provide leadership on case-handling matters, including development of recommendations to the Commissioner on individual cases and on continuous improvement by the Office and external stakeholders.
- The ability to work flexibly and collaboratively as part of a small team in a dynamic external environment.
- Excellent time management skills and strong attention to detail.
- Ability to manage multiple caseload handling, problem-solving and reporting demands and prioritise work accordingly.
- Ability to build and sustain positive and productive working relationships with internal and external stakeholders.
- Responsibility for direct workflow supervision (where relevant) while contributing to the Office's operational effectiveness.

Desirable Qualifications

- Qualifications relevant to the work of the AEIC, including public policy, community engagement and/or public communications, would be highly regarded.

Eligibility

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

Security Clearance - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

The successful applicant must:

- Hold and maintain a valid Australian motor vehicle drivers licence

Notes

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

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

To Apply

Position Contact	Jarrod Lenne, 1800 656 395
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=86E3E53D-9637-DC63-BCC5-DB04ADC214DF

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Attorney-General's

Vacancy VN-0746399

Australian Federal Police

Closing Date: Tuesday 27 August 2024

Job Title	Coordinator/Superintendent Recognition and Customs
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$161,105 - \$212,583
Classification	Executive Level 2; Senior Executive Service Band 2
Position Number	13352
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13352/>

Did you know?

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

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

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

- Five weeks of paid annual leave per year + additional paid Christmas stand down
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention.
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Coordinator/Superintendent Recognition and Customs.

The Recognition and Customs section within the AFP is the custodian for the AFP's ceremonial and protocol efforts, recognition frameworks as well as its history. The team is led by a Band 9 Executive Level employee, with the support of a Band 8 Inspector.

The Band 9 Coordinator/Superintendent is responsible for leading and effectively managing the resources, outcomes and performance of several teams, including the AFP Chaplains Network, AFP Museum, Honours and Awards, Ceremonial and Protocol, the AFP Reserves and Former Members team and the project team for the Museum of Australian Policing.

The role is also responsible for leading the National Police Remembrance Day event on behalf of all Australian police agencies, which includes providing secretarial support to the National Police Memorial Coordination Committee.

The position engages with a range of stakeholders, including the AFP Commissioner and Senior Executive, former members and their families, Government House, Prime Minister and Cabinet, State and Territory police as well as the Australian Defence Force.

The section plays a critical role in celebrating the AFP and recognising the achievements of current and former members.

The position has both a practical and strategic focus requiring the application of sound business principles in the leadership and management of resources to achieve AFP outcomes.

Executive Level employees must also ensure the achievement of outcomes are in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

What will you do?

The successful candidates will be responsible for leading and managing teams dedicated to delivering the Recognition and Customs function of the AFP. Specifically:

- The coordination of formal recognition processes for the AFP, including the delivery of existing reform measures
- Facilitation of the AFP Internal Awards Framework, awards granted under the Australian Honours System and awards conferred through other bodies
- The coordination and execution of various events including funerals, attestations, national remembrance services, and associated requirements
- Overseeing the training and coordination of the CAPO, as well as training (drill instruction) AFP police and Protective Service Officer recruits
- Ensuring the history of the AFP and its members is captured and shared
- Building on the AFP Reserve program and driving efforts to engage former members
- Oversee the function of the AFP Chaplaincy Network in support of AFP appointees.

Eligibility

Essential Requirements

- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- You must be an Australian Citizen upon application.
- Proven ability to lead and engage high-performing teams.
- Excellent communication skills.
- Ability to motivate and engage with a variety of people.
- Be forward thinking, innovative and self-motivated.
- Exercise sound judgement, with a strong focus on outcomes.
- Ability to solve complex issues.
- Experience in positively managing a range of stakeholders, including the ability to provide insightful, persuasive and trusted advice to a diverse range of senior stakeholders.
- High level of professionalism and attention to detail.
- Ability to identify opportunities for change and lead continuous improvement initiatives.
- Ability to be flexible and dynamic in response to changing priorities.

Notes

Additional Information

- This position is an AFP Executive Level
- The role is located in Canberra and applicants are expected to be based in Canberra.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we

encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQI community and people with a disability.

About the Australian Federal Police

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

To Apply

Position Contact	Jodie McEwan, (02) 5127 4134
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13352/

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Attorney-General's

Vacancy VN-0746403

Commonwealth Ombudsman

Closing Date:Wednesday 28 August 2024

Corporate Communications, Engagement and Education

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

Job Description

<https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D>

Are you looking for a role where you can bring your experience in communications work across strategy and content development?

We are looking for energetic, experienced and creative Communications and Social Media Officers to join our team to elevate awareness of the activities of the Commonwealth Ombudsman, and anticipated vacancies supporting the new National Student Ombudsman function.

This process will also be used to establish a merit pool for future vacancies across the Office arising from the date of advertisement.

Duties

As the successful candidate, you will work in an agile and dynamic communications team. The team is responsible for

- Delivering high-quality communications products and strategies for external and internal messaging
- Developing digital content, website management and working with external providers.
- Developing content to help the community understand the role of the Office and to promote reports, publications and our key activities
- Building engagement through various projects across key channels.

As a member of the Communications, Engagement and Education team you'll play a key role in the leading of our communication activities and undertake the delivery of key projects to support our outcomes.

You will undertake a range of activities within the team in alignment with communication and engagement plans and lead the tasks to support the programs goals where needed and required. Roles at the APS 6 level may require supervisory responsibilities for a small team of communications officers.

You will be in a supportive team environment, with opportunities for professional development and to see your ideas come to life.

Eligibility

You will be a strong team player, enjoy working with a wider range of people and have demonstrated experience in identifying and sharing key messages with varied audiences. You will bring ideas, drive and creativity. You will also have experience working to tailor complex messages for your audience through a range of content channels.

To be successful in the role you will be a motivated, communications professional who has demonstrated experience in one or more of the below:

- Creation of written digital and print content, including development and design.
- Social media strategy and content development.
- Website management
- Media engagement including developing media releases
- Written and visual communication skills, at a high level.
- Strategic and corporate communications.

The successful candidate must be able to obtain and maintain a baseline security clearance

Notes

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

About the Commonwealth Ombudsman

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

To Apply

Position Contact	Anthony Summer, 03 8327 4251
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2

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Attorney-General's

Vacancy VN-0746414

Commonwealth Ombudsman

Closing Date:Tuesday 27 August 2024

Corporate Business Intelligence, Improvement & Performance

Job Title	Senior Performance and Governance Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$90,199 - \$101,786
Classification	APS Level 6
Position Number	036_08/24
Agency Website	https://www.ombudsman.gov.au/

Job

Description

<https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D>

The Office of the Commonwealth Ombudsman (the Office) is looking for one person at the APS6 level. The roles is responsible for supporting the organisation performance reporting and data governance. What you'll gain from the experience:

- A chance to work in a small high performing team of passionate data experts.
- Opportunities to develop and deliver agency wide policies to uplift organisational data governance, data capability and data literacy.
- A flexible work environment to support your work/life balance.

This process will also be used to establish a merit pool for future vacancies across the Office arising from the date of advertisement.

Duties

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

- Actively support the operational implementation of the Office Performance Framework including KPI tracking and support for business areas in tracking KPI performance.
- Support the development and implementation of a Data Governance Framework for the organisation, and develop associated policies and procedures.
- Facilitate and manage the production of performance reporting and briefings for quarterly governance meetings including Audit and Risk Committee and Executive Committee.
- Actively drive engagement with performance planning processes by providing regular and meaningful performance reports, updates, and support.
- Contribute to the review of KPIs through sound research and recommendations, ensuring that the process is well documented and approved.
- Ongoing engagement with market research provider for the purpose of Complainant and Agency surveys, including production of quality insights and briefings.
- Work collaboratively with the Business Intelligence team to support business performance.

Eligibility

Our ideal candidate:

- Strong analytical, research and critical thinking skills, and high level of attention to detail.
- Experience in the development of policy, project management and/or change management.
- Strategic thinking, harnessing information and opportunities, showing sound judgement with the ability to adapt to changing priorities.
- Strong stakeholder engagement skills, including the ability to communicate with influence and effectively to a variety of audiences and at different levels.
- You are a self-starter with the ability to work collaboratively, in a small, busy, and geographically dispersed team.
- Adaptiveness, with a willingness to be flexible to work demands, agile and the ability to effectively prioritise workloads to deliver timely outcomes.

The successful candidate must be able to obtain and maintain a Baseline security clearance **Notes**

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

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To Apply

Position Contact	Anthony O'Reilly, 02 6243 1628
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2

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Federal Circuit and Family Court of Australia (FCFCOA)
Court Children's Services (CCS)

Job Title	CCS Lighthouse Support Offer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$71,560 - \$78,001
Classification	APS Level 4
Position Number	0610-08-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://www.fedcourt.gov.au/about/employment>

Position Overview

The Lighthouse Support Team will be comprised of Lighthouse Support Officers and a Lighthouse Support Team Leader and will be overseen by the Court Children's Service (CCS) Executive Officer.

The Lighthouse Support Team will facilitate parties completing the Family DOORS Triage risk screen, including by creating and distributing risk screens to parties, providing reminders, and reviewing the online application. The Team will also support the Lighthouse Triage Counsellors, by providing administrative, scheduling and referral support and act as the conduit of information flow between CCS, and parties.

The Lighthouse Support Officer will be responsible for coordinating and providing support to parties for the risk screen and triage processes, coordinating client meetings and for maintaining communication with clients, registrars, triage counsellors and internal and external stakeholders in relation to Lighthouse events and corresponding processes/requirements to ensure the smooth running of the case management pathway.

Duties

The key responsibilities and duties of the Lighthouse Support Officer include:

- Generating and distributing risk screens, providing reminders, reviewing responses, and managing the application dashboard.
- Coordinating meetings for the Lighthouse Triage Counsellors including scheduling appointments considering the Counsellors' availability, safety planning, arranging interpreter services and making childcare bookings with CCS where required.
- Communicating with parties and/or their professional support network to facilitate completion of risk screens, attendance at the Lighthouse Triage Counsellor appointments, and to provide advice and respond to client needs including in the use of the Commonwealth Courts Portal (CCP) and the Lighthouse processes in a professional and sensitive manner.
- Providing administrative support including preparing correspondence and managing the schedule of interviews and engagements in the Court databases.
- Facilitating the transfer of recommendations and referrals of matters to registrar support staff, to enable triage and case management decisions.
- Maintaining accurate information within the Court & CCS IT systems.

- Developing and maintaining relationships with Lighthouse Triage Counsellors, registrars, judge and registrar support staff, registry staff, the legal profession, and parties; and
- Undertaking other CCS administration duties as required.

Eligibility

Selection Criteria

1. Strong communication (oral and written) and liaison skills as well as the ability to communicate with people at all levels. Be able to exercise tact and discretion, act impartially and maintain confidentiality at all times.
2. Demonstrated ability to provide high-level administrative support and commitment to excellence in service delivery.
3. Demonstrated organisational skills, including the ability to manage several processes at once, attention to detail, excellent time management skills, and apply planning and problem-solving skills.
4. Demonstrated working knowledge, or clearly demonstrated capability to quickly acquire a sound working knowledge, of court procedures, guidelines, policies and practice, and IT systems.
5. Demonstrated ability to work both autonomously and as a member of a geographically dispersed team with limited direction, and the ability to adapt to changing situations and priorities and participate in collective work practices.
6. Sound IT proficiency, including the ability to learn and adapt to new systems and technology quickly and effectively.

Notes

To be eligible for employment with the Federal Court of Australia, you must be an Australian Citizen and will be required to provide proof of citizenship if you are the successful applicant.

Applicants offered employment will be required to successfully undergo a police record check and must be willing to disclose all relevant and required information.

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

How to apply

To apply, please complete the application form on the Court's careers portal. If you encounter any issues during the application process, feel free to email us at recruitment@fedcourt.gov.au

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Michelle Cooley, (03) 6338 2581
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0746305

Federal Court of Australia

Closing Date:Thursday 29 August 2024

Federal Circuit and Family Court of Australia - Division 1
Judicial Support

Job Title	Associate (FCFCOA - Division 1)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	\$80,341 - \$87,572
Classification	APS Level 5
Position Number	0597-08-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://www.fedcourt.gov.au/about/employment>

This position is within the Federal Circuit and Family Court of Australia (FCFCOA)

The Associate is part of a team assisting a Judge in the day-to-day management of Chambers and Court. The Associate role is integral in assisting the Judge of a superior Court, including through assisting in the Courtroom and in the management of the Judge's docket the management of their Chambers, supervision of the Legal or Deputy Associate.

This is an invaluable opportunity for the successful candidate to obtain experience of the Court system, in a fast-paced and dynamic environment.

Duties

- Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management.
- Day-to-day running of chambers including responding to enquiries including, as required, managing the Associate inbox on behalf of the Judge.
- Supervise the work of a Legal Associate or Deputy Associate.

- Assist the Judge to manage the docket by preparing and managing matters waiting for hearing.
- Providing a high level of administrative support to the judicial officer to ensure the prompt distribution of orders and judgments.
- Entering data accurately into the Court's case management and other information systems to reflect the workload of the judicial officer.
- Arrangements for circuit and relief sittings, and attendance at meetings and conferences.
- Maintain court related relationships with various external stakeholders.
- Contribute to organisational forums working for better working practices.
- Other duties as required.

Eligibility

Qualifications and experience

- Completion of a legal degree or in final year of legal studies is desirable, but not essential.
- Experience working in a legal environment is desirable, but not essential.

Selection Criteria

1. Well-developed interpersonal skills including tact, discretion, initiative, together with a high standard of ethical behaviour.
2. High level communication skills. The ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
3. Organisational and follow-through skills, including attention to detail, time-management skills, the ability to manage priorities and diligence.
4. The ability to work well in a high-paced environment, both as part of a small team and individually.
5. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the internet.

Notes

To be eligible for employment with the Federal Court of Australia, you must be an Australian Citizen and will be required to provide proof of citizenship if you are the successful applicant.

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

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Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

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To Apply

Position Contact	Kym Hopwood, (07) 3052 4184
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0746384

Federal Court of Australia

Closing Date:Wednesday 28 August 2024

Federal Court of Australia
Corporate Services - Information Technology

Job Title	Senior Developer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$110,115 - \$120,025
Classification	Executive Level 1
Position Number	0509-07-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://www.fedcourt.gov.au/about/employment>

Reporting to the Lead Developer, the Senior Developer is responsible for providing expert technical development and support of Business Applications of the Courts.

Duties

1. High-level development of software solutions.
2. Working within project team(s) to design, develop, integrate and support applications and components in line with court requirements.

3. Analysis of upgrade paths, enhancements and effort estimates.
4. Coordination of changes with relevant test, security, development, vendor and other teams.
5. Adhere to the Court's change management, security, release, maintenance policies and procedure including ITIL framework.

Eligibility

Selection Criteria

1. Experience as a senior net developer with demonstrated skills in: a) C# Net Core web application development b) Applying software design patterns c) Creating Asp.net web API 's and integrating services d) Experience working with databases, ideally Oracle and/or Microsoft SQ.
2. High-level ability to understand complex technical environments and work to design robust, practical and supportable solutions.
3. Demonstrated ability to work collaboratively to meet business and technical objectives.
4. The IT Division is geographically dispersed and experience in working in such teams is essential.

Notes

This role is advertised for an ongoing role however a non-ongoing role may be available in the near future.

To be eligible for employment with the Federal Court of Australia, you must be an Australian Citizen and will be required to provide proof of citizenship if you are the successful applicant.

Applicants offered employment will be required to successfully undergo a police record check and must be willing to disclose all relevant and required information.

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

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Melinda Hunter, (03) 8638 6759
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0746034

Department of Defence

Closing Date:Wednesday 28 August 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Contract Data Support Officer
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	NSSG/06674/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=6831177C-B2AB-CD86-416D-DB02D2BB3C71>

Duties

The Role
Are you a high performing professional, with excellent communication and interpersonal skills and have experience in Contract management?
Do you want to be a key contributor to our Defence maritime capability?
If so, you may be well suited to our role as Contract Data Support Officer within Regional Maintenance Centre (RMC) North located in Darwin.

RMC North is a newly established business unit responsible for maintenance of the Navy fleet in the Darwin region. Within the Contract Management function, an APS 5 Contract Data Support Officer is accountable under limited direction to perform and achieve complex contract management work within an integrated workforce.

Working within a Commercial Team, the Contract Management Officer will provide support to apply effective contract management and administration of the Regional Maintenance Provider – North contract. The APS 5 Contract Data Support Officer will interpret and provide advice within the contract management function, including pricing and cost analysis outputs based on legislation, policy and contractual requirements. They will undertake specialist research and analysis, financial administration functions, conduct reviews and perform procedural and clerical support work to achieve results.

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

About our Team
In response to the Australian Government developing the Naval Shipbuilding and Sustainment Group (NSSG), the Maritime Sustainment Model is being implemented within Maritime System Division's national, long-term approach to sustainment of the naval fleet. The APS 5 Contract Data Support Officer will coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members working within a multi-disciplinary team. They are expected to be capable of reviewing and and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within the work unit. RMC North is dedicated to the continued professional development of its staff and you can expect to enhance your skills through additional formal training. We are committed to the personal and professional development of our personnel, and welcome interested candidates to apply to join our team.

Our Ideal Candidate

The Ideal Candidate will be able to:

- Assist with and undertake procurement planning, contract formation and contract management activities, ensuring compliance with legislation, procurement policies, processes and procedures.
- Coordinate the provision of advice, assistance and services for procurement policy, technical, commercial, legal, and other requirements as applicable in order to support contract management outcomes.
- Assist with financial investigation tasks including examination, analysis and reporting on pricing proposals, tender evaluations, providing specialist costing and financial advice and guidance on financial and commercial aspects of tenders or contracts.
- Apply knowledge to deliver procurement related documentation including templates, schedule, correspondence, reports, submissions, plans and strategies, risk and performance reviews, contract change proposals and other contract management documentation.
- Engage and negotiate with clients and stakeholders including project team members and subject matter experts and respond to complex enquiries and contract management issues. Monitor and manage contract administration, performance and risks against the contract and contribute to implementing appropriate action.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Build The Future, Build The Future
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6831177C-B2AB-CD86-416D-DB02D2BB3C71

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Defence

Vacancy VN-0746116

Department of Defence

Closing Date:Wednesday 04 September 2024

Defence People Group
Joint Health Command

Job Title	Clinic Manager
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DPG/06728/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=9AB885DE-9FC2-3D57-BABB-DB034561D958>

Duties

The Role

An opportunity exists for an experienced Registered Nurse to become the APS 6 Clinic Manager of a health facility delivering services to Australian Defence Force (ADF) members in Tasmania. This is a dynamic role, working within a multidisciplinary healthcare team. The successful candidate will oversee the day-to-day management of the facility and be directly responsible for managing a wide range of administrative and coordination activities to ensure patients receive the highest possible standard of care.

These duties can include setting priorities and managing workflow, managing workforce rosters, budget allocations and workplace health and safety requirements, as well as conducting governance and quality assurance activities. In addition, strong clinical skills are important in ensuring service delivery processes are safe and efficient, and that there is technical support and oversight available to junior clinicians.

The APS 6 Clinic Manager is responsible for leading a small team and engaging with other relevant stakeholders to achieve positive outcomes for ADF members. Effective communication skills are essential, particularly as this position is geographically disconnected from its headquarters.

This position represents an opportunity for applicants to combine managerial, clinical, administrative, and customer service skills.

About our Team

Joint Health Command (JHC) is responsible for the delivery of healthcare services to over 70,000 Australian Defence Force (ADF) personnel. Through the delivery of reliable, resilient and best practice health services, JHC enables a healthy, ready, and supported Force from enlistment through to transition from service.

Health care services are delivered through eight Joint Health regions across Australia. The APS 6 Clinic Manager position is part of Joint Health Unit - Victoria and Tasmania and is based at Anglesea Barracks, Hobart, TAS. Each Joint Health Unit facility provides a range of services which can include medical, nursing, dental, physiotherapy, mental health, rehabilitation, and in-patient care.

The JHC workforce is an integrated, multi-disciplinary team of Defence members, civilians, contractors and professional health

providers. We work together to manage around one million patient health service interactions with Defence members each year.

This position reports to the Health Centre Manager at Simpson Health Centre in Melbourne.

Our Ideal Candidate

An enthusiastic self-starter, our ideal candidate will have experience in managing a health care facility and be confident in working independently. They must demonstrate sound judgment and clinical knowledge to make decisions that are in the best interests of the patient and that comply with legislation, regulatory frameworks and Defence policies.

As a team leader, they must have excellent verbal and written communication skills. They must be able to develop productive relationships with various stakeholders both internal and external to Defence. The ability to foster a service-focused and positive work culture is essential in ensuring that all team members are working towards shared objectives.

The ideal candidate must be flexible and adaptable. They will be comfortable with managing change and responding to short-notice tasks. They will have the ability to anticipate, identify, and respond to changing priorities. They will also be committed to ongoing professional development for both themselves and their team, and be prepared to mentor and train junior team members to achieve optimal outcomes.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Registered as a Registered Nurse (RN) with the Nursing and Midwifery Board of Australia

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	Tracey Watts, 02 5131 1992
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9AB885DE-9FC2-3D57-BABB-DB034561D958

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Defence

Vacancy VN-0746152

Department of Defence

Closing Date:Wednesday 28 August 2024

NAVY
Deputy Chief of NAVY

Job Title	Technical Career and Mastery School Manager
Job Type	Full-Time, Ongoing
Location	Rockingham WA, Larrakeyah NT, Adamstown NSW, Bonegilla VIC, Cairns QLD, Hmas Cerberus VIC, Randwick NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	NAVY/06742/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=3AD712CA-3442-1E9A-CF68-DB0347B20E01>

Duties

The Role
The APS 6 Technical Career and Mastery School Manager is responsible for managing a Navy team, supported by an industry partner, in the delivery of Navy training outcomes. The position manages training that leverages Nationally Recognised Training from the VET sector and Navy specific short courses.

The position is accountable under limited direction to perform and achieve complex learning delivery within an integrated workforce (Navy, APS and multiple outsourced service providers). They will provide detailed learning and development technical and professional advice in relation to complex work and contribute to strategic planning, program management and policy development.

The position is accountable to plan, lead and manage a range of resources and exercise the associated people and financial responsibilities to achieve business outcomes. They will manage diverse and dispersed teams, demonstrating strong leadership and stakeholder engagement skills.

About our Team
The APS 6 Technical Career and Mastery School Manager will lead a team of Navy members to ensure the delivery of an annual Directed Training Requirement of approximately 500 Navy sailor students. The Navy training unit is the primary source of Technical Mastery and career progression training at the Intermediate and advanced mastery levels for four Critical Navy technical sailor workgroups, directly supporting Navy retention and growth initiatives. The training consists of twenty separate courses delivering nine Nationally Recognised Training trade aligned qualifications. Training delivery is primarily out-sourced under contract by a program management team supported by state-based partner Registered Training Organisations (RTO).

This training is almost exclusively delivered outside of Defence bases across multiple locations in at least five Australian states and territories. Future continuous improvement projects being investigated include opportunities to expand the team to include direct or indirect Navy technical sailor instructors to support improvements in Navy specific short course delivery.

Our Ideal Candidate
Our ideal candidate will have demonstrated experience in managing training in the Vocational Education and Training (VET) sector. You will be able to lead and manage the team responsible for primarily delivery and limited evaluation of learning and development products and services to support the achievement of Defence objectives. You will be a key contributor and support the collection and analysis of information and providing advice to other key stakeholders in their responsibilities for analysis, design and development. You will be experienced in setting leadership and strategic direction on learning and development activities and be

the conduit between senior management, providers and students. Our ideal candidate will be able to apply expert advice to influence business decisions using knowledge of learning and development products, services, policies and systems. You will actively engage and influence stakeholders to shape and implement learning and development strategy and policy. Most importantly, you will be able to build and sustain effective relationships and networks with internal and external stakeholders to achieve business outcomes and resolve problems.

Eligibility

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

Notes

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

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To Apply

Position Contact	CAPT Tom Doherty, 02 9537 6105
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3AD712CA-3442-1E9A-CF68-DB0347B20E01

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Defence

Vacancy VN-0746231

Job Title	Director Regional Maintenance Centres - North East
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	NSSG/06714/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=B8434AD7-2E0D-A42B-C3A8-DB03BBD8EF24>

Duties

The Role
The EL 2 Regional Maintenance Centre - North East (RMC - NE) Director works with considerable independence and is accountable for providing leadership and achieving complex maintenance program management outcomes with an integrated workforce. They require extensive technical expertise knowledge of relevant legislative frameworks and Defence's mission and policy requirements.

They will be accountable for:

- A high-level of integration and standardisation with industry and Commonwealth partners in the achievement of Regional Maintenance Centre outcomes;
- Leading an integrated team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance and risk, delegating responsibility and developing people;
- Planning and managing allocated resources, setting program priorities, workflows, work area strategies and evaluating business outcomes;
- Implementation of the MSD strategy and reporting on the achievement of directed Defence outcomes; and
- Providing strategic direction and clearly articulating goals to achieve program, project and product objectives, in accordance with Defence policies and procedures.

About our Team

RMC - NE is one of a network of four Regional Maintenance Centres within Maritime Sustainment Division. Based in Cairns, the team is responsible to Director RMC - NE for the achievement of agreed maritime maintenance outcomes. RMC - NE consists of a Commonwealth team, responsible for direction setting, governance and optimising the performance of its industry partner team, the local Regional Maintenance Provider, who in turn are responsible for the management of maintenance delivery.

Our Ideal Candidate

We are looking for a leader who will own delivery of directed regional maintenance outcomes, who has good interpersonal and negotiation skills, who can motivate our industry RMP partners to optimise performance.

You will be dealing with senior industry executives with many years of subject matter expertise, therefore you will need a high level of commercial acumen, technical expertise and communication skills, to enable you to have the difficult conversations you may need to have.

You will need to be a team player, connecting with your own team, your industry partner team, other members of the RMC Network and other Commonwealth partners, such as the SPO, capability managers, ships staff and other local Navy and industry personnel.

The RMC network works as one networked organisation within Maintenance Branch, we strive to deliver maintenance outcomes in a standardised way across the network. We want you to be the one driving the pace of change. You will need to be self-motivated with high levels of energy.

Eligibility
Notes

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

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

About the Department of Defence

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To Apply

Position Contact	Fraser Pritchard-Davies, 0419 837 894
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B8434AD7-2E0D-A42B-C3A8-DB03BBD8EF24

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Department of Defence

Closing Date:Wednesday 28 August 2024

Capability Acquisition and Sustainment Group
Office of DEPSEC CASG

Job Title	Executive Officer, Office of DEPSEC CASG
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/06824/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DD65F89B-9EFF-D794-5410-DB03C028009C>

Duties

The Role

The Office of the Deputy Secretary (DEPSEC), Capability Acquisition and Sustainment Group (CASG) is seeking an experienced individual to fulfil the position of Executive Officer. Be part of a new and dynamic team to set DEPSEC CASG up for success in the midst of one of the most strategically important times for the Department of Defence. The Office of DEPSEC CASG is a fast-paced environment to work in, overseeing one of the largest groups inside Defence.

Our team is growing, and we want you to be part of an exciting journey to support DEPSEC CASG as the Executive Officer. You will report to the Senior Executive Officer (SEO) and manage a range of responsibilities within the office.

Your specific roles and responsibilities will include:

- Deputy Office Manager.
- Together with the SEO, manage administrative support to DEPSEC CASG.
- Support the Chief of Staff in managing ODEPSEC operations.
- Manage the DEPSEC CASG battle rhythm (forward work program).
- Co-ordinate delivery of DEPSEC CASG & ODEPSEC CASG action items.
- Oversee ODEPSEC CASG task tracking.
- Secretariat for DEPSEC CASG weekly Division Head meetings.
- Secretariat for DEPSEC CASG-led working groups.
- Objective Workgroup Coordinator for ODEPSEC.
- Act as the SEO and EA, when required.

About our Team

The Office of DEPSEC CASG supports DEPSEC CASG to deliver on his official responsibilities and to help set the group up for success. Our Office is expanding and we want you to be part of our exciting journey. We are a dynamic environment to work in, offering a rewarding career in one of the largest groups within Defence. You will be exposed to a range of stakeholders, privileged and classified material from across all Divisions in CASG. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team.

Our Ideal Candidate

Our ideal candidate is an individual who thrives in fast-paced environments, and is seeking to be part of a dynamic and experienced team to support DEPSEC CASG. You are a passionate, enthusiastic and motivated individual that can operate with significant independence, but also work cohesively as part of a team within the office.

The successful candidate will be an excellent communicator, well organised, show initiative, apply a strong level of attention to detail, and be able to work under pressure in a fast-paced environment. You will also be required to build and sustain relationships with both internal and external stakeholders of varying levels and backgrounds, including both civilian and military personnel. The successful candidate will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Drew Burland, 03 8626 4446
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DD65F89B-9EFF-D794-5410-DB03C028009C

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Child Care
Data and Delivery Support Infrastructure and Modelling

Job Title	Junior Modelling Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Canberra ACT, Melbourne VIC, Brisbane QLD, Hobart TAS
Salary	\$79,036 - \$84,525
Classification	APS Level 4
Position Number	24/1428
Agency Website	https://www.education.gov.au/

Job Description

<https://dese.nga.net.au/?jati=E46FB7B9-DD86-629C-9993-DB04AE8FB2EC>

The Australian Government supports families with the cost of child care through subsidised fees, amounting to almost \$15 billion each year.

Reporting to the Senior Modelling Analyst, the Modelling Analyst is responsible for assisting with the modelling policy alternatives, financial reporting and budget estimates as well as reports key analysis on child care usage, services, fees and subsidies.

Duties

In this role, you will be responsible for the following:

- Model alternative policy scenarios, identifying key demographic and subsidy impacts to support evidence-based policy decisions.
- Prepare bespoke data and analysis to inform program and policy decisions.
- Produce budget estimates to reflect the latest expectations of future fees, usage and subsidy levels.
- Analyse monthly and annual financials to identify emerging trends and variances to budget.
- Maintain a high level of record keeping and data management across a range of IT systems.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- **Security Clearance:** This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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

About the Department of Education

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Phuong Cooke, (08) 8306 8697
Agency Recruitment Site	https://dese.nga.net.au/?jati=E46FB7B9-DD86-629C-9993-DB04AE8FB2EC

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Education, Skills and Employment

Vacancy VN-0746419

Tertiary Education Quality and Standards Agency

Closing Date:Wednesday 28 August 2024

Regulatory Operations
Registration, Courses and Enquiries Enquiries team

Job Title	Enquiries Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$84,034 - \$89,839
Classification	APS Level 5
Position Number	19443
Agency Website	www.teqsa.gov.au

Job Description

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

About you

- Are you a capable and experienced customer service practitioner passionate about providing quality support services?
- Do you want to work in a challenging, dynamic, and rewarding environment that is mission-focused?
- Are you passionate about contributing to the excellence of Australian higher education

About the position

The Enquiries Officer is accountable, under direction, to ensure any higher education providers and sector enquiries received are managed efficiently and effectively within the agreed deliverables and triaged as appropriate.

The incumbent will have a basic understanding of TEQSA's regulatory functions and act as the first point of contact for managing enquiries in a professional manner. The incumbent will demonstrate discretion when handling confidential and sensitive information in relation to enquiries. They will provide general and relevant advice to stakeholders and direct them to relevant resources on TESQA's website or other agencies as required. Where expert advice is required, referring matters to relevant business areas for advice in relation to regulatory assessment and compliance functions.

The Enquiries Officer will work collaboratively in a small team, participating in team planning and continuous improvement activities and manage diverse stakeholders. They will make operational decisions and manage risks that are appropriate for their position and produce quality work under pressure.

Duties

- Administrative management of incoming and outgoing correspondence for enquiries via email, phone, and mail, and coordination of related responses in accordance with established procedures.

- providing exceptional customer service by actively engaging and responding to stakeholder enquiries and striving for first-call or early intervention resolution whenever possible, whilst adhering to established guidelines, and meeting individual and team performance targets as well as customer satisfaction goals.
- managing the central Student Records Management System (SRMS) mailbox, including:
 - responding to system alert emails and emails submitted by students in response to prompts within SRMS (including troubleshooting issues) or where the SRMS data is proven to be incorrect or where the student entered incorrect data during registration.
 - following established processes and seeking approval from the business manager (or delegate) in relation to the above, as required.
 - contributing to FAQ development to improve the student experience.
 - progress reporting.
- booking travel and accommodation for TEQSA staff, acquittal of invoices and maintaining appropriate records.
- primary contact as the Case Manager for higher education providers.
- preparing briefs and reports regarding enquiries received, resolved, referred, and escalated, and assisting in the coordination, drafting and delivery of correspondence as required.
- building and maintaining a good understanding of TEQSA policies and processes to ensure accurate and up-to-date information is provided to stakeholders.
- building and maintaining collaborative working relationships with TEQSA staff and stakeholders, and working effectively and harmoniously in a small team, to manage competing priorities and requests, solve problems, and provide support as required.
- performing other duties as directed.

Eligibility

The successful applicant must:

- be an Australian citizen.
- complete a National Police Check satisfactorily.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA.

Qualifications and experience

A tertiary qualification and/or experience working in the Australian higher education sector or public sector would be highly regarded.

Notes

- This recruitment process is being used to fill an ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies as they arise. The merit pool is active for 18 months from the date of this advertisement.

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

About the Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia’s independent national quality assurance and regulatory agency for higher education. TEQSA’s purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1. Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Josephine Busari, 0383062418
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Environment and Energy

Vacancy VN-0746350

Clean Energy Regulator

Closing Date:Sunday 01 September 2024

Scheme Operations
National Greenhouse and Energy Reporting & Safeguard Various

Job Title	Senior Regulatory Officers/Regulatory Officers - National Greenhouse and Energy Reporting & Safeguard
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$87,220 - \$108,474
Classification	APS Level 5;APS Level 6
Position Number	CER 080/24
Agency Website	https://cleanenergyregulator.gov.au/home/about-us

Job Description

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

About the Branch

The Branch administers the National Greenhouse and Energy Reporting scheme, the Safeguard Mechanism, and the operation of the Australian National Registry of Emissions Units (ANREU) and the development of a new Unit and Certificate Register. Together and across these schemes, the Branch ensures that emissions are correctly measured and recorded, and high-emitting facilities are required to reduce emissions or buy offsets. The function of the ANREU is pivotal to the operation of the Australian carbon market and international trading.

The Branch aims to:

- ensure the efficient and effective administration of our schemes
- inform the public and scheme participants about the scheme and the data collected
- implement continuous improvements to our guidance, advice, information and business systems and processes, improve our risk targeting and provide improved outcomes at a national level
- ensure compliance with scheme requirements by taking a risk-based approach to:
 - promote voluntary compliance, and
 - strengthen our response to non-compliance.
- ensure greenhouse and energy data is accurate and accessible and meets data users' needs
- provide the tools and records needed to underpin the trading of carbon units
- build and maintain an agile, capable, engaged and accountable workforce.

About the Section

National Greenhouse and Energy Reporting Report Assessment and Publication

The National Greenhouse and Energy Reporting Report, Assessment and Publication Section supports the National Greenhouse and Energy Reporting scheme, established by the *National Greenhouse and Energy Reporting Act 2007*. The National Greenhouse and Energy Reporting Scheme is a single national framework for reporting and disseminating company information about greenhouse gas emissions, energy production, energy consumption and is a major component of Australia's international reporting of greenhouse gas emissions.

The data collected under the National Greenhouse and Energy Reporting scheme informs

government policy and programs and underpins other CER schemes such as the Safeguard Mechanism and ACCU Scheme and helps to develop new schemes such as the Hydrogen Guarantee of Origin Scheme.

The National Greenhouse and Energy Reporting Report, Assessment and Publication Section maximises the value of National Greenhouse and Energy Reporting data through: assessment of the reported data, correction of non-compliant data, education about the National Greenhouse and Energy Reporting methods, implementation of legislative amendments to National Greenhouse and Energy Reporting and ensuring National Greenhouse and Energy Reporting data is accessible.

Carbon Exchange and Unit & Certificate Register

The role of the Carbon Exchange and Unit & Certificate Register Section is to:

- ensure the effective administration of the unit and certificate register by supporting account holders and CER schemes, and maintaining system integrity through risk management and compliance monitoring activities
- support the progressive onboarding of unit and certificate types onto the unit and certificate register
- ensure registry design and functionality are fit for purpose and support government policy objectives
- manage internal and external reporting and statutory data publication obligations.

Safeguard

The Safeguard Mechanism section administers the Safeguard Mechanism, which requires Australia's highest greenhouse gas emitting facilities to reduce their emissions in line with Australia's emission reduction targets of 43% below 2005 levels by 2030 and net zero by 2050.

The section is responsible for the effective administration of the Safeguard Mechanism, including:

- working within legislation to advise and make decisions on a range of key areas that drive the operation of the scheme.
- the analysis and publication of Safeguard Mechanism data
- stakeholder engagement and education activities.

Duties

Under limited direction, **APS Level 5 – Regulatory Officer:**

- Interpret, understand and apply complex legislation such as the *National Greenhouse and Energy Reporting Act 2007*, *Safeguard Mechanism Rule* and *Australian National Registry of Emissions Units Act 2011*.
- Assess and validate complex information and report data and contribute to compliance monitoring programs in accordance with legislative requirements, internal procedures and guidelines.
- Communicate with influence to a wide range of internal and external stakeholders, both verbally and in writing about technical issues and legislative obligations, providing sound recommendations.
- Prepare complex briefing material, engagement material and analytical reports applying quality assurance checks throughout processes.
- Contribute to the development and refinement of regulatory guidance, regulatory postures and standard operating procedures to reflect the current regulatory environment.

- Assist and manage planning activities, programs and project management.
- Provide subject matter input into IT system testing and development work.

Under limited direction, **APS Level 6 – Senior Regulatory Officer:**

- Provide advice and subject matter expertise; including ability to interpret and apply the legislation to complex situations including participant eligibility and compliance.
- Ability to evaluate and analyse complex information and data, demonstrated research skills, effective decision-making skills and the ability to solve problems.
- Manage assessment and client engagement processes, and assist in planning activities, programs and project management.
- Develop and support relationships with internal and external stakeholders and respond appropriately to stakeholder needs and expectations.
- Ensure quality outputs including the development of specialist, professional and/or technical expertise and conduct regular quality assurance checks for section processes.
- Prepare complex briefing material and analytical reports.
- Provide subject matter input into IT system testing and development work.
- Supervise and support development of APS staff as required.

Qualifications/Experience

Qualifications in law, economics, science, engineering, environmental, or data disciplines are highly desirable. **Eligibility**

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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

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	Mark Laybutt, 02 6159 3274
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0746415

Clean Energy Regulator

Closing Date: Sunday 01 September 2024

Scheme Support
Carbon Markets Climate-Related Disclosures

Job Title	Program and Policy Officer - Climate-Related Disclosures
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$87,220 - \$91,618
Classification	APS Level 5
Position Number	CER 081/24
Agency Website	https://cleanenergyregulator.gov.au/home/about-us

Job Description

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

About the Branch
The role of the Carbon Markets Branch is to provide insights, solutions and advice to decision makers, policy makers and the market to improve scheme operations and position the agency as a modern, efficient and effective regulator.

The Branch aims to:

- Provide advice, support or action on complex scheme implementation and design issues that are workable and enforceable.
- Influence the direction of potential new schemes or policies that align with the objectives and functions of the agency.
- Increase confidence in the carbon and renewable energy markets by highlighting the role of our schemes and understanding the international context.

About the Section

If you are passionate about reducing Australia's carbon emissions, then this is the role for you.

Climate-Related Disclosures (CRD) provides expertise and insights to the government, regulators, investors, and industry on transparency and climate related disclosures, emissions accounting and emissions reduction initiatives in Australia and internationally.

Delivering and evolving the Corporate Emissions Reduction Transparency (CERT) report is a key focus of the section. The CERT report is a voluntary initiative which presents a snapshot of climate-related commitments made by Australian companies and how they are progressing towards achieving those commitments.

Our functions include:

- Researching, developing, and delivering new climate and energy programs for the agency to increase transparency of climate related data
- Providing insights to the Board on developments in climate-related reporting, sustainable finance and carbon and energy markets
- Increasing understanding of emissions reduction and renewable energy accounting and reporting
- Supporting the achievement of government policies with our expertise and data
- Building and maintaining productive partnerships with key energy and carbon market organisations, regulatory agencies, and market bodies.

Duties

You will work as part of a team to deliver policy priorities for the section. Your duties may include:

- Contributing to the development and publication of the [Corporate Emissions Reduction Transparency report](#).
- Assisting with gathering and investigating information from diverse sources to provide insights to the CER on current and emerging subjects.
- Under direction, contribute to research and analysis, and provide advice on policy, procedures and program design.
- Supporting and contributing to the planning and decision making of the section.
- Working with internal and external stakeholders to facilitate the resolution of policy, program, regulatory or coordination matters.

Our Ideal candidates

Our ideal candidates will be highly motivated, demonstrating a "can-do" and resilient attitude, with a high attention to detail and a willingness to adapt to the changing needs of the Team and the CER. Ideally, candidates should:

- Communicate complex information in a simple manner to a range of stakeholders in both written and verbal formats
- Have strong problem-solving and analytical skills, and the ability to use and interpret research to understand complex issues to support policy review and project development
- Have the ability to support internal stakeholder engagement, to collaborate and deliver CRD products, and public/external facing stakeholder engagement to promote participation in our initiatives at public events and through communications materials.
- Be able to deliver high quality outputs and complete tasks within tight timeframes.

Qualifications/Experience

This position will suit candidates who are good at interacting with external and internal stakeholders and can work flexibly and effectively in an environment characterised by change. While it is not a requirement, it will be an advantage to have qualifications in or an understanding of energy systems, environmental science, communications, economics, carbon accounting frameworks, corporate sustainability reporting or project management. **Eligibility**

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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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	Moti Goode, 02 6159 3573
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

Health

Vacancy VN-0746436

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date:Wednesday 28 August 2024

ACSQHC
ACSQHC National Standards

Job Title	APS Project Officer, National Standards (various roles)
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$94,727 - \$106,866
Classification	APS Level 6
Position Number	Various
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The National Standards Program is responsible for the development and maintenance of national safety and quality standards, such as the National Safety and Quality Health Service Standards (NSQHS Standards). This program also maintains the Australian Health Service Safety and Quality Accreditation (AHSSQA) Scheme which operationalises the national safety and quality standards.

The National Standards Program has two Project Officer vacancies:

- Project Officer – Digital Mental Health
- Project Officer – Diagnostic Imaging

Role 1: Project Officer - Digital Mental Health

The National Safety and Quality Digital Mental Health Standards (NSQDMH Standards) were developed by the Commission through extensive consultation with industry, subject matter experts and service users. In late 2022 the NSQDMH Standards were incorporated into the AHSSQA Scheme allowing service providers to undergo assessment to the NSQDMH Standards.

The Digital Mental Health Standards Project officer will work with the Program Manager and undertake project management, secretariat support for program committees, assessment and development of resources, analysis of assessment outcomes and provide advice to related to the program across the Commission.

Role 2: Project Officer – Diagnostic Imaging

The Diagnostic Imaging Accreditation Scheme was transferred to the Commission from the Department of Health and Aged Care. Since then, the Commission has undertaken extensive consultation with industry and professional bodies, subject matter experts, and consumers to revise the standards and the scheme. In 2024, the standards will be released for public consultation, and targeted consultation with industry and professional bodies will commence for the accreditation scheme.

The Project Officer will work with the Senior Project Officer and the Program Manager to support developing and implementing the diagnostic imaging accreditation scheme and its standards. This work will involve project management, organising and assisting with public consultation processes, providing secretariat support to program committees, writing reports, briefings, and other documents, analysing information, and providing advice on procedures and policy.

Duties

Duties of the Project Officer will include, but are not limited to, the following:

1. Undertake project management activities including the planning, documenting and implementing of the program, monitoring and reporting on progress and project milestones, and proactively identifying solutions.
2. Research, review and analyse relevant information such as data, reports, websites and other published material to support the development of projects.
3. Collate, edit and draft meeting papers, correspondence, presentations, briefing notes, minutes and other written materials for a range of audiences.
4. Provide secretariat support for committees and expert groups, including preparation of agenda papers, minutes and other administrative tasks.
5. Collaborate with other team members and other program teams within the Commission to support the work of the team.
6. Undertake procurement and contract management activities including financial administration, budget preparation and monitoring as necessary.
7. Work with the Program Director, the project team and other relevant stakeholders on updates related to the progress and strategic implications.
8. Support the work of the National Standards Team and the broader Commission, as required.
9. Other duties as required which may include projects and providing assistance to the Commission's corporate functions.

Eligibility

The successful candidate will have:

- Demonstrated project management skills and experience.
- Strong conceptual, analytical and research skills, including demonstrated sound judgement and innovative problem-solving skills.
- Well-developed oral and written communication skills including demonstrated ability to prepare documents including briefing papers, reviews, submissions, correspondence and meeting papers.
- Strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.
- Effective teamwork skills including the ability to work collaboratively to achieve results and outcomes in a timely manner.

Notes

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

PLEASE NOTE: To apply for this role, please apply through the Commission's website, not through SEEK. Only complete applications will be considered. Auto-generated applications will not be considered.

Candidates must be Australian citizens to be eligible to apply.

Please note: All staff are required to provide evidence of a COVID-19 primary vaccination course, which is the first two doses of a Therapeutic Goods Administration approved or recognised COVID-19 vaccine.

Questions about the role can be directed to James Katte (02) 7232 5990 and Jackie Coleman (02) 7232 5242.

Closing date for applications is **11.59pm Australian Eastern Standard Time (AEST), 28 August 2024.**

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

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	James Katte, (02) 7232 5990
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0746356

Australian Digital Health Agency

Closing Date: Sunday 01 September 2024

Policy Programs and Engagement Division

Job Title	Clinical Safety Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$94,456 - \$106,563
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

As the steward for digital enablement of Australia's health system, the Agency has a lead role in coordinating national engagement, delivery and adoption of digital health to enable person-centred, connected healthcare.

Responsible for national digital health services and systems from My Health Record to Electronics Prescriptions and my health app, our work directly impacts the lives of all Australians.

We're committed to fostering a diverse and inclusive workplace where everyone thrives. We welcome applications from diverse backgrounds. Our flexible working arrangements including, options to work from home or with varied hours, empower and support you to balance life and career seamlessly.

Duties

Embark on a career with our Policy Programs and Engagement Division, a hub of excellence that drives national programs and portfolio priorities. We inform policies and manage external stakeholder relationships, fostering a collaborative network based on trust. This is your chance to be a pivotal force in an environment where policy, technology and health outcomes converge.

The Division has multiple opportunities available for a Clinical Incident Lead. As the Clinical Incident Lead you will apply well developed critical thinking skills to incident management which safeguards consumers from harm and unintended consequences involving digital health products and services.

The Clinical Incident Lead works within a collaborative team environment. The role will manage sensitive and complex issues from consumers, healthcare providers and organisations by working closely with a range of Agency business areas and external partners towards resolution. Within this context the role will exercise strong clinical judgement and initiative in the interpretation and application of legislation and relevant governance frameworks.

The Clinical Incident Lead will provide some after hours on call clinical incident management support on a rostered basis, and will be remunerated for this work.

The role is both challenging and rewarding. You will make a difference in the lives of everyday Australians.

Key responsibilities of the role include:

- Responsible for providing and documenting clear and considered clinical advice in the Agency's incident response activities; supported by an understanding of how technical, healthcare provider and consumer experience issues can lead to clinical risks.

- Responsible for extracting, analysing and reporting accurate and meaningful data and clinical insights for governance and Board committees.
- Develop and maintain relationships with stakeholders to achieve work area and Agency goals; establishing and maintaining a sustainable collaboration model to achieve outcomes within incident and issue management processes.
- Lead clinical incident management activities: taking responsibility to perform work that is complex and involves various tasks that often are different and unrelated, identifying clarity within established processes and methods; selecting an appropriate course of action from several options.

What You'll Bring

Our ideal candidate will:

- Have experience as a health or care provider
- Hold a tertiary qualification in a health discipline.
- Registration as a healthcare professional, or the ability to maintain a registration.

For all queries relating to the responsibilities of the position, please contact Tim Plunkett at tim.plunkett@digitalhealth.gov.au.

Eligibility

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

Notes

The position maybe filled in Brisbane, Canberra, or Sydney, and a fully remote arrangement may also be considered. To apply submit your resume, and a cover letter of no more than 2 pages in length.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Tim Plunkett, tim.plunkett@digitalhealth.gov.au.
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0746357

Australian Digital Health Agency

Closing Date:Sunday 01 September 2024

Policy, Programs and Engagement

Job Title	Clinical Incident Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$94,456 - \$106,563
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

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Responsible for national digital health services and systems from My Health Record to Electronics Prescriptions and my health app, our work directly impacts the lives of all Australians.

We're committed to fostering a diverse and inclusive workplace where everyone thrives. We welcome applications from diverse backgrounds. Our flexible working arrangements including, options to work from home or with varied hours, empower and support you to balance life and career seamlessly.

Duties

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Eligibility

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

Notes

Additional Information

The position maybe filled in Brisbane, Canberra, or Sydney, and a fully remote arrangement may also be considered. To apply submit your resume, and a cover letter of no more than 2 pages in length.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

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

Closing Date: Sunday 1 September 2024, 11:00pm

Salary: This role offers between \$94,456 - \$106,563 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Tim Plunkett, tim.plunkett@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Industry, Science, Energy and
Resources

Vacancy VN-0746299

Department of Industry, Science and Resources
(DISR)

Closing Date:Wednesday 28 August 2024

Strategic Policy

Job Title	Managers - Multiple Opportunities
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
Salary	\$142,012 - \$152,900
Classification	Executive Level 2
Position Number	1781_08/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=1E647DEA-AF83-1461-6F66-DB046E8BEDD3>

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the [APSC's APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

About the division

The **Strategic Policy Division** provides strategic advice to ministers, the department's executive and policy partners to support the delivery of priorities for the portfolio as a whole. We do this by building connections, identifying emerging issues and strategic opportunities, and influencing policy agendas. Our responsibilities include:

- driving the portfolio's Budget strategy and processes,
- delivering the department's business planning, performance reporting and corporate publications,
- undertaking key strategic projects for the portfolio and building policy capability across the department,
- providing an influential voice on whole-of-government matters to inform the portfolio's current and future direction,
- supporting ministerial, cabinet, parliamentary and senior executive governance and processes.

There are three branches in the division:

- The **Budget and Portfolio Policy Branch** is responsible for providing strategic policy support for the department and Ministers including leading the portfolio's Budget strategy, providing high-quality strategic advice on portfolio-wide issues, and supporting implementation of ministerial and executive priorities, such as business plans.
- The **Ministerial and Executive Enabling Branch** supports the Executive Board and its sub-committees; coordinates and facilitates a range of parliamentary workflow, including Senate Estimates logistics; supports ministerial appointments to the portfolio's boards and committees and other government appointments; manages and coordinates all Cabinet related business in and out of the department; and provides staffing, administrative and strategic support to ministers' offices. The branch also leads work on the department's Corporate Plan, Annual Report and annual performance statements.
- The **Whole of Government Policy and Priorities Branch** leads the department's strategic approach to Whole of Government priorities including net zero, First Nations affairs, gender equality and other strategic issues. It works across the portfolio to deliver key briefing products to support ministers and the executive to ensure the department's position on these priorities is advocated for, and represented in, key strategic cross-government policies, and forums. The branch also supports capability development across the department to improve policy outcomes.

The opportunity

We have multiple current or upcoming vacancies at the Manager (Executive Level 2) level across the division:

- **Budget Policy Section**, Budget and Portfolio Policy Branch (Canberra-based only, NV1 preferred)
- **Business Planning Section**, Budget and Portfolio Policy Branch (Canberra-based only, NV1 preferred)
- **Governance Secretariat Section**, Ministerial and Executive Enabling Branch (Canberra-based only, NV1 required)
- **Ministerial and Cabinet Liaison Section**, Ministerial and Executive Enabling Branch (Canberra-based only, NV1 required)
- **Portfolio Appointments Advice Section**, Ministerial and Executive Enabling Branch (Canberra-based preferred, NV1 preferred)
- **Strategic Capability Section**, Whole of Government Policy and Priorities Branch (any location, baseline required)

This recruitment will be used to fill the vacancies listed above as well as establish a merit pool for a period of 18 months to fill positions that may emerge in the Strategic Policy Division only.

What's in it for you?

You will contribute to driving Australia's forward agenda for industry, science, technology and the resources sector. Your work will have a significant impact - the division has a high profile across the department and with the department's executive and ministers' offices. This is a great opportunity to gain an in-depth understanding of the portfolio.

Our ideal candidate

We welcome applications from candidates with diverse experience and professional and educational backgrounds who can demonstrate strengths in the following areas:

- strategic thinking to solve complex problems;
- advanced stakeholder engagement skills with a strategic perspective to building stakeholder relationships both within the department and across government;
- well-developed analytical skills and innovative thinking;
- can communicate with influence, including listening actively and communicating persuasively;
- possess, or has the ability to acquire, strong knowledge and understanding of the portfolio's responsibilities;
- ability to provide clear strategic direction to the work area and build team members' capability to appropriately prioritise tasks and work with a high level of autonomy;
- an ability to act with integrity, personal accountability, professionalism and use sound judgement in managing a demanding portfolio of complex work.

Relevant experience and specialised skills-set will be taken into consideration when matching individuals to specific roles.

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

People from culturally and linguistically diverse backgrounds, Aboriginal and/or Torres Strait Islander people, people with disabilities, and people who identify as LGBTQIA+ are encouraged to apply.

Duties

As Manager (Executive Level 2), in accordance with the [APSCs Work Level Standards](#) for this classification, you will:

- lead a high performing team, in fast-paced, high-impact roles,
- provide strategic advice and support to the General Manager, Head of Division, the department's executive and ministers;
- establish and promote positive working relationships with the executive, ministerial offices, external stakeholders, and line areas across the portfolio;
- proactively identify and implement process and system improvements to deliver on the work programme under tight resources;
- maintain an awareness of new and emerging trends in relevant government practice, considering implications for the department and portfolio agencies;
- work with limited direction while displaying flexibility, discretion, and judgement; and
- mentor and develop team members to create a highly effective and resilient team.

Eligibility

Successful candidates will be required to obtain and maintain appropriate levels of security clearance stipulated for each of the positions.

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

Notes

Given the importance of these roles in providing advice to and supporting the executive and ministers' offices, some of the roles require work to be undertaken by Canberra-based candidates who are able to work mostly in the office. Please address your ability to work centrally in Canberra at Industry House in your application.

This recruitment will be used to fill the vacancies listed above as well as establish a merit pool for a period of 18 months to fill positions that may emerge in the Strategic Policy Division only.

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

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

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

To Apply

Position Contact	Jikon Lai, 02 6243 7511
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=1E647DEA-AF83-1461-6F66-DB046E8BEDD3

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Industry, Science, Energy and
Resources

Vacancy VN-0746379

Geoscience Australia

Closing Date: Sunday 01 September 2024

Corporate Division
Enabling Services Engagement, Commercial and Legal

Job Title	Manager Procurement and Commercial
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$113,361 - \$128,149
Classification	Executive Level 1
Position Number	18740
Agency Website	www.ga.gov.au

Job Description

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

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

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

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

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

What we can offer you

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

Our team

The advertised role reports to the Engagement, Commercial and Legal section which forms part of the Enabling Services Branch within the Corporate Division. The section combines diverse advising functions and is responsible for advising on procurements, non-procurement commercial arrangements, land air and marine access and legal matters.

This role would be part of a small procurement and commercial team which advises on procurement and non-procurement commercial arrangements, including non-binding collaborative arrangements relating to scientific research, as well as agreements relating to copyright and other forms of intellectual property.

Duties

The current vacancy is a new role that is being established to provide procurement and commercial support for the Australian contribution to the Australia-United States Landsat Next Partnership Program (Landsat Next). Landsat Next is a pioneering satellite program led by NASA and the US Geological Survey, which will map and observe the changing surface of the Earth to support mining exploration, monitoring of the Earth's climate, water and environment, crop and agricultural health, and management of floods, fires and natural disasters.

The Australian contribution, costing \$207.4m over four years will involve significant procurement activities in order to enhance satellite ground station facilities in Alice Springs and procure new advanced data processing and analytics capabilities. While the position reports within Corporate Division, the candidate will work closely with, and at times be seated with the Satellite Land Imaging Branch within Space Division. There is likely to be no requirement to lead a team but depending on their skills and experience, the Manager may be responsible for supervising or mentoring one or two procurement advisors outposted to other major projects.

This recruitment process will also be used to form a merit pool for future Manager, Procurement and Commercial vacancies, such as leading the central procurement and commercial team; outposted roles supporting projects with high volume, small and medium scale geoscience procurement; or developing procurement and contract management process and cultural improvements.

As a Manager, Procurement and Commercial, you will be instrumental in driving Geoscience Australia's procurement and commercial arrangements.

Your excellent communication skills and ability to develop and maintain good working relationships will be key to promoting a positive, customer focussed culture. Your high level administrative skills will ensure that Geoscience Australia's procurement records are up to date and accurate, and will allow you to meet organisational reporting requirements. In doing so you will engage with the business and support the delivery of fit-for-purpose advice and guidance to meet the objectives of the organisation.

In this role you will:

Working with a high degree of independence you will:

- conduct complex procurement and commercial activities and use significant evaluative judgement to make decisions of major significance for Landsat Next through all procurement stages including planning, approaching the market, evaluation and contract management.
- develop and manage complex stakeholder relationships to facilitate cooperation, participate in sensitive and complex negotiations to broker agreements between conflicting agendas whilst maintaining key relationships to enhance business outcomes, and represent the views of Geoscience Australia at inter-jurisdictional and other forums.
- ensuring high levels of compliance with legislative, financial and administrative frameworks, in particular the Commonwealth Procurement Rules and Public Governance, Performance and Accountability Act 2013.
- maintain and update procurement records and generate reports on related activity to meet organisational compliance requirements and provide access to procurement information.
- engage with risk, including the conduct of risk assessment and risk management activities.
- consider and effectively manage competing priorities and strategic directions in line with organisational goals and objectives.

While not major requirements of the role, you maybe required to:

- supervise and manage staff and provide expert advice and assistance to team members to ensure that procurement and commercial policies and procedures are designed and applied to achieve the best possible organisational outcomes.
- provide a significant contribution to innovation and business improvement strategies to enable Geoscience Australia to meet its obligations, while maximising opportunities in a rapidly changing and complex environment.
- manage and coordinate Geoscience Australia's input to Whole of Government procurement arrangements.

To be successful in the role you will:

- have experience in developing commercial skills in virtual teams and supporting enterprise alignment to changes in Whole of Government practices.
- be experienced in coordinating, preparing and publishing a broad range of approaches to market through a range of Commonwealth procurement channels
- have strong administration skills and the ability to maintain and update accurate procurement records
- understand the strategic objectives of the organisation and develop work plans accordingly
- have a proven ability to communicate with influence and the ability to nurture productive working relationships with a wide range of stakeholders including scientific specialists
- have experience in successfully delivering results within time restraints while balancing priorities
- have the ability to advise on strategic issues and support high levels of the organisation
- where applicable delegate tasks effectively; provide clear direction and articulate parameters; provide clear, constructive and timely feedback (both positive and negative) in a manner that encourages learning and achieves any required resolution
- adhere to the Australian Public Service Values and the Code of Conduct and consistently behave in an honest, ethical and professional way.

Required skills, knowledge, experience and/or qualifications

- An extensive understanding of the Commonwealth Procurement Rules and related Commonwealth finance and procurement policy frameworks including the Public Governance, Performance and Accountability Act 2013.

Are you unsure about applying?

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

To Apply

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

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

If you have any questions regarding the role, please contact Garrick Larkin on (02) 6126 8726 or email garrick.larkin@ga.gov.au

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

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

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

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the [Australian Public Service Commission website](#).

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

Technical Assistance

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

A merit list/pool will be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

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

To Apply

Position Contact	Garrick Larkin, (02) 6126 8726
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0746391

Geoscience Australia

Closing Date:Sunday 01 September 2024

Space Division
Positioning Australia National Geodesy

Job Title	Satellite Observer
Job Type	Full-Time, Non-Ongoing
Location	Symonston ACT
Salary	\$72,897 - \$80,202
Classification	APS Level 4
Position Number	12333
Agency Website	www.ga.gov.au

Job Description

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

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About us

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Our culture

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

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

What we can offer you

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

Our team

The National Geodesy section sits within the Positioning Australia Branch of the Space Division at Geoscience Australia and we're bringing the benefits of space-based technology down to earth, through our precise positioning capability. Our vision is to help

Australia prosper by fostering a world-leading positioning capability accessible to all. For more about Positioning Australia, click the link below:

- [About Positioning Australia | Geoscience Australia](#)

The Yarragadee Geodetic Observatory (YGO) is located 300km north of Perth and is considered a 'geodetic supersite' as it is 1 of 5 stations in the world who are part of the MOBLAS-5 network and hosts important geodetic and geophysical equipment for NASA and various Australian universities. With a long-standing agreement with NASA that has spanned over 30 years, YGO expects to continue their collaboration on space geodetic research well into the future. For more about Positioning Australia, click the link below:

- [Yarragadee: the 'geodetic supersite' in Western Australia | Geoscience Australia](#)

Duties

The Yarragadee Geodetic Observatory team is responsible for maintaining and operating all geodetic and geophysical equipment located at the observatory.

The Observatory operates equipment that collects important geodetic space data through various techniques such as satellite laser ranging (SLR). Using lasers to determine satellite position, not only generates precise orbit determination for that satellite, but if the satellites orbit is already well defined and stable, the data can be used to accurately determine station i.e. ground position and movement. These initiatives benefit the Australian public and international community, from maintaining an accurate International Terrestrial Reference Frame to informing Google Maps.

These roles involve on-site operation of the NASA SLR system known as MOBLAS-5. The Satellite Observer will be responsible for data collection, using and maintenance of, all types of geodetic infrastructure at the Observatory.

This role understands and administers the equipment and technology, including Satellite Laser Ranging (SLR), Very Long Baseline Interferometry (VLBI), Doppler Orbitography and Radio-positioning Integrated by Satellite (DORIS) and Global Navigation Satellite Systems (GNSS).

The Satellite Observer role involves shift work, currently rostered as 4 x 12-hour shifts across 4 days, then 4 days off. Shifts are AM and PM, consisting of 3AM – 3PM and 3PM – 3AM with both shifts attracting penalty rates and an additional 2.5 days leave, if 15 Sundays are worked in a year. As a team, we try to consistently accommodate shift preferences i.e. AM or PM, or slowly rotating. While we are currently offering multiple non-ongoing roles, ongoing roles may become available in the future and internal candidates will be encouraged to apply.

In this role you will:

- Operate the geodetic infrastructure at the observatory, primarily the satellite ranging instrument known as MOBLAS-5.
- Install, repair and maintain, test, modify, commission and/or fault find on, complex machinery and equipment
- Liaise with outside agencies including NASA and the International Laser Ranging Service
- Identify and resolve issues for discrete equipment or systems
- Assist with observatory administrative tasks
- Report results in the form of daily operations reports and logs
- Communicate operations impacting concerns to team members
- Maintain understanding of outside agency requirements for geodetic data
- If required, assist with the maintenance of other Geoscience Australia infrastructure within Western Australia

To be successful in the role you will:

- Understand and support the organisation's vision, mission and strategic outcomes.
- Draw on information from multiple sources and use guidelines and procedures to analyse what information is important and how it should be used.
- Keep self and others well informed on work progress.
- Adhere to documented procedures; use and encourages others to use appropriate information management systems to keep information up to date; see tasks through to completion.
- Take personal accountability for accurate completion of work and seek assistance when required.
- Maintain effective performance levels and adapt in challenging circumstances.

- Share information with stakeholders and seek input from others; contribute to team discussions and planning; ensure people are kept informed of progress and issues.
- Work to agreed priorities, outcomes, time constraints and assigned resources; assist with monitoring projects against plans and be responsive to changes in requirements.
- Maintain an awareness of the personalities, motivations and other diverse qualities of people; treat people with respect and courtesy.
- Adhere to the Australian Public Service Values and Code of Conduct and consistently behaves in an honest, ethical and professional way.

Required skills, knowledge, experience and/or qualifications

- Proficiency in the operation and maintenance of sophisticated electronic equipment (essential).
- Experience in analogue and digital circuit fault finding (highly desirable).
- Knowledge of Microsoft Office suite, including Excel macro scripting, and/or Linux OS (desirable).
- Experience with optics and/or coding is highly (desirable).

Are you unsure about applying?

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

To Apply

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

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

If you have any questions regarding the role, please contact Randall Carman on (08) 9929 1011 best or 0427119879 or email randall.carman@ga.gov.au or visit one or more of these links.

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

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

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
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To Apply

Position Contact	Randall Carman, (08) 9929 1011
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0746347

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

Closing Date:Tuesday 27 August 2024

Road and Vehicle Safety
Office of Road Safety Various

Job Title	APS6 - Senior Policy Officers, Office of Road Safety, (Various)
Job Type	Full-Time, Ongoing
Location	Various locations - TAS TAS, Various locations - ACT ACT, Various locations in NSW NSW, Various locations - QLD QLD, various locations in NT NT, Various locations in WA WA, Various locations - SA SA, various locations in VIC VIC
Salary	\$92,005 - \$110,020
Classification	APS Level 6
Position Number	45674
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

Around 1,200 people are killed each year on Australia's roads and about 40,000 are seriously injured. Even one death on our roads is one too many. Australia is working towards the goal of zero deaths and serious injuries on our roads by 2050 (Vision Zero). At the national level, this goal is driven by and coordinated through the Office of Road Safety.

The Office of Road Safety within the Road and Vehicle Safety Division provides national leadership and coordination across all levels of government to improve road safety outcomes. The Australian Government recognises that solutions which help us eliminate road trauma in Australia require action by all members of the Australian community, including governments, individuals, the non-government sector, industry and research bodies.

The Branch is responsible for whole-of-Australian Government coordination of the National Road Safety Strategy 2021-2030 (Strategy) and National Road Safety Action Plan 2023-25 (Action Plan) in close collaboration and consultation with state and territory governments. The Branch is also responsible for implementing and coordinating a number of Australian Government commitments across the Strategy priority areas and enabling actions. To do this we engage with a broad range of government and non-government stakeholders, including through intergovernmental forums, and we work closely with colleagues across the department and in other portfolios, such as health, justice, First Nations and education, and the central portfolios of Finance and Prime Minister & Cabinet.

Opportunities exist within the Road Safety Strategy and Analytics team and the Road Safety Strategy and Policy team. These teams collectively coordinate and implement the delivery of actions under the Action Plan and maintain partnerships across jurisdictions.

Duties

With the support of your executive leadership, you will be expected to:

- research and analyse priority road safety issues
- develop policy papers, advice, and briefing material on a range national road safety issues
- continue to build strong and constructive relationships with a broad range of stakeholders at the national level across portfolios, inside and outside the department, and across jurisdictions and agencies
- draft ministerial correspondence, senate estimates briefs and executive briefs
- work in partnership with multiple stakeholders to develop and deliver next National Road Safety Action Plan 2026-2030
- analyse data and evidence to support policy advice, and monitor and evaluate solutions

- work closely with the department's Bureau of Infrastructure and Transport Research Economics to guide the development and delivery of national road safety data priorities (positions in the Strategy and Analytics team only).

Candidates applying for a role in these teams will have:

- effective team work skills, and strong initiative to work across the branch, division and department to produce comprehensive and well informed analysis and advice
- resilience with the ability to respond to changing priorities and work to tight time frames
- an ability to work systematically through complex issues, including those involving data
- highly effective written skills, and the ability to develop targeted briefing materials to support senior executive staff at intergovernmental meetings and external events
- the ability to distil information from complex reports/data sets and produce concise advice for the executive/the Minister
- an intellectual curiosity and a growth mindset
- a commitment to maintaining strong partnerships inside, across and outside of the Australian Public Service
- an ability to focus on the delivery of individual pieces of work to a high quality
- a comfort in working adaptively and efficiently across competing priorities.

Who are we looking for?

We are looking for individuals who are motivated by the opportunity to work on cross-government and crossportfolio issues by contributing their policy and communication skills, along with their stakeholder engagement abilities, to deliver data driven policy and initiatives to support the delivery of the Australian Government's national road safety commitments.

To be successful in this role, you will need to demonstrate your ability to:

- Achieve results and quality outcomes by working in a small team delivering multiple activities at any given time, often within tight timeframes.
- Communicate effectively both written and verbal, delivering information in a variety of formats for a range of audiences.
- Collaborate across diverse teams, using your exceptional interpersonal and engagement skills to engage with senior leaders and a wide variety of stakeholders, valuing different perspectives, contributions and backgrounds.
- Have a growth mindset with a willingness to continue to learn, develop, and foster an environment for team members to do the same.
- Think strategically, evaluating complex information from a variety of sources to make connections and sound decisions while exercising good judgement.

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts 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, Communications and the Arts applicants must be an Australian citizen at the time of submitting your application.

- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available at: <https://www.agsva.gov.au/about/privacy>.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Thomas Hall, 02 6136 6271
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0746351

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

Closing Date:Wednesday 28 August 2024

People, Culture and Change
Integrated Services Branch Engagement

Job Title	APS5 - Office Manager, Integrated Services Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	\$83,132 - \$88,147
Classification	APS Level 5
Position Number	45679
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

The Department's Corporate Group provides a broad range of essential products and services, such as human resources, property, finance, IT, communications and legal services to support the daily operations of the Department, and enable the delivery of policy objectives and government commitments.

The Corporate Liaison Network within the Integrated Services and Engagement Section is responsible for streamlining Corporate Services engagement by embedding Office Managers in State and Territory office locations. We are seeking to fill the role of Office Manager in Brisbane. The successful applicant may be responsible for assisting additional offices within the region too.

Duties

Reporting to the Assistant Director, Integrated Services Engagement, the Office Manager will be responsible for coordinating office requirements, including:

- Being a point of contact for Corporate areas for office-based information and referral for practical support of services
- Assisting in the provision of office and building management services, ensuring access to buildings by visiting staff and contractors
- Supporting the development of office specific policies and procedures
- Supporting the SES (where applicable) with office specific matters
- Collaborating and problem solving with internal stakeholders to improve and refine the Network
- Contributing ideas and participating in Network forums
- Supporting culture and communication activities

- Managing desk arrangements and staff registers for your region
- Overseeing WHS, fire warden and first aid compliance;
- Staff induction and orientation
- Ad-hoc office duties and travel as required

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts 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, Communications and the Arts applicants must be an Australian citizen at the time of submitting your application.
- **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 Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

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To Apply

Position Contact	Hannah Savino, 02 6136 8825
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0746411

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

Closing Date:Wednesday 28 August 2024

Job Title	APS6 - Integrated Services Officer, Integrated Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations in WA WA, Various locations - NT NT
Salary	\$92,005 - \$110,020
Classification	APS Level 6
Position Number	45692
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=45692&company=DoIT>

The opportunity we have available

The Integrated Services Branch delivers a diverse range of projects, initiatives and services that support the department to deliver on its core outcomes and objectives. This includes the streamlining Corporate Group engagement across the department, and lifting the corporate service offering by embedding corporate liaison staff in state and territory office locations. It also includes Hire2Retire Project and foundational services such as the Project Support Office, managing the department’s accommodation footprint, and Protective Security Services.

Duties

What you will do

The advertised opportunity is within the Integrated Services and Engagement Team that will focus on developing and maturing how corporate services is delivered in terms of efficiency, effectiveness and staff satisfaction, whilst embedding a culture of people-centred delivery and innovation.

This role is varied and dynamic, but typical duties include:

- Implementing efficient, effective and fit-for-purpose engagement channels between Corporate Group and business areas across the department, resulting in improved and optimised service delivery
- Developing and managing strong relationships with divisions throughout the department and offices in each state and territory with an aim to streamlining and increasing efficiency and effectiveness of the Corporate Group service delivery across our national footprint.
- Taking a co-design approach, proactively identify and implement ways to improve our service offering and embedding new initiatives that are underway. This includes supporting the identification, design and implementation of evaluation methods to measure the impact of new initiatives.
- Drafting persuasive communications materials, including preparing briefs, and papers for a wide and varied audience, including for the Executive and various departmental Committees and forums.
- Undertaking secretariat duties including drafting agendas, annotated agendas, minutes, actioning items arising from the meetings, organising forums at all levels.
- Develop, update and manage internal policies, procedures and strategies to support the focus of the team and operationalise improvement initiatives
- Manage the day-to-day delivery and administration of the team's operations, including managing email distribution lists and other communications channels.

Who are we looking for?

To be successful in this role, you will need to demonstrate your ability to:

- Have interpersonal and engagement skills where you have built and maintained relationships with stakeholders to achieve goals.
- Ability to anticipate and respond to stakeholder needs and expectations.
- Show initiative and be able to problem solve and implement changes based on feedback to maintain and improve our service offer and monitor the impact and quality of service outcomes.
- Highly developed organisational skills and the ability to prioritise work to achieve deadlines
- Monitor changes in the broader work environment that may impact on our work objectives.
- Demonstrate high-level of initiative and ability to work on multiple activities at any given time under the guidance of your manager.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts 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, Communications and the Arts applicants must be an Australian citizen at the time of submitting an application.
- **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 Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the '**Apply Now**' button.

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

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

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To Apply

Position Contact	Hannah Savino, 02 6136 8825
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=45692&company=DoIT

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0746408

National Archives of Australia

Closing Date:Wednesday 28 August 2024

Collection Management Preservation

Job Title	Preservation Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Chester Hill NSW
Salary	\$74,638 - \$80,426
Classification	APS Level 4
Position Number	32669/496874
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

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

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

Duties

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

- Perform duties associated with the preservation of paper and photographic collection items including complex preservation treatments and the application of preventive conservation practices.
- Assist in the delivery and monitoring of preservation projects and services, including reporting requirements and administrative duties.
- Liaise and negotiate with internal staff and clients to ensure effective delivery of preservation services. Deliver records handling training and provide preservation advice as required.
- Contribute to the application, development and maintenance of work group procedures and guidelines.
- Maintain currency with policies, procedures and advice used to support the activities of the section.
- Maintain accurate records using electronic information systems, including data entry, and description of records.

- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#).

Qualifications in conservation, preservation or archival collection management are desirable.

Eligibility

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

Notes

This role is available on a non-ongoing basis till 24 February 2025 with a possibility of extension.

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

About the National Archives of Australia

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

To Apply

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

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Prime Minister and Cabinet

Vacancy VN-0746409

Australian National Audit Office

Closing Date:Wednesday 28 August 2024

Job Title	APS5 Data Management and Reporting Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$88,180 - \$96,088
Classification	APS Level 5
Position Number	058/2024
Agency Website	https://www.anao.gov.au

Job Description

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

The Performance Audit Services Group (PASG) provides Parliament with assurance about the quality of public resource management, and assists the public sector by identifying and promoting better administrative and management practices.

Duties

The Practice Management Function is led by a PASG Practice Manager and the function supports the Group Executive Director (GED), and Senior Executive Director (SED) to manage the operations of the service group. This role will report to the PASG Assistant Practice Manager. Under limited direction, the Data Management and Reporting Officer will undertake work that is moderately complex to complex in nature: Support the Practice Management Unit to ensure the team tasks are delivered on timely basis. These practices include (not limited to):

- Assist with identifying appropriate data sources for reporting information and develop analysis and insights for operational performance reporting;
- Assist with reviewing and analysing operational data to compile in-depth reports to inform the executives on operational outcomes and data statistics, this includes reviewing data sources to provide both qualitative and quantitative narrative;
- Undertake data entry and maintain the integrity of data sets;
- Either individually or as part of a team, contribute to other PASG practice management tasks, and the implementation of PASG's business and operational plans;
- Prepare briefing material, correspondence and operational documents; and
- Liaise with stakeholders and respond to stakeholder needs and expectations; and
- Management and triage of team email inboxes;

Who we are looking for

We are looking for self-motivated people that have excellent organisational and communication skills and are team-minded – and that will fit with our high integrity and performance culture. The successful candidate will have the following:

- Strong analytical skills, with experience in gathering data and evaluating organisational performance;
- Genuine curiosity for data and information with an enthusiasm to learn and transform into meaningful insights, supporting the Group to make informed decisions;
- An ability to learn rapidly and adapt quickly to changing complex situations and uncertainty. This includes taking ownership of outcomes and leading tasks to success;
- High-level organisational, planning and coordination skills;
- Ability to work collaboratively and flexibly with a team and on their own to deliver objectives and priorities;
- Excellent communication skills, particularly with regards to report writing;
- Demonstrated problem-solving skills and attention to detail;
- The ability to manage multiple priorities and meet required timeframes in a fast-paced environment; and

- Demonstrated Microsoft Office knowledge and ability to use management information systems.

Eligibility

Desirable qualifications

There are no mandatory qualifications for this role, however, tertiary qualifications in a relevant discipline would be an advantage.

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.
Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a [security clearance](#) at the Baseline level. For more information about the AGSVA security clearance process, please refer to the [AGSVA website](#).
For more information about the position, please refer to the position description attached.

Notes

How to apply

Applications must be submitted using the [online recruitment system](#).
Applicants are required to submit a current CV/resume and a statement of claims (**500 words maximum**) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position. We highly recommend that you refer to the [ANAO Core Capability Framework](#) when preparing your statement of claims.

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

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	PASG Practice Management, (02) 6203 7634
Agency Recruitment Site	https://www.anao.gov.au/

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Prime Minister and Cabinet

Vacancy VN-0746413

Australian National Audit Office

Closing Date:Wednesday 28 August 2024

Performance Audit Services Group

Job Title	APS6 Senior Data Management and Reporting Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$97,692 - \$112,284
Classification	APS Level 6
Position Number	059/2024
Agency Website	https://www.anao.gov.au

Job Description

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

The Performance Audit Services Group (PASG) provides Parliament with assurance about the quality of public resource management, and assists the public sector by identifying and promoting better administrative and management practices.

Duties

The Practice Management Function is led by a PASG Practice Manager and the function supports the Group Executive Director (GED), and Senior Executive Director (SED) to manage the operations of the service group.

Working with independence and subject to limited direction, the Senior Data Management and Reporting Officer will undertake work that is complex in nature and:

Support the Practice Management Unit to ensure the team tasks are delivered on timely basis. These practices include (not limited to):

- Identify appropriate data sources for reporting information and develop analysis and insights for operational performance reporting;
- Review and analyse operational data to compile in-depth reports to inform the executives on operational outcomes and data statistics, this includes reviewing data sources to provide both qualitative and quantitative narrative;
- Undertake data entry and maintain the integrity of data sets;
- Either individually or as part of a team, contribute to other PASG practice management tasks, and the implementation of PASG's business and operational plans;
- Prepare briefing material, correspondence and operational documents; and
- Manage internal stakeholder relationships across the ANAO; and
- Management and triage of team email inboxes;

Who we are looking for

We are looking for self-motivated people that have excellent organisational and communication skills and are team-minded – and that will fit with our high integrity and performance culture. The successful candidate will have the following:

- Strong analytical skills, with experience in gathering data and evaluating organisational performance;

- Genuine curiosity for data and information with an enthusiasm to learn and transform into meaningful insights, supporting the Group to make informed decisions;
- An ability to learn rapidly and adapt quickly to changing complex situations and uncertainty. This includes taking ownership of outcomes and leading tasks to success;
- High-level organisational, planning and coordination skills;
- Ability to work collaboratively and flexibly with a team and on their own to deliver objectives and priorities;
- Excellent communication skills, particularly with regards to report writing and building internal relationships with stakeholders;
- Demonstrated problem-solving skills and attention to detail;
- The ability to manage multiple priorities and meet required timeframes in a fast-paced environment; and
- Demonstrated Microsoft Office knowledge and ability to use management information systems.

Eligibility

Desirable qualifications

There are no mandatory qualifications for this role, however, tertiary qualifications in a relevant discipline would be an advantage.

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a [security clearance](#) at the Baseline level. For more information about the AGSVA security clearance process, please refer to the [AGSVA website](#).

For more information about the position, please refer to the position description attached.

Notes

How to apply

Applications must be submitted using the [online recruitment system](#).

Applicants are required to submit a current CV/resume and a statement of claims (**500 words maximum**) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position. We highly recommend that you refer to the [ANAO Core Capability Framework](#) when preparing your statement of claims.

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To Apply

Position Contact	PASG Practice Management, (02) 6203 7634
Agency Recruitment Site	https://www.anao.gov.au/

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Prime Minister and Cabinet

Vacancy VN-0746281

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 28 August 2024

Regions and Workers
Various Various

Job Title	Net Zero Economy Agency - Regional and Workers Policy, Various Roles
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$85,633 - \$106,438
Classification	APS Level 5;APS Level 6
Position Number	PMC/2024/124
Agency Website	

Job Description

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

Who we are

The Net Zero Economy Agency (NZEA/the Agency) is an Executive Agency within the Department of the Prime Minister and Cabinet (PM&C). Established on 1 July 2023, the Agency is focused on promoting orderly and positive economic transformation as the world decarbonises, to ensure Australia, its regions and workers realise and share the benefits of the net zero economy. The Agency is expected to transition in late 2024 to being a separate entity from PM&C (the Net Zero Economy Authority), at which time, employees will transfer under Machinery of Government (MoG) changes to the Authority.

The Agency has the job of leading the detailed design and establishment of the Authority, and the intended functions of the legislated Authority which include:

- Investment facilitation – catalysing investment in new industries and jobs, particularly in emissions-intensive regions.
- Worker transition – supporting workers impacted by net zero transition, particularly workers in coal-fired power stations and dependent mines, transition to new opportunities.
- Policy coordination and coherence – helping coordinate policy and program design and delivery for an orderly and positive net zero economic transformation, through advice to government and by working on-the-ground in key regions.
- Communications and engagement – building community understanding, confidence and engagement with net zero economic transformation.

This is an exciting time to join as you'll be helping to shape the Agency and future Authority.

About the Division

The Regions and Workers Division is responsible for delivering policy advice to Government and developing and delivering initiatives that ensure Australia, its regions and its workers realise and share in the benefits of the transition to a net zero economy. Australia's transformation to a net zero economy will lead to major economic and workforce changes, particularly in our industrial regions. Most of Australia's coal-fired power stations, and some gas-fired power stations, have announced closure dates. This will have significant impacts for workers, their families and their communities. It is important that there is a coordinated response to these workforce changes, with the Australian Government working in conjunction with businesses, unions, state and territory governments, and regional communities.

The Division consists of two branches: the Regional Transformation Branch and the Worker Transition Branch.

For more information about each branch, and the specific classifications/roles, please refer to the downloadable Candidate Pack.

What you will bring

We are looking for candidates with strong strategic thinking, flexibility and the ability to work in fast-paced and dynamic environments. We are also looking for motivated people with an interest in supporting Australia's transition to net zero and working on the challenges facing regional workers and communities. In these roles, you will be part of a new Agency under the Prime Minister's portfolio, with the opportunity to work closely with multiple departments in an important policy space.

Experience in one or more of the following will be required for the roles:

- Structural adjustment / employment policy
- Workplace relations
- Climate / energy policy
- First Nations policy / engagement
- Labour economics/data analysis
- Strategic communications
- Stakeholder engagement
- Industry or regional development policy
- Infrastructure / transport policy
- Regulatory and compliance frameworks
- Program or project management
- Commonwealth-state policy / engagement

Duties

We are recruiting for multiple vacancies across the Division for APS5 and APS6 positions. This is a new policy area, and you will have the opportunity to influence the policy and delivery design from its conception, with a focus on delivering results for workers and communities.

As a **Senior Adviser (APS6)** you will deliver on a number of outcomes that are relevant to your specific role, which may include (but not limited to):

- supporting executive staff on key projects
- supporting junior team members, possibly through management responsibilities requiring the setting of priorities and managing workflows

- organising and facilitating engagements with key stakeholders including governments, employers, unions and communities
- taking responsibility for delivering products such as operating procedures, policy and program guidelines, communication and engagement products and program reports
- assisting with developing and managing bilateral agreements between the Australian Government and individual State governments, engagement plans and work plans
- monitoring media, coordinate and prepare responses, and assist with NZEA communications and engagement strategies
- developing briefing materials for Senior Executives
- driving cross-team collaboration, including within the Division and across NZEA, to ensure alignment on the core activities

As an **Adviser (APS5)** you will deliver on a number of outcomes that are relevant to your specific role, which may include (but not limited to):

- supporting consultations and engagement with a range of stakeholders, including employers, unions and community organisations.
- collating input and provide drafting support for a range of products, including operating procedures, program guidelines, communication and engagement products and program reports
- developing briefing materials for Executives
- helping organise regional travel to support the delivery of the Divisional priorities
- preparing input and coordination support to implementing bilateral agreements between the Australian Government and individual State governments, engagement plans and work plans
- monitoring media and assist with preparing responses
- participating in cross-team collaboration, including within the Division and across NZEA, to ensure alignment on the core activities

Eligibility

Identified Position

This position is required to liaise with Aboriginal and Torres Strait Islander peoples, communities and service providers. You will require cultural competency, including:

- understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples,
- demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples, and
- demonstrated capability and commitment to continue to develop cultural competency.

Eligibility

- Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Employment Type

Ongoing & Non-ongoing (for an initial period of up to 12 months)

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Kevin Quek, (02) 6228 6469 or 0405 171 456
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0746283

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 28 August 2024

Regions and Workers
Various Various

Job Title	Net Zero Economy Agency - Regional and Workers Policy, Assistant Directors
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$121,717 - \$138,722
Classification	Executive Level 1
Position Number	PMC/2024/125
Agency Website	

Job Description

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

Who we are

The Net Zero Economy Agency (NZEA/the Agency) is an Executive Agency within the Department of the Prime Minister and Cabinet (PM&C). Established on 1 July 2023, the Agency is focused on promoting orderly and positive economic transformation as the world decarbonises, to ensure Australia, its regions and workers realise and share the benefits of the net zero economy. The Agency is expected to transition in late 2024 to being a separate entity from PM&C (the Net Zero Economy Authority), at which time, employees will transfer under Machinery of Government (MoG) changes to the Authority.

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- Communications and engagement – building community understanding, confidence and engagement with net zero economic transformation.

This is an exciting time to join as you'll be helping to shape the Agency and future Authority.

About the Division

The Regions and Workers Division is responsible for delivering policy advice to Government and developing and delivering initiatives that ensure Australia, its regions and its workers realise and share in the benefits of the transition to a net zero economy. Australia's transformation to a net zero economy will lead to major economic and workforce changes, particularly in our industrial regions. Most of Australia's coal-fired power stations, and some gas-fired power stations, have announced closure dates. This will have significant impacts for workers, their families and their communities.

It is important that there is a coordinated response to these workforce changes, with the Australian Government working in conjunction with businesses, unions, state and territory governments, and regional communities.

The Division consists of two branches: the Regional Transformation Branch and the Worker Transition Branch. For more information about each branch, and the specific classifications/roles, please refer to the downloadable Candidate Pack.

What you will bring

We are looking for candidates with strong strategic thinking, flexibility and the ability to work in fast-paced and dynamic environments. We are also looking for motivated people with an interest in supporting Australia's transition to net zero and working on the challenges facing regional workers and communities. In these roles, you will be part of a new Agency under the Prime Minister's portfolio, with the opportunity to work closely with multiple departments in an important policy space. Experience in one or more of the following will be required for the roles. Please be sure to address your appropriate experience in your one page pitch, as part of the application process.

- Structural adjustment / employment policy
- Workplace relations
- Climate / energy policy
- First Nations policy / engagement
- Labour economics/data analysis
- Strategic communications
- Stakeholder engagement
- Industry or regional development policy
- Infrastructure / transport policy
- Regulatory and compliance frameworks
- Program or project management
- Commonwealth-state policy / engagement

Duties

We are recruiting for multiple Executive Level 1 vacancies across the Division. This is a new policy area, and you will have the opportunity to influence the policy and delivery design from its conception, with a focus on delivering results for workers and communities.

As an Assistant Director (Executive Level 1) you will deliver on a number of outcomes that are relevant to your specific role, which may include (but not limited to):

- leading key projects to help implement Divisional priorities
- leading engagements with key stakeholders including governments, employers, unions and communities
- guiding, mentoring and managing staff to deliver on tasks
- developing strategic policy that aligns with the NZEA's vision and objectives
- developing and manage bilateral agreements between the Australian Government and individual State governments, engagement plans and work plans
- developing engagement, communications and media strategies, and working with other departments and agencies to effectively implement and evaluate them
- supporting the Division's SES and EL2 managers with long-term planning and monitoring and evaluation against our objectives.

EL1 positions may also include staff management responsibilities.

Eligibility

Identified Position

This position is required to liaise with Aboriginal and Torres Strait Islander peoples, communities and service providers. You will

require cultural competency, including:

- understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples,
- demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples, and
- demonstrated capability and commitment to continue to develop cultural competency.

Eligibility

- Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for an initial period up to 12 months)

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

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To Apply

Position Contact	Kevin Quek, (02) 6228 6469 or 0405 171 456
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0746286

National Indigenous Australians Agency

Closing Date:Monday 26 August 2024

Office of the CEO
Office of the CEO Ministerial and Parliamentary

Job Title	Assistant Directors, Ministerial and Parliamentary, Office of the CEO
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Various locations - QLD QLD, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS, Various locations - WA WA, Various locations - VIC VIC, Various locations - NSW NSW
Salary	\$121,717 - \$138,722
Classification	Executive Level 1
Position Number	NIAA/2024/116
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=4DD61664-5346-6A84-9A56-DB03C016C712>

The Ministerial and Parliamentary Assistant Director is a key leadership position within the Branch Leadership Team. The role has people, program and stakeholder management responsibilities. They manage employees and contribute to overall branch performance. The role nurtures and manages a range of key internal and external stakeholder relationships and networks. They have delegated authority and responsibility to resolve issues and risks across wide ranging activities.

The Ministerial and Parliamentary Assistant Director works with a considerable degree of independence, under broad direction from the Director. They are responsible for planning and delivering professional ministerial and parliamentary services, support and management for the NIAA, reporting on progress against performance and quality indicators. They are responsible for ensuring that performance measures for the branch are met. They may undertake management or oversight of projects for the branch or, work with larger projects for the Agency. The Ministerial and Parliamentary Assistant Director is a team player who works closely, collaboratively and respectfully across the team and branch. They lead the development of branch and team strategic plans, and plans for improvement initiatives. The role provides expertise across a broad range of activities including ministerial and parliamentary matters, administration, staff management and team, branch and agency collaboration.

This role may include some or all of the following duties:

- provide strategic support and advice to the Director and SES officers
- provide leadership and supervision to achieve branch outcomes and the NIAA's broader strategic directions
- ensure staff demonstrate discretion and understand the sensitive nature of the material they handle
- provide a strategic level of professional advice to the NIAA Executive
- research, critically analyse and respond to complex and sensitive matters
- manage of the administration and maintenance of the NIAA's PDMS tenant
- manage of PDMS Helpdesk services for the NIAA
- create and manage time-critical reporting
- manage ministerial correspondence for the Minister for Indigenous Australians and the Executive
- manage high priority and sensitive tasks
- improve work practices
- manage the Live Issue Briefs (Question Time Briefs), Questions on Notice, Committee Inquiry and Senate Estimates processes
- provide Support to the Departmental Liaison Officers
- manage the Parliamentary components of the Digital First System including support and training
- facilitate and/or lead the development and implementation of improvement projects
- actively build and maintain productive relationships and inclusive networks through
- develop branch risk management plans using the NIAA Risk Management Framework
- oversee talent identification, and development and performance of staff.

Duties

First and foremost, our ideal candidates will enjoy working as part of a small, fun and dynamic team. As an Assistant Director, you will have a high degree of visibility and engagement with the Minister's Office and the NIAA, often undertaking work that is urgent, very complex or sensitive and requires the provision of expert advice on a range of Ministerial and Parliamentary matters. You will be required to develop and manage a range of complex stakeholder relationships to identify opportunities, achieve outcomes and facilitate cooperation.

You will work under broad direction exercising a considerable degree of independence to determine the strategic direction for your team ensuring alignment and longer-term planning with agency goals and objectives. Our ideal candidate will take responsibility for their individual and team deliverables, monitor team progress and follow through to deliver quality outcomes. Strong analytical and problem-solving skills, the ability to multi-task, work in a fast-paced deadline driven environment along with extensive staff management are a must.

We are seeking someone who is professional and passionate about continuously improving processes and expanding knowledge within the team, and across the NIAA, to enhance the support provided to the Minister's Office and the NIAA. A baseline security clearance will also be required, or the willingness and ability to obtain one, and a driver licence is also desirable.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Jarrod McAlister, 0437 720 678
Agency Recruitment Site	https://niaa.nga.net.au/?jati=4DD61664-5346-6A84-9A56-DB03C016C712

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0746363

Job Title	Senior Personnel Security Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$91,244 - \$105,509
Classification	APS Level 6
Position Number	EXT-APSL-2024-1539
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

The Personnel Security team are responsible for ensuring individuals are eligible and suitable to access agency and Australian Government resources (people, information and assets).

The Personnel Security team assess personnel security risks through the use of internal policy and process, and the Australian Government Protective Security Policy Framework.

The team is responsible for:

- Eligibility and suitability assessments for individuals.
- Administration of security clearances.
- Personnel security strategies, policies, processes and procedures.

The Senior Personnel Security Officer will:

- Lead the team responsible for conducting eligibility and suitability assessments.
- Undertake and advise on complex personnel security assessments.
- Contribute to executive briefing, reporting, and promote the agency's personnel security program.
- Support and promote innovation—operationally and strategically.

Duties

- Conducting detailed complex interviews and discuss matters of a sensitive nature associated with eligibility and suitability assessments.
- Preparing timely and comprehensive written briefs, reports, recommendations and advice for the decision-maker, using good judgement, expertise and knowledge.
- Reviewing briefs, reports and assessments produced by peers and team members to ensure outputs are of high quality and decisions are made in accordance with applicable delegations, regulations, and internal operating guidelines and procedures.
- Preparing and maintaining information and data for executive reporting including preparing executive briefs, corporate reports, dashboards and other business activities that inform decision-making processes.
- Providing advice and solving complex sensitive issues—escalated enquires and assessments.

- Supervising staff, providing direction, delegate responsibilities, and manage performance and support professional development.
- Maintaining operating procedures, databases and registers to support the efficient and effective management of personnel security activities.

Eligibility

Mandatory Qualifications: Certificate IV in Government Security (Personnel Vetting).

Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain).

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Steve Kirby, steve.kirby@servicesaustralia.gov.au
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

Social Services

Vacancy VN-0746381

National Disability Insurance Agency

Closing Date:Thursday 05 September 2024

Service Delivery Group

Job Title	APS4 Service Delivery Opportunities
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - WA WA, Various locations - VIC VIC, Various locations - NT NT, Various locations - NSW NSW, Various locations - SA SA, Various locations - ACT ACT
Salary	\$73,928 - \$82,056
Classification	APS Level 4
Position Number	1555_08/24_BULK
Agency Website	https://www.ndis.gov.au

Job Description

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

NDIA are currently seeking applications for upcoming APS4 opportunities at the NDIA within our Service Delivery Group, where you will work closely with participants and their representatives.

We are searching for candidates who can demonstrate:

- Passion for changing lives of those with a disability: A strong commitment to improving the lives of people with disabilities and supporting the goals of the NDIS.
- Empathy and Compassion: The ability to understand and empathize with the challenges faced by people with disabilities.
- Collaboration Skills: Enjoys working collaboratively as part of a diverse, high-performing team
- Cultural Competence: An understanding and respect for cultural diversity, including a commitment to inclusion and diversity.
- Adaptability: Flexibility to adapt to changing environments and new challenges.
- Professionalism: High standards of professionalism, integrity, and ethical behaviour
- Experience in the disability and/or allied health sector is advantageous but not mandatory.

Duties

- Gathering information from participants and planning partners for high-quality planning and decision making.
- Using policies and legislation to make funding decisions for participant plans.
- Working with participants to identify support options and achieve plan outcomes.
- Liaising with stakeholders to deliver services.
- Resolving complex participant issues and complaints.

- Completing administrative tasks and maintaining records.
- Contributing to key performance indicators and planning targets.
- Responding to enquiries about access and eligibility.
- Advising participants on access decisions and their rights.
- Supporting Team Leaders with improvement strategies.
- Providing high-quality customer service as the first point of contact.
- Conducting suitability assessments for specialist planning streams.
- Assisting with project management activities.

Eligibility

How to apply:

- **Application submission:** start your application by clicking here <https://www.ndis.gov.au/about-us/careers-ndia/ndis-service-delivery> You will be asked to fill in your details and attach your resume.
- **Online assessment:** you will receive a link to an online assessment within two weeks, which must be completed within seven days of receipt. You can check the online assessment and prepare yourself for the test using the practice test.
- **Merit pool:** successful completion of the online assessment, a review of your resume and a positive reference check will result in a merit pool placement. The pool remains active for 18 months from the date of the job posting. A merit pool is a list of candidates who have been assessed and ranked suitable to fill a vacancy.
- **Notification of results:** you will be informed if you have been added to the merit pool within six to eight weeks.
- **Job offer consideration:** candidates in the merit pool may be eligible to receive job offers during the 18 months the merit pool is active.

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.

In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	DFP/ NDIA Recruitment, 1300 558 870
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia/ndis-service-delivery

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Social Services

Vacancy VN-0746382

National Disability Insurance Agency

Closing Date:Thursday 29 August 2024

RISK AUDIT AND RESILIENCE DIVISION
RISK MANAGEMENT BRANCH Risk Advisory and Projects

Job Title	Assistant Director Risk
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Richmond VIC, Geelong VIC, Surry Hills NSW, Deakin ACT
Salary	\$116,118 - \$127,090
Classification	Executive Level 1
Position Number	1408_07/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

We have multiple EL1 Assistant Directors vacancies available across various locations in the below positions:

EL1 Assistant Director Regulatory Risk Management
EL1 Assistant Director Risk Advisory

The positions are within the Risk Management Branch which supports the Agency to assess and manage risks. The branch supports risk owners to identify and manage risks inherent in their operating activities and strategic initiatives. The branch also supports the development of controls to mitigate risks and facilitate improved risk awareness and coaching and reporting on emerging risk profiles and trends.

The Assistant Director roles require the ability to resolve issues and risks across a broad range of activities of substantial depth and significant detail. They will provide support to the team leadership of their work area in the planning and coordination of the team. They are required to coordinate and assume responsibility to undertake detailed or sensitive projects that may include performing varied activities involving many different and unrelated processes or methods that may impact on the strategic or operational or regulatory outcomes that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme"

In applying, you will be considered for both positions, however in the application form we will ask you to select a preferred role and location to understand your preferences.

Duties

Every day will vary and being adaptable is the key to success. Main elements of this role include:

- Providing specialist and regulatory risk advisory services for business areas and teams within the Agency, including assisting in risk identification and assessment, obligation management and oversight, control design and treatment plans oversight.
- Supporting risk, obligation and controls owner, consistently applying the Agency's risk management and Regulatory Compliance frameworks and enhancing the risk, regulatory and control environments.
- Capturing and monitoring risk and regulatory data, including managing risk and regulatory reporting processes (including surveys), generating aggregate risk reports, and providing data driven insights and advice.

Eligibility

To join our team, you will:

- Have a positive contemporary attitude to people with disability along with a high-level understanding and knowledge of disability and its impact on individuals.
- Be able to provide a mentor or supervision role to a team.
- Have outstanding communication and interpersonal skills to develop and maintain networks.
- Be flexible and adapt quickly to a changing environment.
- Have high levels of integrity and professionalism to support our values and mission.

Notes

While this role is ideally performed from VIC – Richmond, VIC – Geelong, NSW – Surry Hills, ACT – Deakin, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months may be offered.

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

Applications for this role close 11.30pm AEST 29 August 2024

If you have any questions, please contact **Zoe Honner** on 0459 885 168 or email **Zoe.Honner@ndis.gov.au**.

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families. NDIA will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

The health and safety of workers, Participants and other visitors in our offices is our highest priority. Some roles within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory vaccinations.

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Zoe Honner, 0459 885 168
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0746388

National Disability Insurance Agency

Closing Date:Thursday 05 September 2024

Service Delivery Group

Job Title	APS4 Service Delivery Opportunities - Affirmative Measures Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - NSW NSW, Various locations - ACT ACT
Salary	\$73,928 - \$82,056
Classification	APS Level 4
Position Number	1555_08/24_BULK
Agency Website	https://www.ndis.gov.au

Job Description

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

NDIA are currently seeking applications for upcoming APS4 opportunities at the NDIA within our Service Delivery Group, where you will work closely with participants and their representatives.

We are searching for candidates who can demonstrate:

- Passion for changing lives of those with a disability: A strong commitment to improving the lives of people with disabilities and supporting the goals of the NDIS.
- Empathy and Compassion: The ability to understand and empathize with the challenges faced by people with disabilities.
- Collaboration Skills: Enjoys working collaboratively as part of a diverse, high-performing team
- Cultural Competence: An understanding and respect for cultural diversity, including a commitment to inclusion and diversity.
- Adaptability: Flexibility to adapt to changing environments and new challenges.
- Professionalism: High standards of professionalism, integrity, and ethical behaviour
- Experience in the disability and/or allied health sector is advantageous but not mandatory.

Duties

- Gathering information from participants and planning partners for high-quality planning and decision making.
- Using policies and legislation to make funding decisions for participant plans.
- Working with participants to identify support options and achieve plan outcomes.
- Liaising with stakeholders to deliver services.
- Resolving complex participant issues and complaints.
- Completing administrative tasks and maintaining records.
- Contributing to key performance indicators and planning targets.
- Responding to enquiries about access and eligibility.
- Advising participants on access decisions and their rights.
- Supporting Team Leaders with improvement strategies.
- Providing high-quality customer service as the first point of contact.
- Conducting suitability assessments for specialist planning streams.
- Assisting with project management activities.

Eligibility

How to apply:

- **Application submission:** start your application by clicking here <https://www.ndis.gov.au/about-us/careers-ndia/ndis-service-delivery> You will be asked to fill in your details and attach your resume.
- **Assessment:** You will have the option to either submit a written application or complete an online assessment:
 - **Written application:** you will have 500 words or less to tell us about your understanding of the role and describe how your skills and experience will help you to fulfil the roles.
 - **Online assessment:** you will receive a link to an online assessment within two weeks, which must be completed within seven days of receipt. You can check the online assessment and prepare yourself for the test using the [practice test](#).
- **Merit pool:** successful completion of the online assessment, a review of your resume and a positive reference check will result in a merit pool placement. The pool remains active for 18 months from the date of the job posting. A merit pool is a list of candidates who have been assessed and ranked suitable to fill a vacancy.
- **Notification of results:** you will be informed if you have been added to the merit pool within six to eight weeks.
- **Job offer consideration:** candidates in the merit pool may be eligible to receive job offers during the 18 months the merit pool is active.

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.

In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability. **Notes**

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	DFP/ NDIA Recruitment, 1300 558 870
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia/ndis-service-delivery

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Social Services

Vacancy VN-0746392

National Disability Insurance Agency

Closing Date:Thursday 05 September 2024

Service Delivery Group

Job Title	APS4 Service Delivery Opportunities - Affirmative Measures - First Nations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - SA SA, Various locations - QLD QLD, Various locations - WA WA, Various locations - NT NT, Various locations - NSW NSW, Various locations - SA SA
Salary	\$73,928 - \$82,056
Classification	APS Level 4
Position Number	1555_08/24_BULK
Agency Website	https://www.ndis.gov.au

Job Description

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

NDIA are currently seeking applications for upcoming APS4 opportunities at the NDIA within our Service Delivery Group, where you will work closely with participants and their representatives.

We are searching for candidates who can demonstrate:

- Passion for changing lives of those with a disability: A strong commitment to improving the lives of people with disabilities and supporting the goals of the NDIS.
- Empathy and Compassion: The ability to understand and empathize with the challenges faced by people with disabilities.
- Collaboration Skills: Enjoys working collaboratively as part of a diverse, high-performing team
- Cultural Competence: An understanding and respect for cultural diversity, including a commitment to inclusion and diversity.

- **Adaptability:** Flexibility to adapt to changing environments and new challenges.
- **Professionalism:** High standards of professionalism, integrity, and ethical behaviour
- Experience in the disability and/or allied health sector is advantageous but not mandatory.

Duties

- Gathering information from participants and planning partners for high-quality planning and decision making.
- Using policies and legislation to make funding decisions for participant plans.
- Working with participants to identify support options and achieve plan outcomes.
- Liaising with stakeholders to deliver services.
- Resolving complex participant issues and complaints.
- Completing administrative tasks and maintaining records.
- Contributing to key performance indicators and planning targets.
- Responding to enquiries about access and eligibility.
- Advising participants on access decisions and their rights.
- Supporting Team Leaders with improvement strategies.
- Providing high-quality customer service as the first point of contact.
- Conducting suitability assessments for specialist planning streams.
- Assisting with project management activities.

Eligibility

How to apply:

- **Application submission:** start your application by clicking here <https://www.ndis.gov.au/about-us/careers-ndia/ndis-service-delivery> You will be asked to fill in your details and attach your resume.
- **Online assessment:** You will have the option to either submit a written application or complete an online assessment:
 - **Written application:** you will have 500 words or less to tell us about your understanding of the role and describe how your skills and experience will help you to fulfil the roles.
 - **Online assessment:** you will receive a link to an online assessment within two weeks, which must be completed within seven days of receipt. You can check the online assessment and prepare yourself for the test using the [practice test](#).
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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.

In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability. **Notes**

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

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

About the National Disability Insurance Agency

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To Apply

Position Contact	DFP/ NDIA Recruitment, 1300 558 870
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia/ndis-service-delivery

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Treasury

Vacancy VN-0746372

Australian Securities and Investments Commission

Closing Date:Wednesday 21 August 2024

Job Title	Finance Officer
Job Type	Full-Time, Ongoing
Location	Traralgon VIC
Salary	-
Classification	APS Level 4
Position Number	ASIC/1811818
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226029712

Duties

- **ASIC is seeking a full time Finance Officer to join their Finance Team**
- **Salary starting from \$75,838 (depending on experience) plus up to 15.4% superannuation)**
- **Permanent position based in Traralgon (other locations considered)**

A future with ASIC means that your work will contribute to ASIC's vision for a fair, strong and efficient financial system for all Australians. We value what you will bring. We value those with sharp, analytical minds and are open to challenging the way things are done.

The team

The Finance team provides a range of financial support and analysis services to all of ASIC internal and external stakeholders. The Financial Operations, Treasury and Taxation team is responsible for the accounts payable, accounts receivable, taxation and treasury functions across ASIC.

The role

- Examine bank statements and reconciling public monies with general ledger entries
- Complete daily and monthly reconciliations, investigate and take corrective action
- Respond to internal and external audit queries, analyse financial data and respond to ad hoc requests
- Assist in the completion of tax and statutory reporting obligations to facilitate compliance with legislation
- Respond to business requests to issue invoices, manage the collection of payments from customers and provide recommendation for debt write off
- Prepare and complete monthly compliance reports on supplier records to maintain integrity, controls and mitigate fraud
- Provide daily cash forecast and process payments

About you

- A relevant accounting qualification, working towards a qualification or proven industry experience
- Strong analytical and technical skills with the ability to analyse succinctly, have attention to detail and accuracy.
- Good customer service and problem-solving skills
- Experience in interpreting legislation and following policy and procedures

About ASIC

ASIC's remit is one of the broadest of regulators across the world.

ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system.

Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

Through Moneysmart, we aim to improve the skills and knowledge of Australians and provide information and tools to help them in their decision making.

A future with ASIC means that your work will contribute to achieving ASIC's vision for a fair, strong, and efficient financial system for all Australians.

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

To work with us, you need to be an Australian citizen, and be prepared to complete an ASIC Suitability and Baseline Assessment which is issued ASIC's Security team.

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

Applications for this role will close at 11:59pm on Tuesday, 20 August 2024

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Zaynah.Dastoor@asic.gov.au, 0435 700 074
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Treasury

Vacancy VN-0746346

Royal Australian Mint

Closing Date:Wednesday 04 September 2024

Royal Australian Mint
Sales, Marketing, and Innovation

Job Title	Senior Coin Designer/ Sculptor
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$95,515 - \$104,362
Classification	APS Level 6
Position Number	1305
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

The Senior Coin Designer/Sculptor is responsible for collaborating with multiple stakeholders to conceive and design coins, medals, medallions, tokens and other coined projects for a variety of themes including significant national anniversaries and major events such as the Olympics.

Using traditional and modern sculpting methods along with computer-based modelling, the Senior Coin Designer/Sculptor participates in the design and delivery of over 300 models a year for collectible coins and numismatic products.

They manage project timelines and approvals, collaborating with internal and external stakeholders to ensure designs meet acceptable standards, specifications and deadlines. They also contribute to continuous improvement, providing advice on the development of coin design, technical specifications and processes.

As a senior member of the design team, the Senior Coin Designer/Sculptor mentors and supports junior team members to enhance the team's capability.

Duties

1. Applying design-thinking principals to collaborate with the Product Development and Business Development teams to conceive and design coins, medals, medallions, tokens and other coined products.
2. Modelling approved designs using traditional sculpting methods in plasticine and plaster, and computer-based 3D modelling tools such as Carveco and Z-Brush, that meet manufacturing specifications and business requirements.
3. Managing project timelines, approvals and deliverables, including working collaboratively with internal and external stakeholders throughout the manufacturing process, to ensure finished designs meet standards, specifications and deadlines.
4. Assisting the Lead Designer and Coin Design Team Leader mentor and support junior team members and identifying professional development opportunities to enhance the team's capability.
5. Contributing to continuous improvement by providing advice across the Mint on the development of coin design guidelines, technical specifications documentation, processes and systems support.

Eligibility

Qualification

This position requires a tertiary qualification in a related artistic field such as design, sculpture or visual arts.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (<https://ramint.gov.au/careers-mint>)

Please submit your application by **11:30pm on Wednesday 4 September 2024**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description
- A copy of a relevant tertiary qualification in a related artistic field such as design, sculpture or visual arts
- A digital design portfolio.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Madelyn Chandra, 02 6202 6950
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Parliamentary Department

Vacancy VN-0744945

Department of Parliamentary Services

Closing Date: Tuesday 27 August 2024

Finance and Property Services
Property Services Branch Maintenance Services

Job Title	Assistant Director Landscape Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 1
Position Number	32344
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Executive Level 1 Assistant Director Landscape Services within Property Services Branch.

DPS supports the functions of the Australian Parliament and the work of parliamentarians through the provision of professional services, advice and facilities, the ongoing maintenance of Australian Parliament House (APH) and makes the building, and the important activity that takes place within it, accessible.

The Maintenance Services Section's purpose is to provide quality preventative maintenance and break down rectification services in APH to DPS, parliamentarians, building occupants and visitors. Our goal is to exceed industry best practice in every endeavour we undertake through always considering the most appropriate means of delivery.

The Assistant Director-Landscape Services will be responsible for managing a vibrant Landscape Services team to ensure the effective day to day operations of maintenance services. To be successful in this role, applicants must have strong leadership skills including the ability to supervise, train and designate staff to maximise resources. In addition, the successful candidate will have a proactive approach when it comes to change management and effectively implementing contemporary maintenance practices.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- Tertiary Qualifications in landscape management e.g. Certificate 3 in Horticulture or Turf
- Management or Higher are highly Desirable
- Certificate 4 in Commonwealth Procurement and Contract management is desirable
- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia’s Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	David Lewis, 0439 829 516
Agency Recruitment Site	https://jobs.dps.gov.au/

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