



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS33 Daily Gazette Wednesday - 16 August
2023.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 - 17 August 2023.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 - 17 August 2023.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0728199

Australian Government Solicitor

Closing Date: Wednesday 30 August 2023

Australian Government Solicitor
Business Services

Job Title	Business Services Assistant
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Perth WA
Salary	-
Classification	APS Level 3
Position Number	TBC
Agency Website	

Job Description

<http://www.ag.s.gov.au/employment/current-vacancies.html>

Duties

Business Services Assistant

- Business Services Assistant - Perth
- 12 month non-ongoing
- Full time and part- time opportunities

Opportunities exist for highly organised individuals to join our busy Business Services team in Perth.

About us

Australian Government Solicitor (AGS) is the Australian Government's central legal practice and part of the Attorney-General's Department. AGS helps Commonwealth clients to manage legal issues, navigate new challenges and find solutions which deliver the best outcomes for Australia. We are a self-funded legal practice and compete for our work.

AGS is unique. AGS is dedicated to the national interest and is a trusted advisor to Government.

AGS is innovative. Drawing on an exceptional depth of experience and expertise, we assist the Australian Government in the development and implementation of solutions to legal issues that have national importance.

AGS is diverse. With offices in every capital city and a team of 660 staff, including 470 lawyers, we work in more than 40 different areas of law related to government.

About the roles

The Business Services team is responsible for supporting AGS in range of client focused and operational tasks in the areas of Reception, Mailroom, Records Management, Events and Facilities. The Business Services team work collaboratively with AGS staff and a range of external stakeholders to provide high quality support in a fast-paced client service driven environment.

In these roles you will:

- provide exceptional customer service as the first point of contact for our clients in the office and over the phone
- manage incoming and outgoing mail and deliveries
- assist in the organising of functions, catering, meetings and other events
- attend rounds at local Courts, Tribunals and other locations as required
- undertake stationery and stock management including processing invoices
- liaise with contractors and suppliers ensuring that office equipment is well maintained
- provide assistance to lawyers and legal support teams in areas of peak times
- undertake records management activities and other administrative support as required for the office.

About you

To be a strong contender for these roles you will ideally have:

- demonstrated experience in a front-of-house, Reception, Office support or a Records Management role in a professional environment
- a strong client focus with previous professional customer service experience and a flexible and positive “can do” attitude
- strong problem solving and time management skills
- excellent interpersonal, communication and collaborative working skills
- high level organisational skills and great attention to detail.

For further information about the requirements of the position, please refer to the role description available on our recruitment portal.

You will have the opportunity to work with a community of professionals dedicated to the national interest. You will work collaboratively in an inclusive environment where everyone's contribution is valued, and success is rewarded. We offer our employees competitive remuneration packages, including 15.4% superannuation.

AGS is a supportive organisation which embraces diversity. We understand that work is only part of your life and while our workplace can be demanding at times, we also provide access to a range of flexible working options, generous leave entitlements and wellbeing benefits to support your needs throughout your career.

To apply

To apply, please click the ‘Apply’ button. Applications close at 5:00pm (AEST) on Wednesday, 30 August 2023.

Your CV should be accompanied by a covering letter of no more than 2 pages highlighting your relevant experience and skills for the role.

Further enquiries

Further information can be obtained by contacting Chole Hewitt, Manager, Business Services Perth on 08 9268 1137. **Eligibility**

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the appropriate level.

Notes

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

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 660 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Kim Da Pozzo, 02 6253 7272
Agency Recruitment Site	http://www.ag.gov.au/employment/current-vacancies.html

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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0728451

Australian Signals Directorate

Closing Date: Sunday 03 September 2023

Signals Intelligence & Effects Operations Group
Expeditionary & Transnational Intel

Job Title	ASD 4,5,6 Signals Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Alice Springs NT
Salary	\$74,795 - \$102,718
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/07052/23
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

These roles will be within a variety of analysis teams with the Operations area of JDFPG.

These teams are responsible for producing, analysing, managing and tasking signals intelligence, while complying with legislation, policy and security frameworks.

These teams are comprised of experts with a vast array of skills and experience. Some positions are designated as shift work; however placement into shift positions will depend on individual skill sets, aptitude and operational requirements. Shift rosters comprise 4 x 12-hour shifts in an 8-day period (2 day shifts, 2 night shifts, 4 days off).

The Role

Are you searching for a challenging career opportunity at a leading Australian-United States intelligence facility?
Would you like to use your technical expertise to help solve difficult intelligence questions?

An exciting opportunity exists for enthusiastic, dedicated and highly motivated individuals with a strong learning ability to join ASD's Technical Intelligence Branch at the Joint Defence Facility Pine Gap (JDFPG) near Alice Springs, NT.

JDFPG is a central element of Australia's security and intelligence relationship with the United States and makes a vital contribution to the national security interests of both countries. The joint Australia-U.S. environment at JDFPG supports a partnership that is crucial for high-end intelligence collaboration, fostering innovation and developing advanced intelligence capabilities to address global security threats.

Within the Signals Intelligence function Signals Intelligence Analysts are accountable under limited direction to perform and achieve complex research, analysis, operational tasks to support the collection, production and dissemination of signals intelligence and provide technical advice within an integrated workforce.

They will work according to the Intelligence Services Act 2001 and are accountable to have and maintain a well-developed understanding of and compliance to relevant legislative frameworks, government decision-making and the Australian Signals Directorate's mission and policies requirements.

Signals Intelligence Analysts will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the intelligence function based on legislation, policy and procedures. They will undertake specialist research and analysis, conduct reviews, assessment, investigations and perform procedural and clerical support work to achieve results.

Signals Intelligence Analysts may 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. They may be a team coach or supervise a team and be accountable to set work priorities, allocate work, and manage workflows and performance.

Signals Intelligence Analysts will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and the Australian Signals Directorate outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Duties

Our Ideal Candidate

As a Signals Intelligence Analyst in Operations, you will:

- Require good judgement and common sense;
- Apply established technical, operational, professional and administrative activities, procedures, practices and management methodologies;
- Interpret and ensure compliance with legislative, policy and regulatory frameworks;
- Apply your technical skills to solve challenging intelligence problems;
- Undertake formal training programs that will build on existing skills.

Desirable Qualifications, Experience or Training

Candidates will need to be adept at learning how to use new analytical tools and develop innovative solutions to meet customer requirements. They will be required to have highly developed problem solving and communication skills and be able to work independently and as part of a team.

Eligibility

Citizenship - To be eligible for employment with ASD, applicants must be an Australian citizen.

Health Assessment - The preferred applicant may be required to undergo a medical examination conducted by the Agency's preferred medical provider.

Organisational Suitability Assessment – To be eligible for employment within ASD, the preferred applicant will be required to undergo an Organisational Suitability Assessment (see Organisational Assessment section).

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.

Notes

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	https://www.asd.gov.au/careers , https://www.asd.gov.au/careers
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0728394

Australian Sports Commission

Closing Date: Wednesday 30 August 2023

AIS Operations
Site Strategy and Facilities

Job Title	Infrastructure and Exhibits Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$67,013 - \$79,723
Classification	APS Level 4
Position Number	0991
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://careers.ausport.gov.au/current-vacancies/>

Duties

We are the Australian Government agency responsible for supporting and investing in sport at all levels. Our role is to increase involvement in sport and enable continued international sporting success through leadership and development of a cohesive and effective sports sector, targeted financial support and the operation of the Australian Institute of Sport (AIS).

We play a unique role in the sport ecosystem and tackle the big challenges and opportunities with and for the sector. We play different roles based on where and how we can add the most value through our expertise, leadership and voice.

We exist because sport matters. It drives all we do at the Australian Sports Commission (ASC), including our culture. We stand for respect, integrity, teamwork and excellence. These values underpin how we treat each other and our stakeholders, how we deliver for sport and how we create the world's best environment at the ASC.

Here at the ASC, we encourage applications from candidates with broad experiences and diverse backgrounds so we better represent the community that we serve. Our workplace aims to increase our representation of First Nations Peoples. We uphold our ASC Cultural Framework which outlines our shared values and champions the experiences, skills and perspectives of all employees.

Who are we – The Works Projects team is part of the Site Strategy and Facilities Branch, with responsibility for planning and managing ASC's program of capital works and infrastructure replacement projects, principally at the AIS campus at Bruce, Canberra. We are a small team, managing a broad variety of projects, from initial scoping through to completion of the built works.

What we want – An individual who is flexible and able to prioritise their time to both assist in the delivery of capital projects and coordinate maintenance of exhibits at Sportex and throughout the AIS campus. You will be liaising with a broad range of ASC staff in delivering capital projects. In your role relating to exhibits, you will be working closely with staff of the Commercial Operations branch who manage the operation of Sportex.

What the applicant needs –

- Experience in project delivery, or an understanding of best practice project delivery
- Demonstrated ability to exercise sound judgment, discretion and problem-solving abilities, coupled with the ability to manage competing priorities to achieve results

- Demonstrated commitment to ensuring workplace health and safety in a busy operational environment

This position is offered as an **ONGOING position**.

Employment benefits on the Canberra site include access to priority onsite childcare placements, gymnasium, aquatic pool and free parking facilities.

Acknowledgement of Country

The Australian Sports Commission (ASC) recognises that we work and live on the lands of all First Nations People across Australia. The ASC acknowledges the Traditional Custodians of the lands where its offices are located, the Ngunnawal people, the Wurundjeri Woi-wurrung people of the Kulin Nation, the people of the Yugambah Nation and the Gadigal people of the Eora Nation. The ASC extends this acknowledgment to all the Traditional Custodians of the lands and First Nations Peoples throughout Australia and would like to pay its respects to Elders past, present and emerging. The ASC recognises the outstanding contribution that Aboriginal and Torres Strait Islander people make to society and sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.

Eligibility

To be eligible for employment with the Australian Sports Commission, it is preferred that applicants are Australian citizens or permanent residents of Australia.

As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.
- The ASC operates under the [Australian Sports Commission Act 1989](#) and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Paul Taudevin, 0468 559 746
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0728398

Australian Sports Commission

Closing Date: Wednesday 30 August 2023

AIS Operations
Site Strategy and Facilities

Job Title	Infrastructure Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$98,209 - \$113,229
Classification	APS Level 6
Position Number	1649
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://careers.ausport.gov.au/current-vacancies/>

Duties

We are the Australian Government agency responsible for supporting and investing in sport at all levels. Our role is to increase involvement in sport and enable continued international sporting success through leadership and development of a cohesive and effective sports sector, targeted financial support and the operation of the Australian Institute of Sport (AIS).

We play a unique role in the sport ecosystem and tackle the big challenges and opportunities with and for the sector. We play different roles based on where and how we can add the most value through our expertise, leadership and voice.

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Who are we –

The Works Projects team is part of the Site Strategy and Facilities Branch, with responsibility for planning and managing ASC's program of capital works and infrastructure replacement projects, principally at the AIS campus at Bruce, Canberra. We are a small team, managing a broad variety of projects, from initial scoping through to completion of the built works.

What we want –

A project manager who enjoys working as part of a small team. You will also be liaising with a broad range of ASC staff to scope

and coordinate the execution of projects. You will most likely be responsible for managing a number of projects concurrently and will also provide assistance as and when required to more junior staff members.

What the applicant needs –

- Tertiary qualifications and/or demonstrated experience in project management, architecture, engineering, building, construction management or a related discipline
- Demonstrated experience in project development, including scoping, stakeholder engagement, budget development and risk analysis.
- Demonstrated experience and skills in procurement and managing contracts of construction and services projects, preferably in a Government environment.
- Demonstrated experience and success in project management including meeting time, cost, quality, reporting and risk management expectations.
- Highly developed written and oral communication skills and capability with computer software and hardware.
- Demonstrated experience in applying the National Construction Code and Work Health Safety Legislation

This position is offered as an **ONGOING position**.

Employment benefits on the Canberra site include access to priority onsite childcare placements, gymnasium, aquatic pool and free parking facilities.

Acknowledgement of Country

The Australian Sports Commission (ASC) recognises that we work and live on the lands of all First Nations People across Australia. The ASC acknowledges the Traditional Custodians of the lands where its offices are located, the Ngunnawal people, the Wurundjeri Woi-wurrung people of the Kulin Nation, the people of the Yugambah Nation and the Gadigal people of the Eora Nation. The ASC extends this acknowledgment to all the Traditional Custodians of the lands and First Nations Peoples throughout Australia and would like to pay its respects to Elders past, present and emerging. The ASC recognises the outstanding contribution that Aboriginal and Torres Strait Islander people make to society and sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.

Eligibility

To be eligible for employment with the Australian Sports Commission, it is preferred that applicants are Australian citizens or permanent residents of Australia.

As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

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- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.
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To Apply

Position Contact	Paul Taudevin, 0468 559 746
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0728463

Department of Finance

Closing Date: Tuesday 29 August 2023

Corporate Services
Business Services and Support

Job Title	Records Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$59,029 - \$67,554
Classification	APS Level 2
Position Number	2023/245
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE SECTION

The Digital Information Management team supports digital transformation, good governance, efficiency, transparency and accountability within the Department of Finance. It does this by promoting, developing, implementing and managing effective information and records management innovations, policies and procedures for the department.

The team provides expert advice and a range of services including:

- Digital information and records management for both structured and unstructured information in Finance business systems.

- Translation of information and records management legislation and policies into effective business practice.
- Administration of Content Manager records management system for the Department's physical file holdings.
- Classification, description, metadata, disposition and digitisation of corporate records.
- Recordkeeping assessment of Finance business systems, both current and prospective.
- Training for information and records management practices.
- Paper file management, including census, retrieval, storage, sentencing and disposal.
- Finance library services including research and collection management.

Duties

ABOUT THE OPPORTUNITY

The Records Officer will work under routine direction against established priorities and procedures while exercising some autonomy. They will complete administrative support to ongoing business activities; provide routine information management advice on straightforward matters; work as part of a small dedicated team based in the Department's records warehouse at Hume; administer Finance's incoming mail services under clear procedures; undertake manual handling tasks; and support and maintain effective client and stakeholder relationships.

Mandatory Duties include:

- Undertake the routine creation, retrieval, movement, searching, digitisation and archiving of Commonwealth records in accordance with internal policy and instruction, under general supervision.
- Process data entry of records information in Finance's records management system, Content Manager.
- Undertake manual handling duties, including handling standard archive boxes weighing no more than 16kg, and show proficiency in safe manual handling practices in a warehouse environment.
- Collect, process, digitise and distribute the Finance mail in accordance with internal procedures, under general supervision.
- Provide basic advice and support to clients and stakeholders as directed in accordance with internal procedures and policies.

Desirable Duties include:

- Drive a Commonwealth vehicle and undertake courier duties between Finance's tenancies.

DETAILED VACANCY INFORMATION

For detailed information about these opportunities, including the job specific capabilities for each classification, please refer to the downloadable vacancy pack, which can be accessed by clicking the 'apply now' button. **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) 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	Sigourney Rush, (02) 6215 1987
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0728518

Department of Finance

Closing Date: Wednesday 30 August 2023

Corporate Services
Legal and Assurance Branch

Job Title	Legal Support Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$117,538 - \$142,337
Classification	Executive Level 1
Position Number	2023/248
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

Legal and Assurance Branch partners with business areas in the Department of Finance to provide high quality legal, risk and assurance services. The Branch currently includes four sections;

- **Public Administrative Law** team are responsible for providing strategic legal advice on statutory interpretation and administrative law matters, and the legislation program for Finance.
- **Public Information Law** supports the Department's engagement with inquiries and investigations, including law enforcement and compliance activity. This team also support the Department to meet Privacy obligations and process FOI requests.
- **Commercial Law** team are responsible for providing strategic commercial and corporate legal advice across a wide range of activities of the department, including the procurement of legal services through whole of government arrangements, contract negotiation and dispute resolution, and management of some commercial litigation.
- **Assurance and Risk** team are responsible for financial governance, enterprise risk management, internal and external audit liaison, fraud control and insurance liaison. The team also supports the Performance and Risk Committee of Executive Board and the independent Audit Committee.

Duties

ABOUT THE OPPORTUNITY

As Legal Support Manager you will work closely with the Assistant Secretary, Legal and Assurance Branch, to build capability within the branch and support continuous improvement for our Finance client areas, focusing on the delivery of quality legal services.

Typical tasks include:

- Supporting the engagement of external legal service providers on behalf of the Department and other procurement arrangements, including bundling arrangements and standing offers
- Supporting the Directors of the Legal Services Team to allocate requests for advice and monitor Legal Service Performance
- Liaison with internal stakeholders, clients and suppliers as required
- Monitoring key deadlines, following-up responses, and initiating contact when deadlines are close or have been exceeded

- Assistance with business planning and general practice duties, including the development of legal practice standards and related policies
- Continually reviewing and identify opportunities to improve administrative and record management practices to capture knowledge, improve document flow and timeliness of service
- Arrangements for ongoing training and continuous education to lift capability to manage legal risk
- Coordination of recruitment and practical legal training placements as required

The role may also extend to provision of administrative support to FOI and Legislation Liaison functions undertaken by the branch and supervision of law students undertaking placement within the branch.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable job pack, which can be accessed by clicking the Apply Now button. **Eligibility**

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) 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 role is being advertised as both ongoing and non-ongoing. The role may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 18 months. Specified term vacancies may be extended up to a maximum period of three years.

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	Kelly Hoffmeister, (02) 6215 2594
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0728216

Department of Home Affairs

Closing Date: Tuesday 29 August 2023

Data & Economic Analysis Centre
N/A Data Management and Ethics

Job Title	Assistant Director Data Management & Ethics
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW
Salary	\$106,527 - \$124,931
Classification	Executive Level 1
Position Number	JR 128641
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/128641/>

About our team

DS Executive | Data & Economic Analysis Centre | Data Management and Ethics

The Assistant Director reports to the Director, Data Management and Ethics Section.

The Assistant Director leads a small team that provides analysis and advice on adoption of Data Governance frameworks and policies across the organization. A key part of the role is to design and implement the standards, policies and techniques in the data ecosystem to mitigate data risks and manage effective control functions. The role is responsible for identifying and connecting stakeholders across the department, co-ordinating stakeholder meetings and facilitating Departmental responses arising from issues the Department faces through its regulatory obligations under various legislation and policies

You will work in an agile, fast-paced environment with diverse stakeholders across government (including data science, strategy, capability development, intelligence, operational, ICT and legal areas), as well as with industry and academia. You will provide necessary support to drive data policy and strategy, and translate it into policies, procedures, standards and guidelines that make the best possible use of data and AI to keep Australia prosperous, secure and united.

Please visit our website for more information about the [Department of Home Affairs](http://www.homeaffairs.gov.au) or [Australian Border Force](http://www.border.gov.au)

Our ideal candidate

Our ideal candidate will be resourceful, applies professional expertise, understands their work environment and contributes to the development and implementation of team goals. You will have strong communication skills and recognize the needs of fellow team members. Knowledge and experience in data governance and management practices is highly regarded.

Duties

Duties and responsibilities

The Data Management and Ethics Section leads the development of data and analytics policy for the Department and the Australian Border Force.

The Assistant Director, Data Management and Ethics, will:

- Manage and deliver various new departmental and divisional data policies within the section to manage data risks and improve data access
- Manage and deliver the review of existing data policies pertaining to data governance and management
- Implement various data governance and management controls (including policies) to mitigate departmental data risks
- Provide policy advice on the Department's obligations under various legislations
- Support the Director to engage with the Office of the National Data Commissioner, including by ensuring that the Department manages data access and sharing arrangements appropriately
- Achieve results under pressure with excellent attention to detail and quality
- Demonstrate strong management and leadership capabilities and experience
- Demonstrate excellent and effective written communications skills.

Additional information

Role requirements/qualifications:

- Legal or data qualifications are highly desirable but not essential
- Experience in interpreting data security, risk management and developing operational frameworks to give effect to regulatory requirements
- Understanding or experience with data governance and management frameworks and tools
- Demonstrated experience in providing input and recommendations for the development of policy and procedures and identifying business process improvements and innovation to achieve result

Excellent leadership skills, including a demonstrated ability to:

- Lead team, problem solve, inspire and motivate staff
- Lead programs and deliver them within resource constraints

Excellent strategic thinking and analytical skills, including a demonstrated ability to:

- Analyse information and issues and translate high-level policy objectives into operational policies and programs
- Develop, influence and implement complex public policy in a fast paced and rapidly changing environment

Excellent verbal and written communication skills, including the ability to:

- Skilfully and persuasively communicate policy and strategy to a range of stakeholders, including the Department's Senior Executive, the Government and the public
- Skilfully communicate data concepts and data policy in a way that resonates with technical and non-technical audiences
- Explain and promote data-related goals and objectives to business areas

Excellent collaboration skills, including a demonstrated ability to:

- Build productive relationships with internal and external stakeholders to ensure policies and programs meet the diverse requirements of the Department and (where appropriate) the Portfolio
- Problem solve and negotiate to achieve policy/program success and overcome obstacles
- Sound understanding of Home Affairs' strategic environment and the whole-of-government data and/or digital transformation agenda.

Eligibility

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

Notes

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

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

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

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

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Nik Verma, 02 6198 7739
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/128641/

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Vacancy VN-0728225

Department of Home Affairs

Closing Date:Tuesday 29 August 2023

Assistant Director, Data Management & Ethics
N/A Data Management and Ethics

Job Title	Assistant Director, Data Management & Ethics
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW
Salary	\$106,527 - \$124,931
Classification	Executive Level 1
Position Number	JR 129136
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129136/>

About our team

DS Executive | Data & Economic Analysis Centre | Data Management and Ethics

We are seeking a dynamic, innovative and collaborative person to join the Data Management and Ethics Section in the Data Division.

Our functions include data policy, data management, data security, data risk management and access management.

The Data Management and Ethics Section is responsible for leading Home Affairs' internal and external data strategy and policy engagements, with a focus on implementing the Government's AI ethics principles and facilitating safe and responsible use of data and analytics. The Section leads the development of enterprise data strategy, policy, standards and processes for the Department and the Australian Border Force in order to maximize the availability, trust in and legitimate use of data and analytics in policy, managerial and operational decision-making.

Our ideal candidate

The Assistant Director leads a small team that provides analysis and advice on adoption of Data Governance frameworks and policies across the organization. A key part of the role is to design and implement the standards and techniques in the data ecosystem to mitigate data risks and manage effective control functions. The role is responsible for identifying and connecting stakeholders across the department, co-ordinating stakeholder meetings and facilitating Departmental responses arising from issues the Department faces through its legal obligations under various legislation and policies

You will work in an agile, fast-paced environment with diverse stakeholders across government (including data science, strategy, capability development, intelligence, operational, ICT and legal areas), as well as with industry and academia. You will provide necessary support to drive data policy and strategy, and translate it into policies, procedures, standards and guidelines that make

the best possible use of data and AI to keep Australia prosperous, secure and united.

Duties

Duties and responsibilities

The Assistant Director, Data Management and Ethics, will:

- Manage and deliver the Data Security and Access function within the Section to manage data risks and improves data access
- Manage and support the data sharing arrangements of the department
- Provide advice on the Department's obligations under various legislations, including but not limiting to those under DAT Act, Migrations Act, ABF Act and Privacy Act
- Provide advice on the application of the various principles and legislations to more complex operational and policy scenarios, including in the context of reviewing data access and security assessments
- Support the Assistant Director to engage with the Office of the National Data Commissioner, including by ensuring that the Department manages data access and sharing arrangements appropriately
- Contribute to a range of data security and access management related strategic projects
- Achieve results under pressure with excellent attention to detail and quality
- Demonstrate strong management and leadership capabilities and experience.

Additional Information

Role requirements/qualifications

- Legal qualifications are highly desirable but not essential
- Experience in interpreting legislation and developing operational frameworks to give effect to regulatory requirements
- Demonstrated experience in providing input and recommendations for the development of policy and procedures and identifying business process improvements and innovation to achieve results

Excellent leadership skills, including a demonstrated ability to:

- Lead team, problem solve, inspire and motivate staff
- Lead programs and deliver them within resource constraints

Excellent strategic thinking and analytical skills, including a demonstrated ability to:

- Analyse information and issues and translate high-level policy objectives into operational policies and programs
- Develop, influence and implement complex public policy in a fast paced and rapidly changing environment

Excellent verbal and written communication skills, including the ability to:

- Skilfully and persuasively communicate policy and strategy to a range of stakeholders, including the Department's Senior Executive, the Government and the public
- Skilfully communicate data concepts and data policy in a way that resonates with technical and non-technical audiences
- Explain and promote data-related goals and objectives to business areas

Excellent collaboration skills, including a demonstrated ability to:

- Build productive relationships with internal and external stakeholders to ensure policies and programs meet the diverse requirements of the Department and (where appropriate) the Portfolio
- Problem solve and negotiate to achieve policy/program success and overcome obstacles
- Sound understanding of Home Affairs' strategic environment and the whole-of-government data and/or digital transformation agenda (Desirable).

Eligibility

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

Notes

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To Apply

Position Contact	Nik Verma, 02 5127 7739
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129136/

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Vacancy VN-0728283

Department of Home Affairs

Closing Date: Tuesday 29 August 2023

Maritime Border Command & OSB
Marine Crew Rosters & Deployment Various

Job Title	Inspector - Marine Deployments and Support
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$106,527 - \$124,931
Classification	Executive Level 1
Position Number	JR 129292
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129292/>

About our team

DC National Operations | Maritime Border Command & OSB | Marine Crew Rosters & Deployment

As the world's largest and only island continent, Australia has unique responsibilities and challenges for maritime security and border management.

Our area of responsibility is large and environmentally diverse. The waters that MBC protect range from sub-Antarctic conditions in the southern ocean to the warm tropical waters in the north.

Maritime Border Command (MBC) is the standing Multi-Agency Task Force (MATF) responsible for orchestrating Civil Maritime Security (CMS) outcomes which protect the Australian Maritime Domain (AMD). A trusted Joint and Interagency partner, MBC coordinates Whole of Australian Government (WoAG) CMS efforts, including leading Australia's civil Maritime Domain Awareness (MDA) activities and Maritime Law Enforcement response.

MBC works collaboratively with key international and domestic partners to advance CMS outcomes which reinforce the Global Rules Based Order and further Australia's National Interests. MBC is comprised of both Australian Border Force (ABF) and Australian Defence Force (ADF) personnel and assets, delivering Australia's Civil Maritime Enforcement function.

Personnel attached to MBC, whether ABF, ADF or from other government agencies, operate as a blended teams to deliver an integrated operational effect comprising of Chief of Staff, Commitments, Plans, Capability, Operations, Intelligence and Marine Deployments & Support Branch, each of which contributes to the achievement of our operations and mission.

Marine Deployments and Support Branch (MDSB) is responsible for delivering the Marine Workforce Capability for the Australian Border Force (ABF) in supporting our mission to protect Australia's borders and enable legitimate trade and travel. This includes:

- The health, welfare, and wellbeing of ABF maritime officers

- Ensuring that we comply with all relevant statutory and safety requirements that apply to ABF maritime officers and vessels
- The provision of appropriately trained personnel (either ABF or contract personnel) to crew vessels
- Informing the development and implementation of recruitment and development pathways for ABF maritime officers that align with and support the approaches adopted within ABF and the Department of Home Affairs.

MDSB comprises of two Sections - Marine Rosters and Deployments and Marine Crew Support and Coordination.

Marine Rosters and Deployments Section ensure that a qualified and skilled marine workforce is deployed on board the ABF vessels efficiently and effectively to support the ABF operational areas that are tasked with protecting Australia's maritime zones.

Marine Crew Support and Coordination Section manages the non-deployable and non-operable marine workforce. The team provides case management and independent care for officers encountering changes to their personal circumstances that inhibit their ability to deploy to sea. The Section is also responsible for communications and awareness to the wider fleet on matters including marine work health and safety, operational risk registers, business continuity planning, input to contract arrangements and policy changes/development across all facets that affect sea-going and non-deployable marine crew.

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

Our ideal candidate

- Enjoy working in a fast paced, complex environment, share information and work collaboratively with multiple Commands and agencies to achieve our mission
- Work with and across teams to deliver outcomes
- Value and explore innovation and diversity
- Excel at building stakeholder relationships
- Have a proven ability to apply an adaptive and agile approach to our work in order to deliver our mission effects and outcomes
- Possess strong analytical and decision-making skills, and the ability to exercise sound judgement under pressure
- Foster a respectful and positive workforce culture
- Demonstrate excellent representational behaviours and skills
- Have a focus on continuous improvement.

Duties

Duties and responsibilities

- Build, develop and maintain positive relationships with key internal stakeholders within the ABF and across the broader portfolio to advance the interests and priorities of the marine workforce
- Set and manage short and long term priorities, plan and assign appropriate timelines, effort and resources to ensure that tasks and outcomes are achieved
- Coach, mentor and provide on-the job training for staff to ensure the business area is professional, skilled and high performing
- Conduct human resources administration, including recruitment of staff and contractors, performance management, monitoring and management of leave and attendance etc. in accordance with relevant policies and procedures

- Contribute to developing budgets, manage finances, undertake procurement and project activities to enable the section to deliver outputs and outcomes (in compliance with the Public Governance, Performance and Accountability Act 2013 with regard to managing public money and resources)
- Maintain a detailed knowledge of the Department of Home Affairs Workplace Determination/Enterprise Agreement noting the complexity of arrangements for salary and working conditions for marine officers
- Provide advice to Senior Executives regarding the strategic direction of marine workforce management.

Additional information

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

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA Negative Vetting 1(NV1) clearance
- Obtain and maintain a current Employment Suitability Clearance
- Satisfy a probation period
- Swear an oath or make an affirmation
- Be uniformed if the position requires.
- Actively participate in career management (postings and deployments either intra or interstate).

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

Notes

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

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

To Apply

Position Contact	Lisa Wilson, 02 6264 4040
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129292/

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Vacancy VN-0728308

Department of Home Affairs

Closing Date: Tuesday 05 September 2023

Finance Division
Financial Operations Financial Systems, Fleet and Travel

Job Title	International Travel Supervisor
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$84,335 - \$99,779
Classification	APS Level 6
Position Number	JR 129244
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129244/>

About our team

Chief Operating Officer Group | Finance Division | | Financial Operations | Financial Systems, Fleet and Travel

The Travel Team is part of the Financial Systems, Fleet and Travel Section within the Finance Operations Branch. The Travel

Team is responsible for effective and efficient management of the Department's domestic and international travel and sponsored passports for Department of Home Affairs and the National Emergency Management Agency (NEMA).

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

Our ideal candidate

- Will possess excellent communication skills and the ability to respond to clients in a professional and timely manner is a business imperative for this role
- Will possess sound data analysis skills, financial knowledge including procurement and contract management principles
- Will possess sound judgement and decision-making skills, and an ability to manage and organise work in the context of competing/conflicting priorities and interests often within set time frames
- Will ensure compliance with legislative frameworks, mission and policy requirements are maintained.

Duties

Duties and responsibilities

- Acquire a good understanding of travel related policies and guidelines and assist in the management of day-to-day travel tasks and activities specific to the role
- Provide Supervisory of day-to-day travel activities including a travel helpdesk support and financial treatments and reconciliations and work with reasonable autonomy
- Provide administrative support through supportive internal and external stakeholder engagement, and contracted service providers for flights, accommodation and airline providers, and resolve sensitive/complex issues
- Manage internal compliance records, travel allowance acquittals, internal audits and Department tickets in credit refunds and allocations
- Prepare departmental submissions, briefs, reports, Freedom of Information requests and other correspondence as required
- Assist in reviewing, updating and/or developing travel related policies and procedural guidelines as required in line with the WoAG contracts
- Other duties as required.

Additional information

The International Travel Supervisor position is part of the Financial Systems, Fleet and Travel Section responsible for the management of the WoAG travel contract arrangements and facilitating the business travel requirements of the Department, and the National Emergency Management Australia (NEMA). The International Travel Supervisor will work under the broad direction of the EL1 Travel Manager.

Eligibility

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

Notes

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To Apply

Position Contact	Laura Kurth, 02 6225 6513
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129244/

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Vacancy VN-0728476

Department of Home Affairs

Closing Date: Friday 13 September 2024

Ac South
Aviation & Regional Operations Sth Operations and Planning IIE

Job Title	REGISTER - GAZ - APS2 - VIC/TAS - Casual Assistant Border Force Officer - 2023/2024
Job Type	Casual, Non-Ongoing
Location	Various locations - TAS TAS, Various locations - VIC VIC
Salary	\$54,439 - \$61,245
Classification	APS Level 2
Position Number	129270
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129270/>

About our team

Regional Operations | Ac South | | Aviation & Regional Operations Sth | Operations and Planning IIE

Casual Assistant Border Force Officers (ABFOs) are employed at APS Level 2 to work across fast-paced and high-volume working domains, to alleviate pressure on existing teams. Casual ABFOs undertake a range of routine transactional and administrative operational support tasks.

Casual ABFOs predominately work in International Airports however may undertake a variety of tasks across frontline operational work areas within the ABF including, but not limited to the following areas of deployment:

- Melbourne, Hobart & Avalon International Airport
- Air Cargo Operations
- Detained goods management
- Melbourne Gateway Facility
- Maritime operations
- Container Examination Facility
- Regional Operations
- District office Operations.

These are frontline roles that require officers to wear the ABF uniform and represent the ABF professionally in the public domain. Officers must be capable of interacting with members of the community and foreign visitors.

Shift work may be required.

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

Our ideal candidate

The ABF is currently looking for flexible, adaptable and reliable people to undertake work on a Casual basis at the APS 2 classification.

The ABF is interested in receiving applications from individuals who have a broad and diverse range of backgrounds and skills. You should be an inclusive team member who is focused on contributing to a proactive and productive workplace culture.

You will be part of a team working to achieve ABF outcomes. To be a strong contender, you will be flexible, and results focused. You will enjoy working in a complex and challenging environment. You will need to be forward thinking, self-motivated, resilient and adept at building relationships in a complex and fast-paced operational environment.

You will be given the necessary training, to perform work related functions such as passenger clearances. Training is approximately four to six weeks in duration and is undertaken on a full-time basis. Please note you must be flexible and available to attend training for the full course. **Duties**

Duties and responsibilities

In the ABF, we are looking for Assistant Border Force Officers who can:

- Work collaboratively as an effective team member to achieve work area objectives
- Contribute to team workflow and outputs against team objectives
- Participate in and support a culture of achievement, sharing own skills and capabilities with colleagues and others
- Commit to developing their skills and knowledge
- Represent the ABF in frontline operational areas, dealing directly with members of the public including foreign travellers
- Are professional and respectful
- Perform duties in a fast-paced, high volume operating environment
- Be flexible and adaptable
- Communicate effectively with internal and external stakeholders
- General administrative support
- Basic computer skills are essential.

Additional information

The following requirements apply to the position:

- Wear the ABF uniform
- Attain and maintain mandatory training requirements
- Attain and maintain relevant security requirement.

Eligibility

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

Notes

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

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

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Daniela Tauafafi, 0000
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129270/

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Vacancy VN-0728503

Department of Home Affairs

Closing Date: Thursday 31 August 2023

Group Manager Legal
FOI & Records Management (FRM) Freedom of Information

Job Title	FOI Decision Maker (Multiple Positions)
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA
Salary	\$71,201 - \$76,799
Classification	APS Level 4
Position Number	JR 128933
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/128933/>

About our team

The Privacy, Freedom of Information (FOI) and Records Management Branch manages storage of and public access to information in accordance with legislation and government policy. The Branch works across all areas of the Department to ensure that information is handled as a key strategic and operational business asset, managed in accordance with legislative and business requirements to support accountable and effective evidence-based decisions. Our functions include managing FOI requests and records management activities.

FOI Section is responsible for processing FOI access and amendment requests on behalf of the Department. The Section processes all FOI requests in collaboration with business areas within the Department and Australian Border Force. The Section develops policies, procedures and makes business improvements to the FOI program to ensure that the Department complies with its obligations for accessing and publishing information. The Section is a central coordination point for the Department's engagement with the Office of the Australian Information Commissioner (OAIC) in relation to reviews of decisions and complaints under the Freedom of Information (FOI) Act 1982 (the FOI Act).

Please visit our website for more information about the [Department of Home Affairs](http://www.homeaffairs.gov.au) or [Australian Border Force](http://www.border.gov.au)

Our ideal candidate

The Department is looking for high-performing candidates who are committed to achieving results in a rapidly evolving environment. Our ideal candidates are flexible, resilient and highly motivated, have strong decision-making skills and are committed to providing high quality results.

To be successful in a Decision Maker role, our ideal candidates will be self-driven and demonstrate an ability to undertake the duties/responsibilities as outlined below. You must be able to positively contribute in a team environment, display integrity, high ethical standards, have good judgement, well developed written communication skills and careful attention to detail to make lawful decisions confidently and decisively, undertaking analysis and drawing accurate conclusions based on evidence. You will thrive working in a rapidly evolving and forward- thinking environment, have highly developed organisational and communication skills, and be competent in use of computers and learning new systems.

Duties

Duties and responsibilities

Decision Makers in the FOI Section significantly contribute to day-to-day-service delivery of the FOI program. They frequently liaise with business areas to identify relevant documents and consult on proposed exemptions. Decision Makers are required to engage with individuals, other agencies and third parties in formal consultation processes.

As part of the team, Decision Makers will report to a Team Leader and contribute in making high quality access and amendment decisions in response to FOI requests. While employees at the APS4 level work under the general supervision and direction of a line manager, and are part of a team, they are expected to be able to work independently to manage their own workload to contribute to the delivery of the business objectives of the Section. Work is high volume and in a fast-paced environment, and Decision Makers need to be flexible to respond to changing demands in workload. Candidates should have a sound knowledge of the FOI Act or the ability to quickly develop knowledge of the same, as they often provide advice to internal stakeholders on FOI

matters.

Specific duties/responsibilities include the ability to:

- Interpret and apply legislation, guidelines and policy instructions to process requests and make high quality FOI access or amendment decisions
- Plan and action work allocations in accordance with established priorities and manage individual workflows
- Communicate with applicants, liaise and consult with internal and external stakeholders to facilitate the management of the FOI caseload
- Achieve high-quality results within statutory timeframes, with excellent attention to detail
- Be self-motivated, committed and possess strong communication, organisational and interpersonal skills
- Organise work to meet deadlines, service standards and changing priorities
- Practical and demonstrated experience in the use of systems (Adobe, MS Outlook, MS Teams etc) to support administrative tasks that are considered essential for success in this role
- Strong commitment to the principles of Government transparency and accountability.

Eligibility

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

The successful candidate will be required obtain and maintain a Baseline (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

Notes

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

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

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

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

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Rashmi KHANNA, 02 8666 5463
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/128933/

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Vacancy VN-0728459

Department of the House of Representatives

Closing Date: Sunday 31 August 2025

Serjeant-at-Arms
Serjeant-at-Arms Office Messenger Services

Job Title	Messengerial Attendant
Job Type	Casual, Non-Ongoing
Location	Capital Hill ACT
Salary	\$61,687 - \$67,355
Classification	APS Level 2
Position Number	6200
Agency Website	http://www.aph.gov.au/About_Parliament/House_of_Representatives

Job Description

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

About the section

The Serjeant-at-Arms Office is responsible for providing general support and administrative services to the operations of the House of Representatives Chambers, Members of Parliament and the Department and its executive.

The Serjeant-at-Arms Office provides advice and support to the Speaker, ministers, members and their staff, the department's executive and staff on accommodation, chamber-related administrative matters and security. It also performs ceremonial roles associated to the Parliament and supports both chambers through the Messengerial Services.

About the role

The Messengerial team perform general support duties associated to the Department and the operations of the House of Representatives chambers. The occupant of the role will support the Parliament and have demonstrated the ability to work in a small team with limited supervision, demonstrating knowledge of parliamentary procedure, or the capacity to develop this quickly.

Duties

Messengerial Attendants:

1. Provide high quality services and administrative support to the Speaker, Members, the Clerks and other parliamentary staff in the Chamber and Federation Chamber including:
 - setting up and clearing the Chamber and Federation Chamber on sitting days;
 - delivering and distributing parliamentary papers;
 - messengerial duties;
 - implementation of the rules relating to access to the Chamber, Federation Chamber and the Parliamentary precincts and provide directory assistance to staff and visitors to Parliament House;
 - responding to and assisting with managing an incident in the Chamber or Federation Chamber.
2. Provide service and administrative support to clients through:
 - the collection, receipt and delivery of mail and other goods to clients;
 - setting up Committee rooms for hearings and meetings;
 - undertaking courier duties as directed;
 - undertaking the role as First Aid Officer.
3. Assist with the distribution of furniture, equipment and stores within the department including operating an assets/stores inventory system.
4. Assist with the provision of advice and assistance to Members on the use of the COMCAR shuttle and the coordination of the number, task and release of vehicles allocated to the shuttle.

NOTE: The Parliamentary Service employee assigned these duties will be required to undertake rostered work and overtime at short notice, and may be required to move between the duties listed according to work requirements.

Eligibility

Suitable candidates will demonstrate:

1. the ability to work cooperatively in a small team environment and respond effectively to direction
2. the ability to work under pressure and meet deadlines while implementing service policies and procedures
3. excellent communication and organisational skills, including the ability to liaise with Members and their staff and Departmental staff
4. sound administrative skills including the ability to use a range of ICT applications
5. personal qualities of tact, courtesy and discretion in a client service environment
6. the ability to acquire a good working knowledge of parliamentary practices and procedures.

Notes

Eligibility

The occupants of these roles are engaged on a casual basis (irregular/intermittent).

Subject to agreed periods of non-availability, work is allocated according to a roster and occupants will be expected to be available for work on sitting days at the rostered times. Work in non-sitting periods may also be required. The occupant should not have an expectation of regular employment hours or ongoing employment and the Department does not make any representations to you about the availability of any future periods of work.

The occupants will be paid on an hourly basis with 20% leave loading.

The occupants of these roles will be required to obtain and maintain a Baseline Security Clearance and be an Australian citizen. Maintenance of a security clearance at this level is essential to the role, and failure to maintain a security clearance at this level may result in termination of employment.

About the Department of the House of Representatives

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

To Apply

Position Contact	Recruitment, 02 6277 4745
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0727655

Director of Public Prosecutions

Closing Date: Wednesday 30 August 2023

Various

Job Title	Federal Prosecutor - APS Level 5 - APS Level 6 (Broadband) - Sydney and Melbourne
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	\$78,024 - \$95,701
Classification	
Position Number	23_55
Agency Website	

Job Description

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

Who we are

The Office of the Commonwealth Director of Public Prosecutions (CDPP) is an independent prosecution service established by Parliament to prosecute alleged offences against Commonwealth law. We aim to provide an effective, ethical, high quality and independent criminal prosecution service for Australia in accordance with the Prosecution Policy of the Commonwealth.

About the role

The CDPP is looking for enthusiastic, energetic and forward-thinking junior lawyers with experience in or aptitude for criminal law with an understanding of the important role an independent prosecutor plays in our system of criminal justice. As a Federal Prosecutor (FP), you will accelerate your skills and experience undertaking the unique, rewarding, and diverse work of the CDPP.

These positions fall within a broadband classification and the panel will assess applications at the FP APS Level 5 or FP APS Level 6.

Duties

As an FP, you will have the opportunity to use a range of innovative legal and practice management systems, including desktop research products and litigation support database applications to review, analyse and tag evidence and manage cases. You will develop and utilise your communication and interpersonal skills to liaise and maintain strong relationships with internal and external stakeholders on case or matter-related issues with partner agencies and other stakeholders.

You will work closely with a team of passionate, like-minded professionals where you can contribute to the achievement of the practice groups' objectives and assist in the learning and development of others. The CDPP actively supports coaches and mentors staff promoting a positive organisational culture.

Eligibility

To be eligible for employment with the CDPP, applications must be **Australian citizens**.

The successful candidate will be required to undergo a police record check and be able to obtain and maintain a **Baseline security clearance**. The successful applicant must be willing to disclose all relevant and required information.

Applicants **must be admitted, or eligible to be admitted** as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory by **Wednesday, 30 August 2023**

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 Director of Public Prosecutions

To Apply

Position Contact	CDPP Recruitment, 02 6206 5666
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0727658

Director of Public Prosecutions

Closing Date: Wednesday 30 August 2023

Various

Job Title	Federal Prosecutor - APS Level 5 - APS Level 6 (Broadband) - Affirmative Measures (Disability and Indigenous) - Sydney and Melbourne
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	\$78,024 - \$95,701
Classification	
Position Number	23_56
Agency Website	

Job Description

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

Who we are

The Office of the Commonwealth Director of Public Prosecutions (CDPP) is an independent prosecution service established by Parliament to prosecute alleged offences against Commonwealth law. We aim to provide an effective, ethical, high quality and independent criminal prosecution service for Australia in accordance with the Prosecution Policy of the Commonwealth.

About the role

The CDPP is looking for enthusiastic, energetic and forward-thinking junior lawyers with experience in or aptitude for criminal law with an understanding of the important role an independent prosecutor plays in our system of criminal justice. As a Federal Prosecutor (FP), you will accelerate your skills and experience undertaking the unique, rewarding, and diverse work of the CDPP.

These positions fall within a broadband classification and the panel will assess applications at the FP APS Level 5 or FP APS Level 6.

Duties

As an FP, you will have the opportunity to use a range of innovative legal and practice management systems, including desktop research products and litigation support database applications to review, analyse and tag evidence and manage cases. You will develop and utilise your communication and interpersonal skills to liaise and maintain strong relationships with internal and external stakeholders on case or matter-related issues with partner agencies and other stakeholders.

You will work closely with a team of passionate, like-minded professionals where you can contribute to the achievement of the practice groups' objectives and assist in the learning and development of others. The CDPP actively supports coaches and mentors staff promoting a positive organisational culture.

Eligibility

To be eligible for employment with the CDPP, applications must be **Australian citizens**.

The successful candidate will be required to undergo a police record check and be able to obtain and maintain a **Baseline security clearance**. The successful applicant must be willing to disclose all relevant and required information.

Applicants **must be admitted, or eligible to be admitted** as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory by **Wednesday, 30 August 2023**.

Notes

This recruitment round is advertised as affirmative measures. The 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 the affirmative measure will need to meet minimum benchmarks to progress through the assessment stages. Please refer to Candidate Information Pack for further information.

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.

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.

About the Director of Public Prosecutions

To Apply

Position Contact	CDPP Recruitment, 02 6206 5666
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0728223

Director of Public Prosecutions

Closing Date: Wednesday 30 August 2023

Various

Job Title	Federal Prosecutor - APS Level 5 - APS Level 6 (Broadband) - Townsville, Cairns and Darwin
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Cairns QLD, Darwin NT
Salary	\$78,024 - \$95,701
Classification	
Position Number	23_64
Agency Website	

Job Description

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

Who we are

The Office of the Commonwealth Director of Public Prosecutions (CDPP) is an independent prosecution service established by Parliament to prosecute alleged offences against Commonwealth law. We aim to provide an effective, ethical, high quality and independent criminal prosecution service for Australia in accordance with the Prosecution Policy of the Commonwealth.

About the role

The CDPP is looking for enthusiastic, energetic and forward-thinking junior lawyers with experience in or aptitude for criminal law with an understanding of the important role an independent prosecutor plays in our system of criminal justice. As a Federal Prosecutor (FP), you will accelerate your skills and experience undertaking the unique, rewarding, and diverse work of the CDPP.

These positions fall within a broadband classification and the panel will assess applications at the FP APS Level 5 or FP APS Level 6.

Duties

As an FP, you will have the opportunity to use a range of innovative legal and practice management systems, including desktop research products and litigation support database applications to review, analyse and tag evidence and manage cases. You will develop and utilise your communication and interpersonal skills to liaise and maintain strong relationships with internal and external stakeholders on case or matter-related issues with partner agencies and other stakeholders.

You will work closely with a team of passionate, like-minded professionals where you can contribute to the achievement of the practice groups' objectives and assist in the learning and development of others. The CDPP actively supports coaches and mentors staff promoting a positive organisational culture.

Eligibility

To be eligible for employment with the CDPP, applications must be **Australian citizens**.

The successful candidate will be required to undergo a police record check and be able to obtain and maintain a **Baseline security clearance**. The successful applicant must be willing to disclose all relevant and required information.

Applicants **must be admitted, or eligible to be admitted** as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory by **Wednesday, 30 August 2023**.

Notes

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About the Director of Public Prosecutions

To Apply

Position Contact	CDPP Recruitment, 02 6206 5666
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0728224

Director of Public Prosecutions

Closing Date:Wednesday 30 August 2023

Various

Job Title	Federal Prosecutor - APS Level 5 - APS Level 6 (Broadband) - Affirmative Measures (Disability and Indigenous) - Townsville, Cairns and Darwin
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Darwin NT, Cairns QLD
Salary	\$78,024 - \$95,701
Classification	
Position Number	23_65
Agency Website	

Job Description

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

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These positions fall within a broadband classification and the panel will assess applications at the FP APS Level 5 or FP APS Level 6.

Duties

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Eligibility

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Applicants **must be admitted, or eligible to be admitted** as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory by **Wednesday, 30 August 2023**.

Notes

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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.

About the Director of Public Prosecutions

To Apply

Position Contact	CDPP Recruitment, 02 6206 5666
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0728501

Great Barrier Reef Marine Park Authority

Closing Date: Wednesday 30 August 2023

Marine Park Operations Environmental Assessment and Protection

Job Title	Manager Permission Compliance
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Townsville QLD
Salary	\$86,931 - \$98,910
Classification	APS Level 6
Position Number	PN110
Agency Website	

Job Description

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

We are seeking a regulatory professional to join our team working to protect the Marine Park whilst providing opportunities for ecologically sustainable use. This position is responsible for a range of tasks with a key focus on managing a team of people to deliver a compliance program for the Marine Park permission system.

The position works closely with internal compliance and application assessment teams, external government agencies and the tourism industry to support positive compliance outcomes.

The position is also responsible for the management of reef-wide desktop and field audits, preparation of official correspondence, researching and analysing information, exercising delegations and Inspector powers relating to permit compliance.

Duties

1. Manage the operations of a team including the supervision and development of staff relating to their competencies required to meet strategic objectives through performance feedback and encouraging career development.
2. Manage the delivery of a risk-based permission system compliance program and assist with the development, implementation and evaluation of annual work plans including resources.
3. Lead desktop and field audits of permitted activities, and where appropriate take monitoring and enforcement action in line with procedures, delegations and Marine Park inspector powers.
4. Develop, implement and evaluate risk-based strategies and business systems (policy, procedures, forms and databases) to support the management of a compliance program for the permission system.
5. Liaise, engage and negotiate with stakeholders and clients, and represent the Authority as required.

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

Eligibility

Applicants must:

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

Essential requirements

- hold a Certificate IV in Government (fraud control) or have experience in regulatory compliance and be able to obtain a Certificate IV in Government (fraud control) or similar.

Desirable qualifications or equivalent experience

- Experience in one or more of the following: auditing, licensing systems, interpretation and application of legislation, environmental compliance, marine structures, marine engineering; environmental monitoring.
- dive qualification of Dive Master or ADAS Part 1 Diver (or training to AS/NZS 2815.1) or equivalent, and ability to maintain training requirements as per AS/NZS 2299.1:2015 Occupational diving operations – Standard operational practice.
- ability to snorkel including adequate physical fitness to undertake snorkelling tasks (including an AS/NZS 2299.1 Occupational Diver Fitness Certificate), First Aid course statement of attainment, CPR and Advanced Resuscitation and Oxygen Therapy course(s) statement(s) of attainment.
- Be able to occasionally travel and work outside of core hours.

Notes

Applicants must read all the information outlined in the **position description**.

To find out more about working for the Reef Authority, including how to apply, for tools and tips on applying for a position, visit the Great Barrier Reef Marine Park Authority [careers page](#).

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Kevin Edison, 0408 742 984
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0728466

National Library of Australia

Closing Date: Wednesday 30 August 2023

Collection Rights Management

Job Title	APS 5 - Coordinator Rights Management
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Parkes ACT
Salary	\$78,276 - \$83,438
Classification	APS Level 5
Position Number	105086
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/jobs-library>

The Library has an exciting opportunity for an enthusiastic professional to join the Collection Branch in a co-ordinator role (APS 5) in the Rights Management section. The successful candidate will contribute to the Collection Branch strategic priority 'to collect today what will be important tomorrow' for Australia's increasingly diverse community.

The Library is a respected custodian of Australia's published, written, oral, visual and digital heritage, and a world-leading provider of access to that heritage. The collection is at the centre of the work we do to extend national reach and develop collaborative content. The Collection Branch is committed to developing capability to modernise our work practices, responding flexibly and innovatively to the changed and changing nature of our work, with a special focus on developing a culturally competent workforce capable of sensitively engaging with Indigenous people and culturally and linguistically diverse communities.

Duties

This role provides the right candidate with the opportunity to contribute to and grow their knowledge and experience in working with collections in a range of rights related activities. This includes responding to rights related queries, particularly in relation to copyright and interpretation of rights agreements. It also includes research and advice to enable access to and use of collection material by Library users and for Library exhibition, publication and digitisation projects. Finally, the role will involve reviewing and revising legacy rights agreements and advising on the establishment of new agreements.

This role has people, program, and stakeholder management responsibilities, requiring engagement with staff across the Library and maintaining positive working relationships with a network of people and organisations external to the Library.

Eligibility

Candidates should be Australian citizens to be eligible for APS employment.

The preferred candidate will be required to successfully undergo a police record check and must be willing to disclose all relevant and required information.

Please read the Candidate Pack and the detailed role statement to learn more about the Branch, Section, and role. The role statement also provides the specialist/technical criteria that apply.

Notes

This is an ongoing role. A merit pool will be created from this selection process that may be used to fill additional ongoing and non-ongoing vacancies that arise over the next 18 months.

We encourage and welcome applications from people with disability, First Nations Peoples, those from the LGBTIQ+ community, people from culturally and linguistically diverse backgrounds, those in the veteran community and mature age 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 Library of Australia

To Apply

Position Contact	Jenny Stephens, 02 6262 1562
Agency Recruitment Site	https://www.nla.gov.au/about-us/jobs-library

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Vacancy VN-0728493

National Library of Australia

Closing Date:Wednesday 30 August 2023

Collections Curatorial and Collections Research

Job Title	APS 5 - Coordinator, Curatorial and Collections Research (multiple positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$78,276 - \$83,438
Classification	APS Level 5
Position Number	Multiple positions
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/jobs-library>

The Library has an exciting opportunity for professionals to join the Collection Branch in co-ordinator roles (APS 5) in the Curatorial and Collection Research Branch. The successful candidates will contribute to the Collection Branch strategic priority 'to collect today what will be important tomorrow' for Australia's increasingly diverse community.

The Library is a respected custodian of Australia's published, written, oral, visual and digital heritage, and a world-leading provider of access to that heritage. The collection is at the centre of the work we do to extend national reach and develop collaborative content. The Collection Branch is committed to developing capability to modernise our work practices, responding flexibly and innovatively to the changed and changing nature of our work, with a special focus on developing a culturally competent workforce capable of sensitively engaging with Indigenous people and culturally and linguistically diverse communities.

We have an immediate need to fill two ongoing APS 5 roles.

Duties

These roles provide the right candidates with the opportunity to contribute to and grow their knowledge and experience in working with collections in a range of activities. This includes proactively commissioning oral histories and photography and identifying websites for archiving; as well as retrospectively assessing and acquiring manuscript archives, pictures collections and other published and unpublished materials.

These roles have people, program, and stakeholder management responsibilities, requiring engagement with staff across the Library and maintaining positive working relationships with a network of people and organisations external to the Library.

Eligibility

Candidates should be Australian citizens to be eligible for APS employment.

The preferred candidates will be required to successfully undergo a police record check must be willing to disclose all relevant and required information.

Please read the Candidate Pack and the detailed role statement to learn more about the Branch, Section, and role. The role statement also provides the specialist/technical criteria that apply.

Notes

These are ongoing roles. A merit pool will be created from this selection process that may be used to fill additional ongoing and non-ongoing vacancies that arise over the next 18 months.

We encourage and welcome applications from people with disability, First Nations Peoples, those from the LGBTIQ+ community, people from culturally and linguistically diverse backgrounds, those in the veteran community and mature age 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 Library of Australia

To Apply

Position Contact	Jennifer Selby, 02 6262 1532
Agency Recruitment Site	https://www.nla.gov.au/about-us/jobs-library

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Vacancy VN-0728513

National Library of Australia

Closing Date: Wednesday 30 August 2023

Collection Collect and Acquire

Job Title	APS5 - Coordinator, Technical Acquisitions (Oral History and Sound/AV)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Parkes ACT
Salary	\$78,276 - \$83,438
Classification	APS Level 5
Position Number	105005
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/jobs-library>

The Library has an exciting opportunity for an enthusiastic AV professional to join the Collection Branch in a coordinator role (APS 5) in the Collect and Acquire section.

The successful candidate will contribute to the Collection Branch strategic priority 'to collect today what will be important tomorrow' for Australia's increasingly diverse community.

The Library is a respected custodian of Australia's published, written, oral, visual and digital heritage, and a world-leading provider of access to that heritage. The collection is at the centre of the work we do to extend national reach and develop collaborative content. The Collection Branch is committed to developing capability to modernise our work practices, responding flexibly and innovatively to the changed and changing nature of our work, with a special focus on developing a culturally competent workforce capable of sensitively engaging with Indigenous people and culturally and linguistically diverse communities.

Duties

We have an immediate need for an ongoing APS 5 role in the Collect and Acquire Section. This role provides the right candidate the opportunity to use, procure and train in the use and planning of audio visual equipment specifically to support the National Library's Oral History program.

You will coordinate work related to the technical production and preservation of the Library's archival audio-visual, Oral History and other sound recording collections.

The role has people, program, and stakeholder management responsibilities, requiring engagement with staff across the Library and maintaining positive working relationships with a network of people and organisations external to the Library.

Eligibility

Candidates should be Australian citizens to be eligible for APS employment.

The preferred candidate will be required to successfully undergo a police record check and must be willing to disclose all relevant and required information.

Please read the Candidate Pack and the detailed role statement to learn more about the Branch, Section, and role. The role statement also provides the specialist/technical criteria that apply.

Notes

A merit pool will be created from this selection process that may be used to fill additional ongoing and non-ongoing vacancies that arise over the next 18 months.

We encourage and welcome applications from people with disability, First Nations Peoples, those from the LGBTIQA+ community, people from culturally and linguistically diverse backgrounds, those in the veteran community and mature age people.

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About the National Library of Australia

To Apply

Position Contact	Michael Watson, (02) 6262 1629
Agency Recruitment Site	https://www.nla.gov.au/about-us/jobs-library

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Agriculture, Water and the Environment

Vacancy VN-0728322

Bureau of Meteorology

Closing Date: Wednesday 30 August 2023

Enterprise Services
Organisational Development

Job Title	Transformation Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	\$84,670 - \$96,267
Classification	APS Level 6
Position Number	60014602
Agency Website	

Job Description <https://bomcareers.nga.net.au/?jati=F3E89B3C-2B6B-BD86-643B-D1EBE7BE1129>

Duties

Position Overview:

We are looking for a capable organisational change management professional or other relevant role with change exposure to uplift and maintain the maturity of the Bureau's enterprise transformation capability. Working in the Enterprise Transformation team to drive actions to improve the Bureau's capability for transformation, this role will support the realisation of the Bureau's ambitious transformation agenda and improve the staff experience of change.

This role will work under the direction of the Enterprise Transformation Capability Lead to provide reporting and analysis of the Bureau's enterprise transformation outcomes, and drive actions to uplift enterprise transformation maturity and address enterprise transformation risks.

This role will build and maintain relationships with key business areas and stakeholders for transformation to deliver on the Bureau's transformation agenda. This role will also build relationships with embedded and deployed transformation resources across the Bureau to collect business intelligence and consult on improvements for the application of the enterprise transformation framework.

This role will work to improve and maintain the Bureau's enterprise transformation framework, tools, templates, and reports. This will include work to establish and embed an end-to-end transformation governance approach that engages with new projects at initiation, assures transformation outcomes are met through delivery, and that lessons are captured following realisation of benefits.

Experience working in government and familiarity with delivering projects with a customer/community impact is preferred.

Eligibility

Security Clearance:

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

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We

provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Nicholas Faulkner, 0424 360 766
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=F3E89B3C-2B6B-BD86-643B-D1EBE7BE1129

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Agriculture, Water and the Environment

Vacancy VN-0727993

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 11 September 2023

Enterprise Strategy & Governance
Communications and Media Branch Several

Job Title	Public Affairs Officer – Various positions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD
Salary	\$115,663 - \$145,856
Classification	Executive Level 1
Position Number	2023/625
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Enterprise Strategy and Governance Division is responsible for communication and media, governance, strategic planning, emergency responses, growing our Indigenous partnerships, corporate support, as well as appointments and parliamentary and ministerial services.

The Communication and Media Branch delivers strategic communication activities in support of the department and our minister for the benefit of the Australian community. This includes managing DAFF's social media strategy and social media presence, media support services, internal and corporate communication, production services including videography and photography, graphic design and branding, web publishing for external-facing departmental websites, and the development of campaign and non-campaign materials.

Duties

The Job

Positions are available across the branch, including the media team, social media team, and the external communication teams. Applicants may apply for any position in the branch if they have the necessary skills we are looking for.

Assistant Director, Media, primary duties will include but are not limited to:

- developing media content for the minister and department, including inquiry responses, talking points, speeches, scripts, and handling strategies
- leading media issues while building internal and external relationships
- participating in a shift roster including paid on-call and after hours work on a rotating basis
- providing strategic media advice to support DAFF's policies, programs, and objectives
- developing and implementing media strategies that align with our objectives
- coaching and supporting team members to develop their knowledge and experience
- developing networks with key journalists and media outlets
- identifying, organising and managing media events and interview opportunities as required
- providing support to the social media team in the production and delivery of social media content as required
- providing leadership within the team, branch and division
- building and sustaining productive and professional working relationships with team members, colleagues and business areas to support the delivery of priorities.

Assistant Director Social Media, primary duties will include but are not limited to:

- providing strategic social media advice and services to internal and external clients and stakeholders, including on establishment of any new channels
- embedding and maintaining DAFF's social media policy and instructional material
- developing and implementing social media strategies and monitoring and evaluating the outcomes
- liaising and negotiating with internal clients, stakeholders, industry, community, media and government organisations
- determining language, style, tone and spokespeople for all content
- identifying emerging trends and risks
- ensuring social media accounts and content align with DAFF's brand
- reporting regularly on the performance of our social media channels and preparing responses to parliamentary questions.

Assistant Director External Communication, primary duties will include but are not limited to:

- Managing communication accounts for clients across the department
- Providing strategic communication advice to support the department's policies, programs, and objectives

- Developing and implementing communication strategies that align with the objectives of the department
- Writing and editing communication material for a range of audiences and mediums to a high professional standard
- Analysing research to develop and implement communication solutions
- Providing leadership within the team and Communication and Media Branch
- Building and sustaining productive relationships with team members, colleagues and program areas to support the delivery of departmental priorities.
- Supervising staff and coaching and supporting other team members to develop their knowledge and experience
- Some roles may also involve biosecurity crisis communication preparedness and response activities including development and coordination of national communication material.

A merit list of suitable applicants will be created from this recruitment round.

Flexible Work arrangements

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

Please note: this recruitment process may be used to fill both ongoing and non-ongoing positions. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 12 months with the possibility of extension up to a maximum period of 18 months in total. Should a non-ongoing position become ongoing then the merit pool established through this selection process, may be used to fill the vacancy on an ongoing basis. The merit pool may also be used to fill future ongoing and non-ongoing vacancies where the duties are of a similar nature.

What we are looking for

Knowledge and experience

Assistant Director Media - The successful applicants will have:

- completed a media cadetship or relevant communication/journalism/public affairs tertiary education, or 8 years' relevant work experience in a relevant field for media management.
- demonstrated experience in building and sustaining productive relationships with the ability to negotiate confidently with a range of stakeholders, including ministers' officers and senior executives.

Assistant Director Social Media - The successful applicants will have:

- completed relevant communication/journalism/public affairs tertiary education, or 8 years' relevant work experience in communication roles, with some of that focusing on social media.
- proven experience in developing and implementing social media strategies.
- proven experience in managing projects from start to finish, monitoring project progress and adjusting plans and activities as required.

Assistant Director External Communication - The successful applicants will have:

- completed a media cadetship or a relevant communications/journalism/public affairs degree or diploma or 8 years' relevant work experience.
- demonstrated experience in building and sustaining productive relationships with the ability to negotiate confidently with a range of stakeholders, including ministers' officers and senior executives.

Eligibility

Eligibility and other requirements

Citizenship - To be eligible for employment with the Department of Agriculture, Fisheries and Forestry you must be an Australian citizen.

Security Clearance - These positions require a minimum 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

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	Megan Scott, 0431 903 470
Agency Recruitment Site	www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0728391

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 30 August 2023

Biosecurity Plant and Science Services
Science and Surveillance Northern Australia Quarantine Strategy

Job Title	Data Systems Engineer
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - ACT ACT, Various locations - WA WA, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - SA SA
Salary	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2023/2314
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Biosecurity Plant and Science Services Division (BPSSD) safeguards Australia's plant health status to achieve, maintain and expand overseas markets, while protecting the economy and environment. The division includes four branches, which together focus on providing scientific analysis and technical advice, facilitating the safe importation of plants and plant products, improving systems, market access, capacity building and stakeholder engagement. The division provides diagnostics, with advice on biosecurity risk and measures, and biosecurity training. The division conducts surveillance and response at first points of entry and approved arrangements sites nationally, and delivers plant, animal, and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy (NAQS).

NAQS is a program of the Department of Agriculture, Fisheries and Forestry which operates across coastal northern Australia from Broome in Western Australia to Cairns in Queensland and includes the Torres Strait.

NAQS contributes to the delivery of national biosecurity objectives through:

- identifying and evaluating the unique quarantine risks facing northern Australia
- developing and implementing measures for the early detection of targeted pests, diseases, and weeds
- contributing to national and international initiatives relating to pest and disease surveillance
- managing the biosecurity aspects of border movements through the Torres Strait
- community engagement and liaison.

The Plant/Animal Health Surveillance team within NAQS is responsible for evaluating potential pathways for exotic pests and diseases entering and establishing in northern Australia, designing, and implementing risk-based surveillance for the early detection of targeted pests and diseases, and assists with the risk assessment process related to the movement of animal and plant products through Torres Strait.

The Job

In this role, you will use analytical, technical and client facing skills to execute high quality data-related projects for the NAQS Plant and Animal Health Surveillance team. Our program is currently transitioning from various legacy and flat file systems to a cloud data platform to improve the surveillance capability of Northern Australia. You will bring significant experience in delivering business intelligence platforms including significant experience with Azure technologies, Business Intelligence and Data profiling skillsets (DAX, MDX, Power Query, SQL, Python). Experience across the Azure technology stack (Azure Data Factory, SSIS, storage and Data Lake design) and knowledge of common data sources (SQL Server/Synapse & NOSQL database) is required. Lastly, you'll be familiar with data modelling and have experience creating dimensional models to support high performing dashboards.

Key responsibilities include:

- Design, create and manage an Animal Health database (SQL), ensuring accurate and high-quality data, including:
- Data warehousing principles, including data architecture, modelling, database design, and performance optimisation best practices.
- working closely with SSG technical (plant/animal health) and data teams to ensure business requirements are understood and met

- building group data assets and pipelines from scratch, by integrating large quantities of data from disparate sources (internal and external)
- Implementation of governance and data quality initiatives, taking into account dependencies with other data projects, systems and policies, including monitoring of software processes, validation of data sources, and regular documentation (e.g., data flow diagrams)
- Supporting analytics solutions to be productionised, including deployment, automation, orchestration, monitoring, and logging. Preferably with an ETL tool e.g., Azure Data Factory and Azure Databricks
- Develop and support the data infrastructure (Data Lake & DataMarts and Dashboards)
- Ensure database methodology is fit for purpose and future-proofed for emerging technologies (ie. Computer vision applications and Large Language Model implementation)
- Assist the Geospatial Surveillance Information Management system (GSIMS) project team with the integration/migration of the NAQS Animal Health database (SQL), to a to geospatial solution, GSIMS
- Participate in project planning, design and execution as required

Duties

What we are looking for

Knowledge and experience

- A solid understanding of data management principles and a capacity to evaluate and improve upon existing data management systems (essential).
- Experience in developing automated pipelines from data tools and surveillance systems (essential).
- Cloud experience (especially Azure), building and delivering solutions in a controlled environment using CI/CD tooling and software delivery tools like Azure DevOps
- Knowledge of relational normalised database concepts and experience with SQL (Microsoft Server) (essential).
- Prior experience implementing scripted solutions (R or Python) to wrangle and clean data within a Databrick cloud environment (essential).
- Experience working with APIs to bring external data to internal systems.
- Experience working with web-apps.
- Knowledge and experience with implementation of Large Language Models (desirable).
- Knowledge of spatial analysis, GIS and Esri tools (desirable).
- Knowledge of Australia's biosecurity system, including surveillance (desirable).

Skills and capabilities

- A proven record of delivering results in accordance with project management principles.
- Competency in operating a range of standard computing tools.
- The ability to engage effectively with people at differing levels of competency to deliver training and technical support.
- Strong interpersonal, communication and relationship building skills with a diverse client group across all levels.
- Ability to work under pressure, prioritise and manage time effectively, supporting a small team to achieve its collective goals.
- Self-motivated, demonstrating initiative, adaptability, and problem-solving abilities with limited need to escalate.
- High level teamwork skills supporting team synergy and cohesiveness to collectively achieve team goals.

Desirable qualifications

Whilst not mandatory a qualification in information technology or database design would be desirable. A background in biological sciences, epidemiology, biostatistics, or other statistical/mathematical sciences would be advantageous

Eligibility

Eligibility and other requirements

Citizenship - To be eligible for employment with the Department of Agriculture, Fisheries and Forestry 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.

Notes

Please note

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Darren Peck, 0438 838 043
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0728397

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 30 August 2023

Biosecurity Plant and Science Services
Science and Surveillance NAQS

Job Title	NAQS Plant Policy Officer
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA, Various locations - VIC VIC, Various locations - ACT ACT, Various locations - WA WA, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - NT NT
Salary	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2023/1677
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Biosecurity Plant and Science Services Division (BPSSD) safeguards Australia's plant health status to achieve, maintain and expand overseas markets, while protecting the economy and environment. The division includes four branches, which together focus on providing scientific analysis and technical advice, facilitating the safe importation of plants and plant products, improving systems, market access, capacity building and stakeholder engagement. The division provides diagnostics, with advice on

biosecurity risk and measures, and biosecurity training. The division conducts surveillance and response at first points of entry and approved arrangements sites nationally, and delivers plant, animal, and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

NAQS is a program of the Department of Agriculture, Fisheries and Forestry which operates across coastal northern Australia from Broome in Western Australia to Cairns in Queensland and includes the Torres Strait.

NAQS contributes to the delivery of national biosecurity objectives through:

- identifying and evaluating the unique quarantine risks facing northern Australia
- developing and implementing measures for the early detection of targeted pests, diseases, and weeds
- contributing to national and international initiatives relating to pest and disease surveillance
- managing the biosecurity aspects of border movements through the Torres Strait
- community engagement and liaison.

The Job

The NAQS plant policy position contributes to five primary areas with tasks undertaken on a negotiated, priority basis.

The five areas are:

- Reporting, communication and engagement,
- Scientific and project staff management,
- Technical and operational project management,
- Plant health surveillance policy development, and risk assessment.

Specific tasks include progressing strategic plant health biosecurity projects, coordinating the reporting of new plant pest detections, and working closely with the project officers to fulfil NAQS plant health surveillance objectives.

Duties

What we are looking for

Knowledge and experience

The successful applicant will have:

- experience working with/leading multi-disciplinary teams
- a demonstrated understanding of the scientific, technical, and strategic aspects of biosecurity surveillance (preferably as they relate to northern Australia).
- a demonstrated capacity to communicate effectively with diverse stakeholder groups which may include government representatives, farmers, traditional owners, ranger groups and other landholders
- an understanding of plant biosecurity threats to northern Australia and the policy/governance framework/s that supports detection and mitigation of these risks.

Skills and capabilities

The successful applicant will possess:

- demonstrated team leadership and staff supervisory skills
- demonstrated project coordination skills including the ability to think strategically and strong planning, reporting and data management skills
- strong verbal, written and inter-personal communication skills and the ability to communicate to a diverse range of audiences
- a demonstrated ability to build relationships with a diverse array of stakeholders
- a demonstrated ability to manage competing work priorities, to respond quickly to short term tasks and plan for longer term goals.

Eligibility

Mandatory qualifications

A tertiary qualification in biological science, environmental science or agriculture and demonstrated relevant experience (2 years minimum-preferred).

Eligibility and other requirements

Citizenship - To be eligible for employment with the Department of Agriculture, Fisheries and Forestry 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.

Notes

Please note

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Darren Peck, 0438 838 043
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0728420

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 11 September 2023

Portfolio Strategy and Services Group
Communication & Media Various

Job Title	Communications Officer, Media Officer, Social Media Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	\$72,002 - \$85,960
Classification	APS Level 4;APS Level 5
Position Number	2023/610
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Enterprise Strategy and Governance Division is responsible for communications and media, governance, strategic planning, emergency response, growing our Indigenous partnerships and corporate support, as well as appointments, parliamentary and ministerial services.

The Communication and Media Branch delivers internal and corporate communication and strategic communication activities in support of the department and our minister, for the benefit of the Australian community. This includes managing the department's social media strategy and social media presence, media support services across the department and for our minister's office, production services including graphic design and branding, Web publishing for external-facing departmental websites, and the development of campaign and non-campaign materials.

Duties

The Job

Positions are available across the branch, including the media team, social media team, and the external communication teams. Applicants may apply for any position in the branch if they have the necessary skills we are looking for.

Media Officer – working with direction, primary duties will include but are not limited to:

- Producing media content for clients across the department.
- Supporting the implementation of media strategies that align with the objectives of the department.
- Writing and editing departmental and ministerial media releases, speeches and scripts.
- Supporting media events and interview opportunities as required.
- Supporting productive and professional relationships with colleagues, and stakeholders on the delivery of departmental priorities.
- Undertaking team administrative tasks, including records and inbox management as required.

Social Media Officer - primary duties will include but are not limited to:

- Writing and editing social media content to a professional standard.
- Supporting productive and professional relationships with colleagues, and stakeholders on the delivery of departmental priorities.
- Undertaking team administrative tasks, including records and inbox management as required.

Communications Officer – working with direction, primary duties will include but are not limited to:

- With direction, supporting the implementation of communication plans.
- Writing a broad range of communication materials, drawing information from a range of sources.
- Liaising with stakeholders, including other enabling services and suppliers such as graphic designers, video production, web design and publication.
- Channel management and scheduling including assisting with the development and publication of corporate content for the department's intranet.
- Undertake research and analysis of issues relevant to client area work as required.
- Supporting productive and professional relationships with colleagues, and stakeholders on the delivery of departmental priorities.
- Undertaking team administrative tasks, including arranging and support meetings, events and working groups, records and inbox management as required.

A merit list of suitable applicants will be created from this recruitment round.

Flexible Work arrangements

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

Please note: this recruitment process may be used to fill both ongoing and non-ongoing positions. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 12 months with the possibility of extension up to a maximum period of 18 months in total. Should a non-ongoing position become ongoing then the merit pool established through this selection process, may be used to fill the vacancy on an ongoing basis. The merit pool may also be used to fill future ongoing and non-ongoing vacancies where the duties are of a similar nature.

What we are looking for

Skills and capabilities

Media Officer will have:

- Ability to prepare materials for public relations or public communications.
- Good written and verbal communication skills with a keen eye for detail.
- Sound judgement.
- Strong organisational skills, including the ability to prioritise and complete a range of projects and activities within set timeframes.
- Ability to build good relationships, including communicating confidently with a range of stakeholders and clients whilst working collaboratively within the team and branch.

Social Media Officer will have:

- Good written and verbal communication skills with a keen eye for detail.
- Flexibility, initiative, sound judgment and strong organisational skills.
- Ability to work effectively in a small team to meet tight deadlines and high workloads.
- Ability to build good relationships, including communicating confidently with a range of stakeholders and clients whilst working collaboratively within the team and branch.

Communications Officer will have:

- A good understanding, or the ability to quickly gain a good understanding, of the relevant work environment and its relevant legislative, regulatory and compliance frameworks.
- Good written and verbal communication skills with a keen eye for detail.
- Ability to build good relationships, including communicating confidently with a range of stakeholders and clients whilst working collaboratively within the team and branch.
- Experience in, or the willingness to learn sharepoint publishing.
- Strong organisational skills with the ability to work effectively as part of a team.

Knowledge and experience

Media/Social Media Officer

The successful applicants will have completed a media cadetship or a relevant communications/journalism/public affairs degree or diploma OR have work experience in a relevant field for media management.

Communications Officer

The successful applicants will have completed a relevant communications/journalism/public affairs degree or diploma OR have experience in a relevant field for communication management.

Eligibility

Eligibility and other requirements

Citizenship - To be eligible for employment with the Department of Agriculture, Fisheries and Forestry 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

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	Rozana Gilbert, 0406 602 705
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0728515

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 11 September 2023

Portfolio Strategy and Services Group
Communication and Media Branch Various

Job Title	Senior Media Officer and Senior Communications Officers – Various positions
Job Type	Full-Time; Part-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Hobart TAS, Adelaide SA, Perth WA, Darwin NT
Salary	\$91,057 - \$103,642
Classification	APS Level 6
Position Number	2023/611
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Enterprise Strategy and Governance Division is responsible for communications and media, governance, enterprise planning and corporate support, as well as parliamentary, appointments and ministerial services.

The Communication and Media Branch delivers corporate communication and strategic communication activities in support of the department and our minister, for the benefit of the Australian community. This includes managing the department's social media strategy and social media presence, media support services across the department and for our minister's office, production services including video, graphic design and branding, web publishing for external-facing departmental websites, and the development of campaign and non-campaign materials.

Duties

The Job

Positions are available across the branch, including the media team, social media team, and the external communication teams. Applicants may apply for any position in the branch if they have the necessary skills we are looking for.

Senior Media Officer primary duties will include but are not limited to:

- Producing media content for clients across the department.
- Providing strategic media advice to support the department's policies, programs, and objectives.
- Developing and implementing media strategies that align with the objectives of the department.
- Providing leadership within the team and broader Communication and Media Branch.
- Building and sustaining productive relationships with team members, colleagues, and program areas to support the delivery of departmental priorities.
- Writing and editing departmental and ministerial media releases and speeches.
- Responding to media inquiries and developing networks with key journalists and media outlets.

- Creating and running media events and interview opportunities as required.

Senior Communications Officer primary duties will include but are not limited to:

- Providing strategic advice and services to clients on communication issues.
- Leading internal and external communication projects with minimal direction.
- Developing and implementing communication and promotion plans and monitoring and evaluating the outcomes.
- Advise stakeholders regarding communications approaches and strategies.
- Brief enabling services and suppliers such as graphic designers, video production, web design and editors.
- Writing and editing a broad range of communication materials, drawing information from a range of sources.
- Liaising and negotiating with internal clients and stakeholders, as well as the broader communication branch.

A merit list of suitable applicants will be created from this recruitment round.

Flexible Work arrangements

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

Please note: this recruitment process may be used to fill both ongoing and non-ongoing positions. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 12 months with the possibility of extension up to a maximum period of 18 months in total. Should a non-ongoing position become ongoing then the merit pool established through this selection process, may be used to fill the vacancy on an ongoing basis. The merit pool may also be used to fill future ongoing and non-ongoing vacancies where the duties are of a similar nature.

What we are looking for

Knowledge and experience

Senior Media Officer

The successful applicants will have completed a media cadetship or a relevant communications/journalism/public affairs degree or diploma or have extensive work experience in a relevant field for media management.

Senior Communications Officer

The successful applicants will have completed a relevant communications/journalism/public affairs degree or diploma or have extensive experience in a relevant field for communication management. **Eligibility**

Eligibility and other requirements

Citizenship - To be eligible for employment with the Department of Agriculture, Fisheries and Forestry 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

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	Victoria Laird, 0415 491 894
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0728521

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 13 September 2023

Exports & Veterinary Services
Veterinary & Export Meat Live Animals

Job Title	Veterinary Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Darwin NT, Melbourne VIC, Mickleham VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$95,381 - \$124,609
Classification	APS Level 6
Position Number	2023/2398
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Veterinary and Export Meat Branch (VEMB) undertakes regulatory functions by providing inspection and certification for the export of meat, meat products and the import and export of live animals and reproductive material in order to meet importing country requirements and Australian legislative requirements.

The Live Animal Section provides veterinary and technical assessments, inspections and certification for live animals and animal genetic material. Officers within the Live Animal section complete activities at regional offices, airports, seaports and third-party premises around Australia. The teams comprise Principal Veterinary Officers, Senior Veterinary Officers, Regional Veterinary Officers, Biosecurity Officers, and Administration Officers. With the Live Animal team, you will be using your authority under the Export Control Act 2020 and Biosecurity Act 2015 to ensure compliance with Australian and international biosecurity requirements.

The department recognises the importance of mental wellbeing and the prevalence of mental health issues within the veterinary workforce. We take a proactive approach to the support and advocacy of mental health with a range of wellbeing and mental health resources, information and tools available to promote good mental wellbeing.

Duties

The Job

As a Live Animal Veterinary Officer you will:

- work both independently and collaboratively as a team with Veterinary Officers, Biosecurity Officers and other departmental staff
- assess and process export and import applications and supporting documents for live animals and animal reproductive materials
- ensure compliance with legislation and policy
- communicate proactively and effectively (verbal and written) with internal and external stakeholders, including regulated entities
- maintain accurate digital and manual records
- be part of an on-call roster to assist internal and external stakeholders with any afterhours enquiries over the phone or in person
- audit and approve properties for horse, avian, zoo and livestock export consignments, third party isolation premises and artificial breeding centres
- manage the biosecurity risk associated with illegally or accidentally imported animals
- perform veterinary health checks of livestock (in particular those exported by sea) and companion animals, supervise sampling of imported horses and collect samples from imported poultry
- travel to assist other regions cover staff shortages (e.g., leave) or operational needs
- contribute to continuous improvement, such as the development and review of training material and the support of new starters to the team.

Please note that this recruitment process will be used to fill a current vacancy in Darwin. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill possible future ongoing and non-ongoing vacancies in Melbourne (including at the Post-Entry Quarantine facility at Mickleham), Brisbane, Townsville, Perth and Sydney.

Information Session

We will be holding an online information session on 31 August 2023 where there will be a presentation on the role and an opportunity to ask questions. Veterinary Officers will be online to answer questions about the role. Please register by emailing Miriam Canning at Miriam.Canning@aff.gov.au or by calling on 07 3246 8637.

Eligibility

What we are looking for

Knowledge and experience

- Knowledge of, or an interest in, veterinary public health.
- Knowledge of, or the ability to quickly acquire knowledge of, the principles that underpin Australia's biosecurity requirements and export regulations for live animals and reproductive material.

Mandatory qualifications

To be considered for these positions you must have a veterinary degree from an Australian university or equivalent veterinary qualification recognised in Australia. You must be registered, or eligible for registration, with the relevant Australian state/territory veterinary board and you must maintain this registration whilst employed by the department.

Eligibility and other requirements

The successful applicant must:

- hold and maintain a valid Australian motor vehicle drivers licence
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work
- note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours
- note that you will be required to perform occasional out-of-hours and weekend work
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- note that the role will involve some interstate and intrastate travel to assist other regions to cover staff shortages (e.g. leave) or operational needs.

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	Miriam Canning, 07 3246 8637
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0728511

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

Closing Date: Tuesday 29 August 2023

Legal
Corporate, Climate Change and Energy Information Law

Job Title	Freedom of Information (FOI) Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/2888
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=77E11828-7B58-F67C-53CC-D1E9CC48091C>

Who we are

The Legal Division is managed by the Chief Counsel and is comprised of both lawyers and non-lawyers. Together we are responsible for all legal services and advice required by the department. We partner with the business areas of the department, the Executive, and the Secretary to identify and manage legal risk across the department and facilitate excellent legal outcomes for our clients. As a member of the Division, you will have a key role in growing this department which has been established to deliver on matters which are at the forefront of our national agenda. You will be involved in interesting and important work which may span environment protection, energy, climate change and heritage, and on-ground operations in Commonwealth national parks and Antarctica.

Work we do includes:

- providing legal advice on a broad range of issues including statutory interpretation and administrative law, regulatory actions and investigations and commercial work and funding activities
- managing the department's litigation across a broad range of matters including merits review, judicial review, commercial disputes, and Work Health and Safety matters, in a range of Courts and Tribunals
- developing legal risk and mitigation strategies, particularly in areas of novel or complex work
- developing and coordinating legislation bids and processes, including drafting instructions for the department's ambitious legislative reform agenda
- developing legal guidance resources and delivering training for the department
- coordinating freedom of information requests and providing privacy advice
- providing administrative and financial support services to the Division.

The Legal Division operates in a fast paced, exciting environment. We focus on ensuring our staff are supported and developed so that they are in the best position to take on the challenges of the work. We provide competitive conditions and remuneration and provide opportunities for staff to both specialise and diversify their skills, while learning from and being supported by highly skilled senior staff.

The Corporate, Climate Change & Energy Branch is made up of four sections: Information Law, Commercial Law, Climate Change & Energy Legal, and the Legal Strategy & Coordination team. The Branch is responsible for advising on all information law and commercial law matters, corporate advising, and statutory and administrative law advice to the Climate Change & Energy groups. The Branch is also responsible for practice management support to the Division, including recruitment, managing the Divisional budget and the procurement of external legal services.

The Information Law team provides advice on information law issues to all areas of the department.

The team is responsible for:

- managing and advising on Freedom of Information requests including internal reviews and reviews by the Information Commissioner
- providing advice on privacy issues, including the assessment and provision of advice on privacy breaches and complaints
- providing advice on protected information and confidential information matters
- advising on scope and public interest immunity claims in the context of Orders for Production of documents.

Duties

The Job

FOI Officers assist the department to manage its obligations under the Freedom of Information Act by processing requests for information in accordance with the Act and established procedures and guidelines. FOI Officers manage their own FOI case load of

more routine matters and assist the Senior FOI Officer and Assistant Director on more complex matters. The role requires regular communication with a wide range of staff within the department, Executive, Ministers' Offices and external stakeholders.

FOI Officers are required to:

- with broad direction, manage a case load of routine FOI requests and coordinate the department's response to each request within strict timeframes
- provide guidance to decision-makers and action officers on FOI matters
- prepare draft FOI documents, including correspondence and decisions
- support the Ministers' Offices and portfolio agencies, as required
- undertake other duties as required, including contributing to branch projects
- contribute to the delivery of departmental training on FOI.

Eligibility

What we are looking for

Knowledge and experience

Relevant experience in FOI, case management, or legislative compliance is desirable but not essential. An understanding of the department's operations and strategic environment is also preferred, but not essential. This role does not require legal experience.

The department is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees, and carers.

Skills and capabilities

The successful candidate will have:

- high level coordination, organisation and time management skills, with the ability to multi-task, prioritise and meet deadlines
- excellent interpersonal skills including the ability to build productive relationships with a range of internal and external stakeholders
- an ability to keep accurate records and update relevant databases
- strong written and verbal communication skills
- demonstrated judgement and professionalism
- the ability to work autonomously as well as part of a small fast-paced team.

Eligibility and other requirements

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

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

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

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

To Apply

Position Contact	Paul Grutt, 02 6272 5051
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=77E11828-7B58-F67C-53CC-D1E9CC48091C

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Agriculture, Water and the Environment

Vacancy VN-0728512

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

Closing Date: Tuesday 29 August 2023

Legal
Corporate, Climate Change and Energy Information Law

Job Title	Senior Freedom of Information (FOI) Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/2887
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=275788F9-7A46-2457-535E-D1E9CC3EB0B3>

Who we are

The Legal Division is managed by the Chief Counsel and is comprised of both lawyers and non-lawyers. Together we are responsible for all legal services and advice required by the department. We partner with the business areas of the department, the Executive, and the Secretary to identify and manage legal risk across the department and facilitate excellent legal outcomes for our clients. As a member of the Division, you will have a key role in growing this department which has been established to deliver on matters which are at the forefront of our national agenda. You will be involved in interesting and important work which may span environment protection, energy, climate change and heritage, and on-ground operations in Commonwealth national parks and Antarctica.

Work we do includes:

- providing legal advice on a broad range of issues including statutory interpretation and administrative law, regulatory actions and investigations and commercial work and funding activities
- managing the department's litigation across a broad range of matters including merits review, judicial review, commercial disputes, and Work Health and Safety matters, in a range of Courts and Tribunals
- developing legal risk and mitigation strategies, particularly in areas of novel or complex work
- developing and coordinating legislation bids and processes, including drafting instructions for the department's ambitious legislative reform agenda
- developing legal guidance resources and delivering training for the department
- coordinating freedom of information requests and providing privacy advice
- providing administrative and financial support services to the Division.

The Legal Division operates in a fast paced, exciting environment. We focus on ensuring our staff are supported and developed so that they are in the best position to take on the challenges of the work. We provide competitive conditions and remuneration and provide opportunities for staff to both specialise and diversify their skills, while learning from and being supported by highly skilled senior staff.

The Corporate, Climate Change & Energy Branch is made up of four sections: Information Law, Commercial Law, Climate Change & Energy Legal, and the Legal Strategy & Coordination team. The Branch is responsible for advising on all information law and commercial law matters, corporate advising, and statutory and administrative law advice to the Climate Change & Energy groups. The Branch is also responsible for practice management support to the Division, including recruitment, managing the Divisional budget and the procurement of external legal services.

The Information Law team provides advice on information law issues to all areas of the department.

The team is responsible for:

- managing and advising on Freedom of Information requests including internal reviews and reviews by the Information Commissioner
- providing advice on privacy issues, including the assessment and provision of advice on privacy breaches and complaints
- providing advice on protected information and confidential information matters
- advising on scope and public interest immunity claims in the context of Orders for Production of documents.

Duties

The Job

Senior FOI Officers assist the department to manage its obligations under the Freedom of Information Act by processing requests for information in accordance with the Act and established procedures and guidelines. Senior FOI Officers manage their own FOI case load and assist the Assistant Director on more complex matters. The role requires regular communication with a wide range of staff within the department, Executive, Ministers' Offices, and external stakeholders.

Senior FOI Officers are required to:

- with limited direction, manage a case load of routine and moderately complex FOI requests and coordinate the department's response to each request within strict timeframes
- provide guidance to decision-makers and action officers on FOI matters, including actively participating in meetings
- prepare draft FOI documents, including correspondence and decisions
- assist the Ministers' Offices and portfolio agencies, as required
- undertake other duties as required, including contributing to branch projects

- mentor junior staff in the team, including FOI Officers
- prepare guidance and other training materials and contribute to the delivery of departmental training on FOI.

Eligibility

What we are looking for

Knowledge and experience

Relevant experience in FOI, case management, or legislative compliance is highly desirable. An understanding of the department's operations and strategic environment is also preferred, but not essential. This role does not require legal experience.

The department is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees, and carers.

Skills and capabilities

The successful candidate will have:

- a high standard of attention to detail, ability to meet deadlines and manage their workload efficiently and effectively
- an ability to keep accurate records and update relevant databases
- excellent communication skills and the ability to build and maintain effective relationships and networks with both internal and external stakeholders
- a demonstrated ability to use professional judgement and exercise strategic thinking in resolving issues proactively
- an ability to liaise with internal and external stakeholders to resolve matters in accordance with legislation and established procedures and guidelines.

Eligibility and other requirements

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

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

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

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

To Apply

Position Contact	Paul Grutt, 02 6272 5051
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=275788F9-7A46-2457-535E-D1E9CC3EB0B3

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Attorney-General's

Vacancy VN-0728439

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Wednesday 30 August 2023

Corporate
Chief Operating Officer Workforce Capability and Assurance

Job Title	HR Advisor - Pay and Conditions
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$79,234 - \$84,019
Classification	APS Level 5
Position Number	50005202
Agency Website	https://www.acic.gov.au/

Job Description

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

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, an Attorney General's Portfolio agency, and a member of the Five Eyes Law Enforcement Group.

The ACIC is at the forefront of tackling serious and organised crime targeting Australia, both within our borders and offshore. Our staff operate against a pervasive, transnational and globalised criminal threat, and work hard to realise an Australia hostile to criminal exploitation. As a small agency that makes a real impact on serious and organised crime, we need talented and dedicated people who are intelligent, highly capable and seeking to make a difference to the lives of all Australians.

About the branch

Workforce Capability and Assurance provides a key enabling function, supporting the development of agency capability and providing the agency with the assurance that it continues to meet its legislative obligations. The branch is responsible for the delivery of all human resource and people strategies, as well as protecting the agency, its people and its capabilities through an integrated protective security and integrity function. Workforce Capability and Assurance supports employee wellbeing, as well as provides critical support to intelligence operations by overseeing the agency's use of certain powers, ensuring legislative compliance and contributing to operational outcomes.

About the role

The HR Advisor Pay and Conditions is responsible for a range of activities related to employee pay, superannuation, terms and conditions of employment. This includes providing expert advice and guidance to staff, and resolving complex pay-related enquiries.

The HR Advisor Pay and Conditions takes a lead role in prioritising the work of the team, and undertaking quality and assurance activities. With knowledge of SAP, or the ability to quickly obtain this knowledge, the HR Advisor Pay and Conditions produces regular employee-related reporting, and is responsible for all pay run processes.

Duties

Our ideal candidate

- Demonstrates experience and knowledge of payroll processing
- Demonstrates accurate interpretation and application of employment legislation, policy and guidelines
- Has highly developed oral and written communication skills
- Demonstrates strong team skills with the ability to prioritise work.

Eligibility

- If this role is being advertised as ongoing and non-ongoing, it may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of 3 years.
- 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. For further information, contact the Recruitment Team.
- The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain, or continue to hold, the required security clearance for this role. All ACIC employees are required to hold a minimum Negative Vetting 1 security clearance, unless otherwise specified.
- All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. This requires the applicant to undergo character and background screening, and participate in a psychological assessment. Please refer to our Character Standards for further information.
- To be eligible to work at the ACIC, you must be fully vaccinated against COVID-19. Being fully vaccinated ensures the health and safety of all employees, and the Australian community. Satisfactory proof of vaccination status will be required before you are able to commence employment with the ACIC.

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2016–2019 and Determination 2022/1 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Amanda, 02 6268 7427
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0728442

Australian Federal Police

Closing Date: Tuesday 29 August 2023

Southern Command Commander Operations

Job Title	Senior Team Member - Finance, Procurement & Commercial Support
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$102,927 - \$113,563
Classification	APS Level 6; Executive Level 1
Position Number	12072
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/12072/>

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:

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

- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Senior Team Member - Finance, Procurement & Commercial Support.

As the Senior Team Member you report to and work under the broad direction of the Team Leader Finance, Procurement & Commercial Team. You are responsible for supporting the delivery of financial policy advice, management accounting and reporting, asset management, fleet services and facilities services aligned with the Command Corporate Services Unit (CCSU) service offer. You are responsible for working collaboratively with the Command Executive, the Chief Financial Officer Portfolio and your team to drive and support efficient, effective and compliant financial and commercial services across the region.

You will provide advice and subject matter support to the Command management team and other key stakeholders to manage their finance and commercial commitments.

You are dynamic and flexible in your approach to day-to-day work, have the ability to prioritise and multi-task, engaging multiple stakeholders and corporate centres of excellence to deliver high-level outcomes to foster a positive reputation and trust in the team.

You are a motivated, skilled and client-focused professional, who is forward thinking in delivering high calibre services to achieve desired outcomes. You work autonomously with minimal supervision, providing corporate services as a subject matter expert to a diverse range of stakeholders including Command Executives and frontline staff.

You develop and mentor team members, adopt change and influence behaviours that lead to a supportive culture that respects the perspectives, talents and values of each individual consistent with the AFP values, AFP Core Leadership Continuum, AFP Corporate Plan and your Performance Development Agreement.

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

What will you do?

As a Senior Team Member, your responsibilities include the following:

- Working collaboratively with the Command Executive, Chief Finance Officer Portfolio, and national teams to effectively undertake finance, procurement and commercial services.
- Development and oversight of the Command's budget, and provision of forecasting and analysis to inform decision making.
- Managing and delivering end of month processes and internal reporting to ensure data and reporting accuracy in accordance with statutory reporting obligations, including the analysis and presentation of financial information to support Command decision making.
- Ensuring the integrity of the AFP's financial information in SAP and compliance with statutory reporting requirements, including maintaining the accuracy of the AFP's general ledger.
- Provision of insightful and trusted advice to a diverse range of senior stakeholders and frontline clients.
- Proactively engaging with cost centre owners and relevant stakeholders across the Command to provide targeted and relevant financial advice and support.
- Overseeing asset management activities, including stocktakes, asset disposal and annual asset replacement budget bids.
- Overseeing procurement activities, including the provision of support for low-value and high-value spending proposals.
- Overseeing the coordination of fleet services, including servicing, fuel cards, insurance claims, parking and infringements.
- Overseeing the delivery of facility services, including spatial planning, and accommodation projects.
- Challenging existing work practices to gain efficiencies and benefits to the Command and the broader AFP.

- Maintaining contemporary knowledge and subject matter expertise through ongoing professional development and learning opportunities outside the formal education process to ensure you are able to effectively undertake your duties and are up to date on relevant changes to procedures and policies.

Eligibility

Essential Requirements

- Must be an Australian citizen.
- Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Formal qualifications and/or extensive professional experience and knowledge in a Finance role.
- Demonstrated experience in providing financial consultancy and partnership support to senior management teams.
- High-level communication and stakeholder management skills.
- Demonstrated experience in the development of team members and fulfilling a guiding, mentoring and advisory role.

Desirable Requirements

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

- Existing or working towards relevant professional qualifications (CA/CPA) will be highly regarded, but not essential.

Notes

This position is an AFP Band level 6

This advertisement is to create a merit pool for future ongoing or non-ongoing vacancies arising over the next 12 months.

COVID - 19 Mandate

AFP employees are required to have received a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used). Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the Recruitment Team if you wish to discuss the COVID-19 vaccine requirements further.

Commitment to Diversity & Inclusion

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

Find out more about how the AFP embraces [diversity and inclusion](#).

About the Australian Federal Police

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

To Apply

Position Contact	Mim Ashfaque, 0411 378 111
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12072/

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Attorney-General's

Vacancy VN-0728469

Australian Human Rights Commission

Closing Date: Monday 28 August 2023

Policy Security Group

Job Title	Administrative and Research Officer - Security Group
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$69,513 - \$76,955
Classification	APS Level 4
Position Number	N/A
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs>

The Australian Human Rights Commission partners and collaborates with other federal bodies to advance human rights and support inclusive and safe workplace cultures. The Commission's Security Group includes partnerships with the Australian Defence Force/Department of Defence (Defence), the Australian Federal Police (AFP) and Australian Border Force (ABF).

Duties

1. Provide comprehensive administrative assistance and office management for the Defence Collaboration Team, including:
 - a. diary management, arranging appointments and meetings
 - b. organising travel and accommodation arrangements and bookings for the team
 - c. database, file and record management (hardcopy and electronic), including data entry
 - d. coordination of communication such as correspondence and telephone calls, including drafting responses on behalf of the Director, taking minutes at meetings
2. Provide budget support, including processing paperwork, maintaining and acquiring office supplies and reconciling accounts.

3. Event management and logistics co-ordination for major meetings and internal Commission events as required.
4. Under direction, undertake research tasks including researching and analysing organisational policy documents, workforce and other data, research papers and media articles.
5. Other duties consistent with the above as requested.

Eligibility

1. Demonstrated ability to provide high-level executive and administrative support.
2. Very good organisational and administrative skills including technology/computer skills and the ability to work with minimal supervision, to set priorities and to meet deadlines.
3. Ability to conduct research and analyse policy issues and contribute to preparing reports on project activities and milestones.
4. Good interpersonal skills and the ability to contribute to building and maintaining positive relationships with internal and external stakeholders, as part of a team.
5. Excellent written communication skills including the ability to write clearly and effectively, for a wide range of audiences.
6. Very good oral communication skills, including the ability to:
 - a. communicate with members of the general public
 - b. liaise with senior representatives from government, civil society and business – as well as their Executive Assistants
 - c. communicate sensitively and effectively with people from a range of backgrounds.
7. Understanding of contemporary human rights issues within Australia.

Notes

About the Australian Human Rights Commission

To Apply

Position Contact	Leah Pitt, 0292849600
Agency Recruitment Site	https://humanrights.gov.au/about/jobs

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Attorney-General's

Vacancy VN-0728474

Australian Human Rights Commission

Closing Date: Monday 28 August 2023

Policy Security Group

Job Title	Policy Officer (planning and engagement)
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$85,826 - \$98,079
Classification	APS Level 6
Position Number	N/A
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs>

The Australian Human Rights Commission partners and collaborates with other federal bodies to advance human rights and support inclusive and safe workplace cultures. The Commission's Security Group includes partnerships with the Australian Defence Force/Department of Defence (Defence), the Australian Federal Police (AFP) and Australian Border Force (ABF). The Security Group forms part of the Sex Discrimination Commissioner's portfolio.

The Defence Collaboration Team is responsible for managing key projects arising from the collaborative partnership with Defence to support and improve cultural reform throughout Defence.

The Defence Collaboration Team is looking for an APS6 Policy Officer to perform the following duties in the strategy and engagement stream. The role will contribute to the Commission's work promoting a human-rights based approach to organisational cultural reform.

Duties

1. Work under limited direction to ensure the smooth preparation for external meetings, including liaison with internal and external stakeholders.
2. Plan and prepare quality submissions for high level meetings with a strategic purpose in mind, under the guidance of the strategy and engagement lead.
3. Draft quality briefing papers and talking points for Commission senior executives to ensure they are accurately and appropriately briefed and prepared for meetings.
4. Be responsible for the Defence Collaboration meeting cycle, including liaising with team members, external stakeholders and the Director.
5. Support research and planning for the strategy and engagement stream.
6. Organise and maintain all filing and other administrative systems that maximise the effectiveness of the strategy and engagement stream.
7. Other duties consistent with the above as required.

Eligibility

1. Excellent written and verbal communication skills with a track record of preparing clear and concise documents for senior colleagues.
2. Ability to undertake high level planning, administrative and organisational skills under limited direction.
3. Excellent strategic planning and time management skills including the ability to prioritise workloads to meet short- and long-term deadlines.

4. Well-developed relationship management skills, with the capacity to liaise positively and professionally with a range of internal and external stakeholders.

5. Proficient computer skills including in using MS Office, SharePoint and use of databases.

Desirable

- Experience writing briefing papers and talking points for high level executives.
- Experience or interest in communications.
- Research experience.

Notes

About the Australian Human Rights Commission

To Apply

Position Contact	Brenda Currie, 0292849600
Agency Recruitment Site	https://humanrights.gov.au/about/jobs

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Attorney-General's

Vacancy VN-0728475

Australian Human Rights Commission

Closing Date:Monday 28 August 2023

Policy Security Group

Job Title	Policy Officer (research)
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$85,826 - \$98,079
Classification	APS Level 6
Position Number	N/A
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs>

The Australian Human Rights Commission (Commission) partners and collaborates with other federal bodies to advance human rights and support inclusive and safe workplace cultures. The Commission's Security Group includes partnerships with the Australian Defence Force/Department of Defence (Defence), the Australian Federal Police (AFP) and Australian Border Force (ABF). The Security Group forms part of the Sex Discrimination Commissioner's portfolio.

The Defence Collaboration Team is responsible for managing key projects arising from the collaborative partnership with Defence to support and improve cultural reform throughout Defence.

The Defence Collaboration Team is looking for an APS6 Policy Officer (research). The role will contribute to the Commission's work promoting a human-rights based approach to organisational cultural reform.

Duties

1. Undertake research duties relating to a broad range of human rights and cultural reform issues within security institutions, in both domestic and international contexts.
2. Undertake field research including focus groups, consultations and interviews (some domestic travel may be required).
3. Prepare correspondence, speeches, reports, briefings and other materials.
4. Contribute to projects in accordance with decided goals, timelines and budget, as directed.
5. Maintain effective relationships with stakeholders, particularly within Defence.
6. Work collaboratively with internal stakeholders across the Commission in the planning, administration and conduct of the team's work and in the development and delivery of the Commission's identified goals and priorities.
7. Provide organisational and logistical support for activities conducted by the Defence Collaboration Team.
8. Other duties consistent with the above as directed.

Eligibility

1. A good understanding of Australia's international human rights obligations and contemporary human rights and social justice issues in Australia.
2. Excellent organisational skills, including the ability to work with minimal supervision, to set priorities, to meet deadlines, to work effectively in a small team and to respond and easily adjust to changing work demands.
3. Demonstrated ability in conducting research and policy analysis, including:
 - a. conducting desktop research (preferably into topics of relevance to human rights or cultural reform)
 - b. designing and undertaking field research, such as consultations with research participations or interviews with stakeholders
 - c. analysing and synthesising complex data (experience with statistical packages and tests and qualitative analysis software such

as NVivo is desirable)

d. writing reports to a high standard.

4. Well-developed relationship management skills, with a capacity to ensure that various stakeholder interests are recognised and managed positively and professionally.

5. Proficient computer skills including in using MS Office, SharePoint and use of databases.

Notes

About the Australian Human Rights Commission

To Apply

Position Contact	Leah Pitt, 0292849600
Agency Recruitment Site	https://humanrights.gov.au/about/jobs

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Attorney-General's

Vacancy VN-0728517

Australian Human Rights Commission

Closing Date:Monday 28 August 2023

Policy Security Group

Job Title	Senior Policy Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$107,355 - \$120,035
Classification	Executive Level 1
Position Number	N/A
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs>

The Australian Human Rights Commission (Commission) partners and collaborates with other federal bodies to advance human rights and support inclusive and safe workplace cultures. The Commission's Security Group includes partnerships with the Australian Defence Force/Department of Defence (Defence), the Australian Federal Police (AFP) and Australian Border Force (ABF). The Security Group forms part of the Sex Discrimination Commissioner's portfolio.

The Defence Collaboration Team is responsible for managing key projects arising from the collaborative partnership with Defence to support and improve cultural reform throughout Defence.

The Defence Collaboration Team is looking for a Senior Policy Officer with strong policy, research and analysis skills. The role will contribute to the Commission's work promoting a human-rights based approach to organisational cultural reform.

Duties

1. Provide high level strategic advice to the Defence Collaboration Team Director in relation to the Defence cultural reform work.
2. Critically analyse complex issues and undertake high quality research.
3. Undertake sensitive field research using focus groups, consultations and interviews.
4. Support project planning and evaluation capacity-building activities.
5. Provide feedback to senior personnel and team members in a sensitive and constructive manner and work collaboratively to develop practical and sustainable responses.
6. Develop and manage a range of key stakeholder relationships, particularly within Defence.
7. Prepare and deliver reports and outcomes briefs that are evidence-based and include both quantitative and qualitative research.
8. Develop and deliver presentations and educational initiatives as required.
9. Other duties consistent with the above as directed.

Eligibility

1. A strong understanding of Australia's international human rights obligations and contemporary human rights and cultural reform issues in Australia.
2. Sound conceptual, analytical, strategic thinking and problem-solving skills with a positive approach to resolving issues and facilitating reform.
3. Strong project management expertise with demonstrated ability to work to tight deadlines.
4. Highly developed skills in conducting research and policy analysis, including:
 - a. conducting desktop research into topics of relevance to human rights or cultural reform
 - b. facilitating forums and presentations and undertaking consultations, underpinned by a sound understanding of diversity and inclusion, including culturally and trauma informed approaches
 - c. analysing and synthesising complex data (experience with statistical packages and tests and qualitative analysis software such as NVivo is desirable)
 - d. writing reports to a publishable standard.
5. Highly developed relationship management skills, with a capacity to work collaboratively to ensure that various stakeholder interests are recognised and managed positively and professionally.
6. Highly developed written and oral communication skills including a demonstrated ability to communicate at all levels of the organisation confidently and sensitively on matters relevant to the delivery of identified priorities.

Notes

About the Australian Human Rights Commission

To Apply

Position Contact	Tara Crisp, 0292849600
Agency Recruitment Site	https://humanrights.gov.au/about/jobs

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Attorney-General's

Vacancy VN-0728460

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Wednesday 30 August 2023

Capability and Strategy
People and Business Solutions Employee Experience

Job Title	Senior Officer, Employee Experience and Safety and Wellbeing
Job Type	Part-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$83,751 - \$91,824
Classification	APS Level 5
Position Number	01383
Agency Website	https://www.austrac.gov.au/

Job Description

<https://austraccareers.nga.net.au/cp/index.cfm?event=listJobs&CurATC=EXT&CurBID=62AFB35D-9273-4A1>

This is an exciting opportunity for a Safety and Wellbeing/Human Resources professional looking to work in an organisation with a reputation for being committed to employee wellbeing and providing flexibility through our hybrid working arrangement.

Reporting to the Team Leader, Safety & Wellbeing, there are two key elements to the role. The first key element is the delivery of in-house Wellbeing programs and Work Health and Safety to all AUSTRAC workers. The second key element is the coordination and support of AUSTRAC's Performance Management, Reward and Recognition and Diversity and Inclusion program. If you have a passion for

Human Resources and Safety and Wellbeing, are people focused and have sound communication skills, we would love to hear from you.

Duties

Under limited direction, this role is responsible for:

- Assist in the planning and management of engaging wellbeing programs that align with the agency's priorities.
- Co-ordinate and participate in activities shaping the organisation's culture and behaviours.
- Assisting in the development and implementation of a robust WHS Framework, ensuring compliance with legislative requirements while meeting AUSTRAC's operational needs.
- Collecting and maintaining accurate records for reporting and other purposes relating to WHS.
- Check adherence with relevant legislation, interpret legislation and provide advice.
- Supporting and promoting the agency Performance Management Program, Reward and Recognition Program and the Diversity and Inclusion Program.

Eligibility

The successful applicant will be required to undergo a security assessment, maintain an ongoing security clearance and satisfy AUSTRAC's pre-engagement checks.

To be eligible for assessment, applicants must be an Australian citizen.

Notes

AUSTRAC is an inclusive employer and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contribution and experience of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Jacqui Lewis, 02 94120679
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/index.cfm?event=listJobs&CurATC=EXT&CurBID=62AFB351

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Attorney-General's

Vacancy VN-0728449

Comcare

Closing Date: Sunday 03 September 2023

Legal Group
Claims and Litigation Services Team

Job Title	Senior Legal Adviser
Job Type	Full-Time; Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$117,988 - \$142,055
Classification	Executive Level 1
Position Number	8055
Agency Website	

Job Description

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

Overview of the Legal Group

Comcare is a statutory body established under the *Safety, Rehabilitation and Compensation Act 1988* (SRC Act), with a focus on participation and productivity through healthy and safe workplaces.

Comcare administers the Commonwealth's statutory framework for rehabilitation and workers' compensation under the SRC Act and is the national work health and safety regulator under the federal *Work Health and Safety Act 2011* (WHS Act).

Comcare also manages common law liabilities under the *Asbestos-related Claims (Management of Commonwealth Liabilities) Act 2005* (ARC Act) and supports both the Safety, Rehabilitation and Compensation Commission and the Seafarers Safety, Rehabilitation and Compensation Authority.

The Legal Group provides legal services and support to Comcare to perform these functions and is based in both Canberra and Melbourne.

The work of the Legal Group is diverse and varied, and includes:

- investigation and prosecution support regarding alleged breaches of the WHS Act

- legal advice and decision support for Comcare's claims management functions, conducting merits review proceedings in the Administrative Appeals Tribunal (AAT), conducting judicial appeals, and providing legal and strategic advice on evidence and risk.
- legal advice and support for all legislation administered by Comcare, including corporate and governance functions.
- legal advice and support for Comcare's administrative legal functions
- developing delegated legislation and support to Comcare's involvement in developing primary legislation
- responding to external review enquiries.
- supporting the Safety, Rehabilitation and Compensation Commission and Seacare Authority
- monitoring and managing litigation across the Comcare scheme.

Duties

Overview of the Team and role

The position is in the Claims and Litigation Services team. That team provides in-house legal services and support in relation to the SRC Act, the ARC Act, the Parliamentary Injury Compensation Scheme, and the management of common law and recovery matters.

The team provides claims advisory legal support and advice to facilitate Comcare's claims decision making function. The team supports claims managers to enable early claims investigations, and engagement with employees and employers.

The Claims and Litigation Services team represents Comcare in Tribunals and Courts in relation to merit review proceedings and judicial appeals.

The team supports Comcare's management of common law asbestos-related disease liabilities and provides instructions to external Legal Service Providers representing Comcare in the management of common law asbestos-related claims and liabilities. The Senior Legal Adviser supports the Principal Legal Adviser in performing their role, and provides client-focused specialist legal and strategic advice and support to:

- Comcare's function in making claims determinations accurately and quickly.
- delivery and support of an in-house claims litigation representation function that resolves disputes promptly and with integrity.

The Senior Legal Adviser will resolve complex problems and manage risk effectively and manage their workload in a manner consistent with the APS Values and Code of Conduct, the Legal Services Directions 2017, and internal Comcare procedures.

Providing high level leadership and management, the Senior Legal Adviser will achieve organisational objectives through successful planning, contributing, supervising, mentoring, and collaborating within teams.

Eligibility

Mandatory Qualifications

- Undergraduate degree in law.
- Admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory (Five years or more post admission experience is desirable. Experience providing legal and strategic advice and conducting litigation in a workers' compensation or statutory benefits scheme environment will be highly regarded).
- Current Practising Certificate or ability to obtain one within three 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 Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers,

employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Geoff Wilson, (02) 6112 9665
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0728462

Comcare

Closing Date: Sunday 03 September 2023

Regulatory Operations
Psychosocial Regulation Team

Job Title	Assistant Director, Psychosocial Regulation
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Newcastle NSW, Brisbane QLD, Adelaide SA, Launceston TAS, Perth WA, Darwin NT
Salary	\$114,551 - \$136,493
Classification	Executive Level 1
Position Number	01440
Agency Website	

Job Description

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

The National Regulatory Projects Team is responsible for the design, delivery and review of programs targeting high risk hazards and industries nationally including but not limited to psychosocial risk and major infrastructure projects. The team is part of the service delivery arm of Regulatory Operations Group (ROG) that administers the *Work Health and Safety Act 2011* (WHS) through a variety of prevention, assurance and enforcement activities including:

- workplace inspections;
- awareness raising activities;
- audits; and
- investigations.

Prevention is the primary focus through targeted intelligence driven stakeholder engagement, education and audit programs. The range of response and intervention following a safety incident includes investigation and justice outcomes through enforcement activity.

Duties

Working closely with the Director National Regulatory Programs and Regional Directors, colleagues and key stakeholders, the Assistant Director will have responsibility for leading Comcare's proactive regulation of psychosocial risk and coordinating the successful delivery of regulatory activities by a small team for psychosocial inspectors nationally. This will include;

- Managing proactive programs of work focussed on psychosocial risk for the Comcare jurisdiction, including the identification and implementation of continuous improvement.
- Planning, allocating and managing the timely and high-quality delivery of relevant psychosocial risk regulation team workload requirements.
- Working closely with Regional Directors and their teams as appropriate
- Providing guidance and support to team members and the inspectorate in terms of more complex aspects of their work and contributions to Comcare's organisational goals
- Building and sustaining relationships with a range of internal and external stakeholders
- Building and maintaining the capability and outputs in a team environment through coaching others, providing timely and constructive performance feedback conflict resolution and encouraging career development.

Eligibility

Mandatory Qualifications/Experience

- Demonstrated qualifications and experience within a regulatory, compliance, law enforcement and/or mental health environment.

Specific Conditions apply to this role, please view the job information pack for this role.

Security Clearance

- Ability to obtain and maintain a Baseline Security Clearance.

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations

on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Luka Campbell, 0412 424 956
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0728464

Federal Court of Australia

Closing Date: Wednesday 30 August 2023

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	Legal Associate
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$68,643 - \$74,529
Classification	APS Level 4
Position Number	1672
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Duties

Legal associates assist with researching cases, points of law, preparing matters for hearing including other related matters for first instance judges and of the Court. Legal associates are responsible for providing assistance to judicial officers during court hearings and other administrative support to judges, as required. In addition, legal associates perform court support duties. Legal associates primarily provide assistance to designated judges but may be asked to assist other judges if the need arises. Some travel may be required.

Duties

The occupant of this position:

- provides research assistance to judicial officers
- assists judicial officers with the management of cases and, if required, enters data into the Court's case management system
- assists with the preparation of matters for both the Court and the Judge, with the Judge's judgment writing as required including head notes, catch wording, and editing in line with the Court's judgments publication standards
- undertakes judicial associate and client service (court officer) duties, and provides assistance by updating chambers loose leaf series, and
- assists with the general operation of chambers, when required.

Eligibility

Qualifications

It is a mandatory that candidates have completed (or near completed) a qualification in law with a strong academic record and have completed the family law subject.

Selection Criteria

1. Ability to undertake research (including on-line research) and prepare reports and written correspondence.
2. Sound organisational skills including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
3. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
4. Ability to operate computer-based equipment and associated word processing and other software.
5. Knowledge, or ability to acquire knowledge, of Family Court functions, the organisation, practices, procedures and terminology.

Notes

"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	Lisa Terceiro, (03) 8638 6573
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0728471

Australian War Memorial

Closing Date: Wednesday 30 August 2023

Public Programs
Public Programs Executive Section

Job Title	Executive Officer - Public Programs
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$85,034 - \$95,142
Classification	APS Level 6
Position Number	60000027
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

The Memorial's Executive Officers provide a range of high level executive, secretariat, parliamentary and project support services to the Memorial's Council, Executive and senior management in support of the organisation's strategic and operational objectives.

There are three Executive Officer roles in the Executive Support Section – Public Programs; National Collections and Council/Corporate Services.

The Executive Officers research and prepare strategic advice, information and reports on diverse and complex policy, planning, compliance and operational matters to facilitate informed decision making. They provide issue or stakeholder management, including preparation of complex correspondence, to respond to emerging issues with minimal risk to the organisation.

The Executive Officers provide secretariat services to critical meetings and groups across the Memorial including Council, the Corporate and Senior Management Groups and various steering committees, working groups and other deliberative bodies.

The Executive Officers work closely with Branch Heads to co-ordinate, monitor and report on Branch activities. They also provide project management or support for small, urgent or confidential projects at the instruction of Branch Heads. Such projects may include managing of urgent/adhoc priorities, organisation of one-off events or activities and co-ordinated across branch support for critical operations such as the Memorial's VIP loans program and key stakeholder management.

To be successful Executive Officers must anticipate and address contentious issues, provide accurate

advice on complex issues and at times legislation, often in consultation with key internal and external stakeholders, and usually within specific timeframes. They must enjoy interacting with the public, and liaising across the branch to achieve informed and co-ordinated outcomes. Executive Officers must be able to work effectively with a variety of people whilst maintaining confidentiality and exercising diplomacy at all times.

Executive Officers must build collaborative and inclusive networks across the Memorial at varying levels. The formation and maintenance of good working relationships and a strong customer or client centric approach is crucial to the effectiveness of the role.

Duties

Under limited direction, provide a range of high level executive support services including:

- Branch level co-ordination of corporate activities
 - Branch level corporate reporting
 - Support, co-ordinate or draft high-level correspondence, reports, new policy proposals, Council or Government documents and submissions
 - Branch level administration support and co-ordination including records management.
1. Research, consult on and review key issues in order to prepare high level advice for Branch Heads on corporate activities, obligations and priorities.
 2. Provide a secretariat role including organisation of meetings and hospitality where required as well as the preparation of agendas, papers, taking of minutes and co-ordination and support of follow up actions in relation to high level meetings or working groups.
 3. Provide project management and support for critical, time-sensitive or confidential Branch activities including scoping, development, reporting and implementation of projects.
 4. Liaise closely with key stakeholders on behalf of Council, Executive and senior management including Government and Defence, veterans and families, veterans' organisations, donors, contractors, volunteers and members of the public.

Eligibility

Notes

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

About the Australian War Memorial

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

To Apply

Position Contact	Anne Bennie, (02) 6243 4285
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Education, Skills and Employment

Vacancy VN-0728444

National Gallery of Australia

Closing Date: Tuesday 29 August 2023

Chief Operating Office
Enterprise Project Management

Job Title	Enterprise Project Management Office Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Parkes ACT
Salary	-
Classification	Executive Level 1
Position Number	3013
Agency Website	https://nga.gov.au

Job Description

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

Over the coming years, the National Gallery of Australia will be delivering a large and ambitious program of works. This includes but is not limited to significant activity in Capital works; our artistic program; reactivation of commercial and outdoor spaces.

This pipeline of critical and groundbreaking projects are happening in Canberra and across Australia.

The Gallery is committed to developing and embedding a strong project delivery framework to enhance existing practices. The Enterprise Project Management Office (EPMO) supports capable project sponsors and project managers across the business, while working on tailored strategies to continue to lift framework knowledge and capability of the Gallery.

The EPMO has a broad remit. The right candidate will be exposed to diverse tasks, across the full spectrum of the Gallery's activities.

The role covers:

- Continuing to embed the Project Management Framework, tools and templates within business areas – taking a tailored approach to enhancing Project Management maturity,
- Leading and guiding project governance,
- Supporting business areas with project issues and enhancing Project Management capabilities, and
- Developing an approach for whole-of-organisation planning - looking at a 2-5year horizon to support the Executive identifying organisational constraints.

This position reports to the Head of EPMO and is a non-ongoing full-time role, with the possibility for ongoing opportunities in the future.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

If you do not wish to be added to an order of merit, please notify us in your application. **Duties**

In accordance with the APS Executive 1 work level standards, you will:

- Manage the Project Management Framework and associated processes, documents, tools, and templates.
- Provide guidance and support to the Head of EPMO and Gallery's project management resources, to standardise and enhance existing project delivery practices.
- Mentor and train project managers to build capacity and capability across the Gallery, including the establishment of a community of practice.
- Implement and maintain appropriate program prioritisation and project initiation / pipeline management tools and processes.
- Provide management/Council with regular reporting and insights for decision making, including portfolio, program and project reporting.
- Support the implementation of an effective and efficient approach for managing the program and project pipeline.
- Develop / oversee a master Gallery schedule and develop tools and approaches to identify conflicts and options for resolution.
- Develop / implement a PM capability plan and roadmap to enhance overall capability.
- Other activity as required to develop or enhance EPMO support services.

Eligibility

To be eligible for this role you must

- Australian Citizenship
- satisfy a police check and
- Baseline Security Clearance (or the ability to obtain).

Role specific qualifications certification and/or registrations include:

- Prior experience in the arts sector or someone with a broad range of project experience – potentially across multiple sectors or ex-consultant-type delivery roles.
- Experience in any/or all of the following is desirable; project reporting, project governance, master scheduling for organizations or large business areas, developing project management capabilities and change management.

Notes

HOW TO APPLY

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

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

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

To apply for this role please forward your application to recruitment@nga.gov.au.

About the National Gallery of Australia

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

To Apply

Position Contact	Zoe Bennett, +61 2 6240 6421
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Environment and Energy

Vacancy VN-0728477

Clean Energy Regulator

Closing Date: Sunday 27 August 2023

Corporate Human Resources, Facilities and Security

Job Title	Manager - Performance and Conduct
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$112,758 - \$128,263
Classification	Executive Level 1
Position Number	CER 092/23
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<http://www.cleanenergyregulator.gov.au/About/Work-for-us>

About Us

Do you want to make a real contribution to accelerating carbon abatement for Australia?

At the Clean Energy Regulator, you're signing up for a challenging and rewarding workplace. All our work is connected to measuring, managing, reducing, or offsetting carbon emissions and increasing the use of clean energy in Australia. For more information see About the Clean Energy Regulator.

The Agency

There are a range of perks working at our agency.

We are inclusive and agile, with staff at all levels being part of conversations with the senior executive and being offered the opportunity to experience different types of work.

We offer flexible working arrangements and competitive salary packaging. Work-life balance is important to us – we are committed to keeping you energised and committed in your role and our purpose.

Our People

We say hello in the elevator and go above and beyond to help each other in our day-to-day work. If you're a collaborator, passionate about the environment and love to innovate, you'll fit right in!

We pride ourselves on our diverse and inclusive workplace. If you're Aboriginal or Torres Strait Islander peoples, living with disability or a mature age worker, we encourage you to apply.

About the Branch

The Corporate Branch is responsible for delivering services that supports the effective and efficient operation of the agency and facilitates the agency's compliance with legislation, policies and guidelines.

The branch complements the scheme-focus of other agency divisions by providing digital services for internal and client-facing systems and facilitating strategic communications as well as client engagement through the agency's website and contact centre. In addition, the Branch supports efficient resource management and corporate accountability through functions such as financial management, performance reporting, parliamentary services, procurement, risk management and assurance, security, facilities and human resource management.

About the Section

The Human Resources function is to support the agency to achieve its objectives and purpose. It provides advice and support with the goal of ensuring the agency will attract, retain and develop a highly skilled, motivated and engaged workforce. We strive to continuously improve the quality of our service delivery and ensure our workforce is one that respects and meets the needs of our staff and supports our corporate goals.

The Facilities function manages property and facilities in accordance with government and industry guidelines to support the agency. The Security function manages protective security as directed in the Protective Security Policy Framework (PSPF) to ensure the agency physical and personnel security requirements are compliant.

Duties

Under broad direction the duties of a Manager Performance and Conduct will include, but not be limited to the following:

- Provide high quality APS Code of Conduct investigations and performance advice, evidence-based decision making and guidance to leadership and employees of all APS levels across the agency.
- Investigate or oversee investigations for suspected breaches of the APS Code of Conduct, facilitate and administer the management of underperformance.
- Provide in-depth coaching on complex performance and conduct case management.
- Attain and maintain an extensive understanding and experience in investigative, and decision-making practices in the areas of performance and conduct.
- Provide leadership and build capability of staff to undertake their roles efficiently and professionally, to meet expected standards of service and quality.
- Maintaining knowledge in understanding business areas regarding business context, goals and key performance indicators.
- Liaise, engage and maintain positive and supportive working partnerships with business areas to deliver HR solutions.
- Develop and review strategy, policy and procedure to enable analysis, design, development, implementation and evaluation of people performance.

Qualifications/Experience

The ideal candidate will have the following **experience**:

- Have a high level of attention to detail.
- Have a high level of written and verbal communication skills.
- Proficient in interpretation of Human Resource legislations and policies, in particular relating to APS.
- Demonstrate experience in handling highly sensitive workplace employment matters.
- Demonstrate an ability to establish priorities, work to strict timelines autonomously and as part of a team.
- Effective negotiation skills and the ability to handle objections with confidence.
- Resilience and ability to manage competing priorities.

Qualifications

Tertiary qualifications in Human Resources Management or equivalent are essential.

For more information on the position and how to apply, please refer to Candidate Information Pack. **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	melanie.herpen@cer.gov.au, 02 6159 3446
Agency Recruitment Site	http://www.cleanenergyregulator.gov.au/About/Work-for-us

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Health

Vacancy VN-0728387

Aged Care Quality and Safety Commission

Closing Date: Wednesday 30 August 2023

Aged Care Quality and Safety Commission
Quality Assessment and Monitoring Group Quality Assessment and
Monitoring Group

Job Title	Senior Quality Assessor
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$89,586 - \$101,027
Classification	APS Level 6
Position Number	Several
Agency Website	

Job Description

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

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care.

The Commission the national end-to-end regulator of aged care services and are focused on delivering a world class sector that safeguards the welfare and rights of consumers. We are invested in engagement and education to:

- build confidence and trust in aged care
- empower consumers
- support providers to comply with quality standards
- promote best practice service provision

Our responsibilities

We are also responsible for:

- granting approval for providers to deliver aged care services
- administering the Serious Incidents Response Scheme
- reducing the use of restrictive practices.

We independently accredit, assess and monitor aged care services subsidised by the Australian Government, conduct home care investigations and determine provider compliance including whether any requirements or sanctions need to be imposed. We also resolve complaints about services.

Duties

The opportunity

The Quality Assessment and Monitoring Group is responsible for quality assessment and monitoring of approved provider compliance with the Aged Care Quality Standards, accreditation and reaccreditation audits of residential aged care services, quality audits of home services, and investigations into triaged reports of serious incidents in aged care services.

As a Senior Quality Assessor in the Quality Assessment and Monitoring Group, you will:

- Visit aged care services, either as part of a team or individually, to assess the service's performance and compliance with the Aged Care Quality Standards.
- Engage with aged care service providers to find and collect information and evidence, actively follow through on lines of enquiry, and conduct interviews with service staff and management.
- Conduct in person or telephone-based interviews with consumers and/or their representatives about the quality of care and services provided by an aged care service.
- Collect and analyse evidence to record performance audit and assessment findings in written reports, using the Commission's IT applications.
- Prepare well-reasoned and accurate reports for a delegate, which may be published, following an assessment of the quality of care and services provided by a service to inform statutory decisions within legislated timeframes.
- Predominantly be based in the field with overnight travel required regularly, undertaking visits to aged care services across each state and territory, including visiting communities where aged care services are provided.

Eligibility

Our ideal candidate

Our ideal candidates will demonstrate their capability to:

- Critically analyse information to prepare comprehensive, evidence-based reports which clearly and concisely document their reasoning and recommendations.
- Manage interpersonal relationships with respect and communicate with influence with internal and external stakeholders.
- Understand and identify risk and potential harms in an aged care service and then escalate findings within a risk management framework.
- Work as a team member and/or team leader to accomplish organisational goals, this may include mentoring other staff.
- Understand and comply with legislative, policy and regulatory frameworks, particularly the Aged Care Quality and Safety Commission Act (2018) and the Aged Care Quality and Safety Commission Rules (2018) and the Aged Care Quality Standards or be able to demonstrate a capacity to quickly acquire this knowledge.
- Publicly represent the commission, acting professionally (including adhering to APS Values & Code of Conduct and the Commission's Quality Assessor Code of Conduct) and operating within the boundaries of organisational processes and legal and public policy directions

Registration requirements

To become a registered quality assessor for the Commission, you need to:

- be successful in a quality assessor recruitment or procurement exercise

- submit a valid registration application
- successfully complete the Commission's Quality Assessor Training Program (QATP) and orientation program.

The QATP and orientation program are only delivered by the Commission and only when recruitment/procurement occurs. The QATP course supports the Commission's assessment methodology: to assess the performance of Commonwealth funded aged care services against the Aged Care Quality Standards. It is supported by pre-course and post-course activities and on-the job learning. Competency-based assessments are also undertaken before completing the QATP.

Eligibility

To be eligible for these positions you must be an Australian citizen.
Successful candidates will be:

- assessed through our pre-employment screening checks, such as an Australian Criminal History Check.
- Required to provide evidence of seasonal influenza and COVID 19 vaccinations.

Notes

Salary offered will be between \$89,586 and \$101,027 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Successful applicants for the positions who are current APS employees will be offered a 6-month non-ongoing position to allow time to meet the above requirements and if they do not meet the requirements for registration, they will return to their home agency. Successful applicants who are not current APS employees will be required to complete the requirements within the period of their probationary employment with the Commission.

Location: Applications received from applicants living in major regional centre's on a case by case basis will be considered on a case by case basis to ensure the role can be undertaken appropriately before further assessment is undertaken.

Travel Expectations: Extensive travel (mostly within a state but also interstate) is an inherent requirement of the role. Travel requirements involve several nights or overnight travel each week or fortnight. Applicable travel expenses are covered under the Commission's travel policy, and a current driver's licence is essential to support the travel expectations of the role.

How to Apply?

1. Navigate to 'Current Vacancies' section of the careers page- <https://www.agedcarequality.gov.au/about-us/careers/current-vacancies> and locate the relevant job title. All documentation relating to the role and application process will be located here.
2. Click on the job title and at the bottom of the Advertisement you will be asked to create an account If you are a first-time user or to sign in to complete your application.
3. As part of your application you will be requested to complete a statement of claim and attach your Resume. Cover letter is optional
4. Click 'Apply Now' when you are ready to submit your application.

Please complete your application by 11:59pm (local time) on Wednesday, 30 August 2023.

As part of your application you will need to provide:

- Your resume (normally three pages maximum)
- A 'one page pitch' telling us how your skills, knowledge, experience, and qualifications make you the best person for the job and to perform at the relevant classification level.

You are encouraged to refer to 'The Opportunity' and 'Our Ideal Candidate' sections of this position, and the APSC's [Cracking the Code](#) to assist you in drafting your one page pitch. Only completed applications will be accepted.

Contact Officer:

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application. Specific questions about the role can be directed to QAM workforce Planning by emailing

QAM.workforceplanning@agedcarequality.gov.au with position title in the subject line.

Diversity and Inclusion

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people in line with our commitments in our [Reconciliation Action Plan](#)

About the Aged Care Quality and Safety Commission

To Apply

Position Contact	QAM.workforceplanning@agedcarequality.gov.au, 02 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/about-us/careers/current-vacancies

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Health

Vacancy VN-0728514

Australian Digital Health Agency

Closing Date:Wednesday 30 August 2023

Digital Solutions Branch
Customer Experience and Products Branch

Job Title	IT Business Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$90,823 - \$102,464
Classification	APS Level 6
Position Number	TBA
Agency Website	https://www.digitalhealth.gov.au/

Job Description

<https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company>

The APS6 IT Business Analyst is accountable under limited direction to perform complex work that provides detailed technical and professional business analysis, system analysis and design changes that are aligned with the vision and strategic direction of the Agency.

They will have reasonable autonomy and responsibility to develop and document requirements from key stakeholders that will inform, support, and assist the development of project deliverables, program objectives and the strategic direction of the Agency.

Duties

The APS6 IT Business Analyst will have considerable internal stakeholder interaction that includes program, project and product managers, ICT specialist and subject matter experts from across the Agency, together with external stakeholders that may include clinicians, consumers, and the broader Health sector.

Key Selection Criteria

- Knowledge and experience of applications development methodologies and the software, development lifecycle.
- Demonstrated experience in identifying, analysing, isolating and interpreting business needs (often conflicting) and generating user stories and requirements.
- Experience working with information technologies and systems analysis
- Demonstrated experience in producing artefacts best suited for the products and projects, including experience developing BPMN diagrams.
- Strong analytical and design skills with demonstrated creativity and problem-solving skills.
- Broad understanding of Australia's healthcare ecosystem.

You can view the Position Description [here](#).

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.
- Australian Citizenship

- Ability to obtain and maintain national police check.

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

Notes

Digital Health is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers. To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

Pool of Merit: Applications rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Agency for up to 18 months.

Application

The position may be filled in Brisbane, Sydney, or Canberra. To apply please submit your resume and a cover letter of no more than 2 pages addressing how your skills and experience align with the requirements of this position, via the relevant link below.

[Brisbane](#)

[Canberra](#)

[Sydney](#)

Please contact us via email at careers@digitalhealth.gov.au if you have any questions about the position.

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	Nikitha Shetty, 07 3023 8492
Agency Recruitment Site	https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company

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Health

Vacancy VN-0728520

Australian Digital Health Agency

Closing Date: Wednesday 30 August 2023

Technology Services Division

Job Title	Chief Technology Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$258,229 - \$315,868
Classification	Senior Executive Service Band 2
Position Number	TBA
Agency Website	https://www.digitalhealth.gov.au/

Job Description

<https://www.seek.com.au/Watermark-Search-International-jobs/at-this-company>

Reporting to the Chief Executive Officer, the Chief Technology Officer (CTO) leads and manages the Technology Services Division (the Division) of the Agency. The Division enables the Agency to function effectively, with four branches covering technology operations, planning and delivery, services and information security. It oversees the delivery and operation of My Health Record and other elements of national digital health infrastructure and services, including a contact centre. The Division is also responsible for stewardship and delivery of modernisation projects and enterprise service management across the Agency and other external stakeholders.

Duties

The CTO is a member of the senior executive leadership team which provides strategic oversight across the organisation. The CTO routinely provides advice and information to the Agency Board and is a key representative for the Agency on government technology governance forums, at external forums and events and with our extensive stakeholder network.

We are looking for an exceptional leader with a strong record of achievement in technology leadership in a similar or complementary environment to the health sector. You will have outstanding engagement abilities and experience in influencing complex stakeholder ecosystems. You will have proven experience in 'go to market' approaches to commissioning and managing complex integrated ICT application and infrastructure solutions and the contracts that underpin their delivery, especially in a multi-vendor IT partnership environment.

For a confidential discussion, please call Daniel Nicholls on 0450 948 868 or Bronwen Kerr on 02 9233

1200 and further details can be found [here](#).

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Eligibility

- Australian Citizenship is a condition of eligibility
- Ability to obtain and maintain national police check
- Ability to obtain and maintain a Neg Vet 1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency

Notes

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees, and carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

Pool 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.

Please note the total remuneration package for this position is \$297,997 to \$364,512 (including superannuation).

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	Daniel Nicholls, 0450 948868
Agency Recruitment Site	https://www.seek.com.au/Watermark-Search-International-jobs/at-this-company

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Industry, Science, Energy and Resources

Vacancy VN-0728485

Job Title	Oceanographic Experimental Scientist
Job Type	Full-Time, Non-Ongoing
Location	Townsville QLD
Salary	\$70,822 - \$79,801
Classification	APS Level 5; APS Level 6
Position Number	21784
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description <https://www.aims.gov.au/about/careers-aims/oceanographic-experimental-scientist>

About AIMS

The Australian Institute of Marine Science is Australia's tropical marine research agency.

We are a trusted advisor, a partner and employer of choice, and we value integrity, innovation, collaboration and respect. AIMS' research of Australia's tropical marine ecosystems guides their effective environmental management and contributes to our understanding of similar ecosystems around the world.

Our research seeks to deliver practical benefit to all Australians and supports the sustainable use of our tropical marine estate. Governments, reef managers, industry and the wider community look to our high-quality, long-term research for informed decisions about our iconic Great Barrier Reef, North-West Shelf, and Arafura and Timor Seas. AIMS expert teams at our locations in Townsville, Darwin and Perth have access to world-class infrastructure, unique datasets, cutting-edge laboratories, and a fleet of modern research vessels.

At AIMS, the way we work guides our team members' on their collective journey towards the successful delivery of our AIMS Strategy 2030 targets.

Duties

About this exciting opportunity

Joining our Oceanography and Shelf Processes team who are working to provide essential environmental data and hydrodynamic modelling to understand the role of the oceans in the health and function of our coastal ecosystems and assist in industry decision making, your role will provide quality oceanographic experimental research expertise. You will focus on providing high quality time series data streams from the IMOS moorings array realised through calibration, data processing and analysis, and applying your expertise to operate oceanographic instruments supporting research in laboratory and field environments.

You will ensure data quality and governance by developing and implementing quality assurance and quality control procedures for oceanographic data and facilitate the flow of data across the project and community. A hands-on role, you will assist in the planning and participate in field work at sea to service, deploy and recover equipment used, and contribute to the routine or standard setup of equipment, operational procedures and manuals and the downloading of first level processing of the resulting data.

Eligibility

About you

You will have tertiary qualifications in Marine Science, Oceanography, Engineering or equivalent disciplines, and established and proven programming skills in Python or MATLAB, that ensure your ability to write, develop, and/or use these programs for long time-series data processing, data quality control, database application or equivalent. Your knowledge and experience of oceanographic instrumentation and sensors, including their calibration, use/processing of data, and deployment/recovery or ability to quickly develop these skills are essential in this role.

You will be team oriented, have strong attention to detail, take an analytical approach and commitment to quality and are familiar working in a research environment. Well-developed verbal and written communication and interpersonal skills and ability to problem solve and identify solutions are a must. Demonstrated understanding of the principles and practices of oceanography and strong scientific and field report writing skills would be highly desirable.

Notes

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

- AIMS AOF Level 3 salary (\$70,822 to \$79,801 per annum) plus 15.4% superannuation
- Full-time, 15-month Temporary (Labour Hire) opportunity
- Located in Townsville (Qld). Commuter car arrangements to site
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions
- Free onsite gym and optional Fitness passport

Please note:

1. *Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the relevant [Department of Home Affairs](#) current policies.*
2. *It is a requirement of this role that you are and remain fully vaccinated against COVID-19. Please note the sighting of proof of vaccination will be required as a pre commencement requirement.*

Next Step

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

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

Position enquiries can be directed to Claire Streten, Research Program Director at C.Streten@aims.gov.au. *Applications must be made through our website per above.*

Closing date: THURSDAY, 07 SEPTEMBER 2023 (midnight, AEST).

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

About the Australian Institute Of Marine Science

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

To Apply

Position Contact	Claire Streten, 0747534444
Agency Recruitment Site	https://www.aims.gov.au/about/careers-aims/oceanographic-experimental-scientist

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Industry, Science, Energy and Resources

Vacancy VN-0728339

Department of Industry, Science and Resources (DISR)

Closing Date: Tuesday 05 September 2023

Chief Information Officer
ICT Operations Corporate & Digital Support Services

Job Title	IT Support and Service Management Leaders
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,444 - \$120,249
Classification	APS Level 6;Executive Level 1
Position Number	513740
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/listing/>

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient, and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

About the area

The Chief Information Officer Division (CIO Division) is an exciting, fast-paced division that drives the digital agenda for the Department of Industry, Science and Resources. Leading the delivery of the department's digital offerings, the CIO Division partners with business areas and stakeholders to:

- Realise the digital policy objectives of the Department
- Define the Departments digital landscape
- Drive the innovation and transformation of its IT services

The ICT Operations Branch provides high quality ICT support and underpinning infrastructure services to the department, ensuring all staff in the department have access to stable and secure technology. The branch has several opportunities available at the EL1 (Assistant Manager) and APS6 (Team Leader) classification.

These positions are available in the following sections of the ICT Operations Branch:

- The Desktop and ICT Executive Support team are seeking two Assistant Managers and a Team Leader. These teams provide level 2 support for ICT issues and requests which are unable to be resolved at level 1. The ICT Executive Support team provides high level customer service and technical specialist support on a variety of technology and services the department's SES and Ministerial staff.
- The ICT Service Management team is responsible for various Service Management functions across the Chief Information Officer Division, including Major Incident, Problem, Continuity, Change and Transition Management. Our work seeks to ensure a coordinated and risk managed approach which maximises ICT environment availability, ensures due diligence and enables technical delivery. The team is a cross functional team which is responsible for managing ICT Service Management policy, process and operational activities. We are seeking an EL1 Assistant Manager and an APS6 to lead and provide support across a range of ITSM functions.

What's in it for you?

These roles will give you the opportunity to:

- Work within highly effective and dynamic teams which are engaged, positive and provide a supportive work environment
- Gain insights into the department's service management practices and exposure to activities across the ICT environment
- Experience supporting the department's systems and infrastructure
- Deliver critical support functions
- Access to genuine development opportunities
- Exposure to divisions across the department
- Stakeholder engagement opportunities with senior Executive and Minister Offices
- Support users with workstations, laptops, mobile devices, software, peripheral hardware, system administration, video conferencing and networking.

Our ideal candidate

We are looking for people with a passion for and experience in, delivering usercentred, quality and reliable digital services. Our ideal candidates will be proactive, driven and personable people who will contribute to the development of strategic goals and improvements, the delivery of outcomes and high performing teams.

APS6 Team Leader

Our ideal candidate is someone who:

- Demonstrates experience in providing ICT support
- Is highly motivated, organised, has time management skills and strong attention to detail
- Demonstrates sound judgement and problem solving abilities
- Has an ability to work independently as well as part of a team
- Has a strong ability and willingness to adapt to change and deal with competing deadlines
- Has excellent communication, interpersonal and customer service skills
- Provides clear and constructive feedback

- Builds and sustains positive working relationships
- Sets priorities for the work area, identifies risks, maintains team cohesion, and ensures quality of outputs for the work area
- Contributes to work area improvements

EL1 Assistant Manager – Desktop and ICT Executive Support

Our ideal candidate is someone who:

- Demonstrated experience leading cohesive and high performing teams
- Provides positive leadership and management, and supports staff in their professional development
- Has strong communication and decision-making skills, and sound judgement
- Works through digital business challenges and needs, and focusses on delivering value
- Ensures service delivery is continuously improved and innovated
- Thinks strategically and assists in balancing competing priorities
- Is a champion of change, developing and adapting to new ways of working
- Works collaboratively with other areas within the department and across government to deliver outcomes and share knowledge
- Works collaboratively with leaders across the division to deliver the Group's vision and strategy
- Builds productive working relationships with a broad range of stakeholders and has a collaborative approach
- Has experience working in an ICT environment
- Has experience in one or more IT Service Management functions (Required for the IT Service Management role only)
 - ITIL qualifications will be highly regarded.

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

Duties

We are looking for motivated, dynamic, and agile people at the APS 6 and EL1 Levels to join our teams. The roles are fast paced, exciting and fluid. You will get to work with stakeholders from across the department, including senior leaders, and executives.

At the APS6 Level, you will:

- Support users with workstations, laptops, mobile devices, software, peripheral hardware, system administration, video conferencing and networking
- Manage IT Service Management processes, engaging with stakeholders to ensure appropriate checks and balances, and to lead the resolution of major incidents
- Contribute to the development and maintenance of IT Service Management policy, process and practice
- Undertake various support, coordination and ad hoc work activities as required
- Build productive relationships and communicate effectively with stakeholders

In addition to the above criteria, Executive Level 1 will be expected to:

- Lead and motivate a team in an ICT environment, providing high quality customer service
- Provide strategic direction for the team and identify opportunities to streamline and drive process enhancements
- Take responsibility for team outcomes, monitor progress, and follow through to deliver quality outcomes
- Undertake work that is complex or sensitive and operate under broad direction
- Exercise a considerable degree of independence and perform a leadership role, including supervising staff, contributing to team work, planning and the achievement of outcomes
- Produce high-level communications and policy advice
- Actively manage key internal and external stakeholder relationships, including on sensitive and difficult issues in a representational role

Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

Experience in ICT, particularly service management is desirable. Stakeholder and team management skills are key to success in these roles.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra- based. Please reach out to the contact officer to discuss this further.

For further information about this job, please click [Apply Now](#) to visit the department's Current Vacancies page.

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

About the Department of Industry, Science 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	Keely Cairns, 02 6213 6283
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0728509

Geoscience Australia

Closing Date: Wednesday 30 August 2023

Place and Communities Division

Job Title	Manager Geospatial Leadership Support
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	-
Classification	Executive Level 1
Position Number	18887
Agency Website	www.ga.gov.au

Job Description

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

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

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of

Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

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

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

What we can offer you

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

Our team

Geoscience Australia is the Australian Government's primary authority on location information, Geoscience Australia offers authoritative data and capabilities. Our location information data and products enable evidence-based decision making, delivery of government policy, assist industry development needs and support community wellbeing. National Location information (NLI) branch currently delivers a range of foundation data and services and is also in the process of delivering Digital Atlas of Australia, a federal government initiative.

Duties

As the Manager of Geospatial Leadership Support for the National Location Information Branch, you will work with the branch senior leadership team to understand strategic intent and assist in the identification, mapping and implementation of the actions required to achieve strategic outcomes.

You will lead the creation of a new enabling business function for the Branch that will drive the executive secretariat role of The Australia and New Zealand Land Information Council (ANZLIC) and managing executive secretariat functions of other committees including Intergovernmental Committee on Surveying and Mapping (ICSM), Location Inter-Departmental Committee (LIDC), Location Program Board and Committee Meetings and Geoscience Australia briefings on United Nations Committee of Experts on Global Geospatial Information Management to enhance strategic content and strengthen relationships.

The role of ANZLIC is to develop policies and strategies to promote accessibility and usability of spatial information as the Spatial Council of Australia and New Zealand. ANZLIC is an advocate for the resolution of national level issues and provides a link between government and industry, academia and the general public.

You will be responsible for identify the resourcing needs for the new business function and help in establishing a skilled and cohesive team, including defining role profiles, conducting recruitment processes, and effectively onboarding team members to ensure the function has the necessary talent and expertise to deliver on its objectives.

In addition, you will work closely with Directors in the Branch to design and implement the organisational structure, processes, and workflows for the new function, ensuring optimal efficiency, clear accountability, and effective communication within the team and across the organisation.

In this role you will:

- **Strategic Thinking:** Developing and executing strategic thinking initiatives to address diverse governmental requirements and achieve measurable outcomes while fostering collaboration and growth.
- **Administrative Support:** Provide comprehensive administrative support to senior executives, including managing calendars, scheduling meetings, arranging travel, preparing correspondence, and maintaining files and records.
- **Communication Management:** Facilitate effective communication between the executive and internal/external stakeholders, including screening calls, managing email correspondence, drafting and editing documents, and preparing reports and presentations.
- **Management of personnel:** Manage and assist a small secretariat team in providing exceptional secretariat, financial and administrative functions for above mentioned committees.
- **Information Management:** Handle confidential and sensitive information with utmost discretion and maintain strict confidentiality. Organize and maintain executive's records, files, and databases, ensuring easy access to information when required.

- **Coordination and Follow-up:** Coordinate and follow up on action items, commitments, and deadlines from meetings attended by the executive. Assist in project management, tracking progress, and ensuring timely completion of deliverables.
- **Relationship Building:** Establish and maintain positive relationships with key stakeholders, both internal and external, to facilitate effective collaboration and information exchange.
- **Event Management:** Assist in organising and coordinating executive-level meetings, including logistics, agendas, materials, and follow-up activities.
- **Research and Analysis:** Conduct research, gather data, and prepare reports on various topics as requested by the executive. Provide analytical support and assist in decision-making processes

To be successful in the role you will:

- Ensure the successful design and delivery of the ANZLIC Executive meetings and support to branch directors on achieving strategic outcomes
- Lead and manage a small team of NLI secretariat capabilities in an effective and supportive manner
- Possess strong leadership and engagement skills that support a diverse workforce whilst setting strategic priorities.
- Seek out and accept opportunities to improve National Location Information Branch business functions.
- Maintain highly developed interpersonal and written and verbal communication skills with the ability to work effectively as a team player and individually.
- Become a highly valued member of the National Location Information Branch and Geoscience Australia
- Adhere to the APS values and code of conduct and consistently behave in an honest, ethical and professional way.

Required skills, knowledge, experience and/or qualifications

- Relevant prior experience of at least five years in leading strategy, engagement and communications for projects and/or programs.
- Excellent interpersonal skills, including experience dealing with a wide variety of stakeholders for influencing change.
- Effective communication and issues management skills, including the ability to oversee the production of a broad range of communication material.

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 Shane Crossman on (02) 6249 9499 or email shane.crossman@ga.gov.au

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

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

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

Recruitability

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

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

Technical Assistance

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

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

About the Geoscience Australia

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

To Apply

Position Contact	Shane Crossman, (02) 6249 9499
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0728438

Australian Maritime Safety Authority

Closing Date: Tuesday 29 August 2023

Corporate Services
Information Technology Services

Job Title	Geographic Information Services Analyst
Job Type	Full-Time, Ongoing
Location	Braddon ACT
Salary	\$94,738 - \$113,122
Classification	APS Level 6
Position Number	2566
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

GIS Analyst

\$94,738 - \$113,122 + 15.4% super

Canberra

Full time

ABOUT THE ROLE

The GIS Analyst will be responsible for supporting the maintenance of AMSA's GIS environment and geospatial data assets to ensure the organisation has the IT platforms and data necessary to achieve its goals and objectives.

You will be responsible for:

- Providing operational GIS support for AMSA's business areas including mission critical business functions within the Response Division.
- Assisting the Enterprise GIS Administrator to maintain AMSA's spatial assets including, enterprise geospatial database, online GIS servers and published spatial products

- Producing and maintaining metadata documentation on AMSA's geospatial datasets to AS/NZS ISO 19115.1:2015 standard.
- Providing geospatial analytic services as requested by AMSA business units and external clients.
- Producing and supplying material for publication, demonstrations, displays and legal briefings.

SKILLS AND EXPERIENCE

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

- Advanced knowledge of, and current experience in, the use of GIS systems.
- Experience in ESRI's ArcGIS Desktop, Enterprise and Online platforms,
- Working knowledge in the construction of geospatial data to ISO standards
- Building spatial product metadata to ANZLIC standard
- Experience in the preparation of geospatial data for presentation
- Ability to develop and maintain system operating procedures

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

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2016-2019](#).

AMSA BENEFITS

We are committed a supportive and collaborative work environment, which is why AMSA offers:

- Flexible work including work from home arrangements
- Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- An ability to work for an organisation charged with protecting our marine environments and saving lives

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit [our website](#).

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of *"ensuring safe vessel operations, combatting marine pollution and rescuing people in distress"*.

We are proud to have been recognised as an [Inclusive Employer 2022-2023](#) by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

Don't meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we're looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our [Diversity and Inclusion Strategy](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by **11:55pm (AEST), 29 August 2023**. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Anthony Greenhalgh on 02 6279 5667.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the APS Act. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

Eligibility Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Anthony Greenhalgh, 02 6279 5667
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0728453

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

Closing Date: Sunday 10 September 2023

Job Title	SESB1 Assistant Secretary, Office of Northern Australia
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	43618
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

A competitive remuneration package will be negotiated with the successful candidates with a base salary starting from \$209,138 per annum plus 15.4% superannuation

The opportunity we have available

As the head of the Office of Northern Australia, you will lead a branch that is responsible for articulating the Australian Government's vision for the sustainable and resilient development of Northern Australia, working collaboratively across the Commonwealth, with Northern Australian jurisdictions (Queensland, Western Australia and the Northern Territory), as well as with First Nations, industry and investment partners.

The Office of Northern Australia's priorities include delivering a refresh of the 2015 *Our North, Our Future: White Paper on Developing Northern Australia* White Paper on Developing Northern Australia in 2023 to inform future policy settings, and supporting the Northern Australia Ministerial Forum and Northern Australia Indigenous Reference Group, two key advisory bodies in the development of Northern Australia.

As an Assistant Secretary, you can expect to:

- Along with colleagues, build and maintain a whole-of-department strategic policy delivery capability to provide advice on emerging and priority issues, including those relating to First Nations outcomes
- Build and maintain effective and productive networks across portfolio agencies, governments, academia, and the private sector
- Ensure there are effective quality assurance protocols and business planning arrangements to support the delivery of timely and high-quality outputs
- Contribute to the development and implementation of strategies that strengthen the department's inclusive culture
- Represent the department at a wide range of government, industry, and public forums, including presenting keynote addresses and Ministerial briefings.

To support the delivery of this work, it is vital that the successful candidate is based in Northern Australia to continue to develop positive relationships with key stakeholders in the North and have on the ground exposure to inform sound policy and programs that will build a stronger Northern Australia.

Duties

As Assistant Secretary, you will have the opportunity and autonomy to collaborate and work with leaders across government, and to lead and contribute to broad transformational change, both within and outside the department. For this acting opportunity, we are particularly looking for candidates who will show initiative, take accountability for results, and demonstrate the ability to provide strategic and operational leadership.

Specifically, we are seeking candidates who are:

- **Culturally Competent** – demonstrate an understanding of the issues affecting First Nations Peoples and the ability to communicate sensitively and effectively.
- **Collaborative** – demonstrated collaboration, communication, and interpersonal skills that build relationships based on understanding, respect, and trust.
- **Active leaders** – discussing and articulating a positive vision and sense of purpose for the future and empowering people to succeed and have a positive impact.
- **Focused on achieving results** – with the ability to deliver on complex projects, programs, and services with resilience and a positive approach to issues resolution.
- **Influential communicators** – to take forward the Government's policy agenda with intelligence, persuasiveness, professionalism, authenticity, and credibility. Listen, understand and adapt to different audiences.
- **High integrity and respectful** – making informed decisions, integrating moral and ethical considerations and establishing realistic goals. Value different perspectives, contributions and background.
- **Skilled at managing for high performance** – self and others.
- **Able to drive innovation** – turning innovative thinking into action and make time to engage others in ideas and problem solving. Consider mistakes first as an opportunity to learn.

Eligibility

Eligibility requirements

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

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications, applicants must be an Australian citizen.
- **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 Negative Vetting Level 1. You must be willing to disclose all relevant and required information. 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

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	Maree Bridger, (02) 6274 7029
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0728445

National Film and Sound Archive of Australia

Closing Date: Sunday 03 September 2023

Programs and Place Property and Security

Job Title	Manager, Property and Security
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,660 - \$115,154
Classification	Executive Level 1
Position Number	89233
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audiovisual heritage. The NFSA's purpose is to tell the national story by collecting, preserving and sharing audiovisual media, the cultural experiences of our time.

The Programs and Place team was recently restructured to include Property, Security and all aspects of public engagement: public programs, learning, experiences, exhibitions, events, visitor experience and venue hire. The Property and Security section is expected to work cooperatively across all branches and teams, including collection management, digitisation and information technology, with an emphasis on ensuring a safe site for visitors and staff and actively contributing to project and program delivery. The team support the NFSA's mission by providing staff with a safe and productive work environment by managing the Agency's property strategy, accommodation and facilities as well as the provision and development of protective security services.

Based at the NFSA's headquarters in Acton, ACT, the Manager, Property and Security will lead a team delivering facilities, office services, property and security services to the NFSA including the management of a heritage listed building. As an experienced manager, you will have extensive knowledge of various property policies and procedures, coupled with strong client service, leadership and communication skills. The ability to manage change, analyse issues and work under pressure is vital, as is a client focus and commitment to producing quality outcomes.

Duties

Under limited direction undertake the following duties:

- Lead and mentor a small team to ensure that office services, facilities management and security services are delivered to NFSA staff and stakeholders with a customer focused manner.
- Manage all NFSA property including the Heritage listed building and public spaces in Acton, storage vaults based at Mitchell and leased office accommodation in Sydney and Melbourne.
- Undertake procurement and manage contracts for the delivery of services, such as HVAC, electrical, mechanical, cleaning and gardening, including liaising with contractors and external agencies on property related matters.
- As the Agency Security Advisor (ASA) oversee and manage NFSA physical security arrangements, ensuring compliance with relevant Commonwealth security legislation and policy.
- Undertake the responsibilities of the NFSA Chief Fire Warden.
- Develop and implement the NFSA's Asset Management and Strategic Accommodation Plans, including negotiating and managing accommodation leases and maintaining the NFSA's heritage listed building in accordance with the Heritage Management Plan and other requirements.
- Manage budgets and process payments.
- Manage allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- Liaise with NFSA staff, contractors, landlords and external agencies on property and security related matters including implementation of the Heritage Management Plan and delivery of heritage impact assessments.
- Support the delivery of the NFSA's emerging environmental sustainability strategy.
- Provide comprehensive written and oral briefings to senior executive management and meet relevant reporting obligations.
- Ensure safe working environments are maintained in accordance with legislative requirements, Australian Standards and WHS policies and procedures.

Location

This position is based on site at the NFSA premises in Acton, Canberra. The nature of the work, facilities and security requirements mean that it is expected that the successful applicant will work on premises for the majority of time. The Property and Security team are based in Acton, Canberra, and this position occasionally attends the Mitchell sites.

Selection Criteria

The NFSA is seeking a highly motivated, energetic and experienced manager. The successful applicant needs to be a problem solver who has a good rapport with both internal and external stakeholders and has demonstrated leadership skills.

In relation to the 'Job Details' listed above, concisely demonstrate your skills, experience and achievements against each of the following areas:

1. Demonstrated knowledge and experience in facilities management.
2. A sound knowledge of Australian Government procurement procedures and compliance within the legislative frameworks of the Australian Government environment. The ability to develop and implement policies and procedures, prepare budgets and managing expenditure.
3. Well-developed written, oral and interpersonal communication skills, including the ability to effectively liaise and negotiate with co-workers, contractors, suppliers and external organisations.
4. Display an engaging client service attitude with a "can do" mindset and be a committed team player.

5. Demonstrated leadership in managing a high performing team, including implementing and promoting a climate of change and continuous improvement and able to develop and mentor staff.
6. Demonstrated ability to prioritise, time management and manage workload with competing demands and tight deadlines.
7. A strong understanding and practice of Work Health and Safety issues identification and risk management related to buildings and facilities operations.

Eligibility

Qualifications and/or equivalent experience required:

The ideal candidate will have knowledge, experience and/or qualifications in:

- Facilities management
- Property/accommodation planning and projects
- Financial processes for project budgets
- Procurement, Contract and contractor management
- A tertiary degree in a relevant field and/or experience in the cultural environment is highly desirable.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen;
- Satisfactorily complete an Australian Federal Police National Police Check; and
- Obtain and maintain an Australian Government Baseline Security Clearance.

The other eligibility that may be included in a job would also include the following:

- Obtain and maintain a Working with Vulnerable People registration.

Assessment Process

The assessment process for this position will include:

- A 1000-word pitch
- Resume
- An interview
- Referee checking

Notes

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Chris Mercer, 0422 764 970
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0728332

Department of the Prime Minister and Cabinet

Closing Date: Sunday 03 September 2023

Priorities, Delivery and Analytics
Various Various

Job Title	Senior Adviser, Priorities, Delivery and Analytics Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$136,220 - \$162,124
Classification	Executive Level 2
Position Number	PMC/2023/188
Agency Website	

Job Description

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

The Opportunity

Priorities, Delivery and Analytics Division has a critical role in strategically aligning, tracking and supporting the delivery of the Government's agenda. The Division reports and provides advice on the implementation of government priorities, houses a strategic planning function and has a data analytics capability to support the Government's implementation agenda. The Division supports the Prime Minister's Office (PMO) with real time information on hot issues and strategic advice for policy and briefing work across the department. The Division is highly collaborative, both across PM&C and across the APS more broadly to bring a

whole-of-government perspective to all its work.

Through its support for the Priority and Delivery Committee of Cabinet (PDC), the Division assists the Government to maintain focus on its longer term objectives while ensuring implementation of immediate priorities. You will have the opportunity to work with highly skilled and experienced colleagues and leaders in a supportive and collaborative work environment. The work is interesting and challenging, often fast-paced and has a high degree of autonomy and visibility, within PM&C and across Government. We are seeking Senior Advisers for a number of positions across Strategic Planning and Implementation. Candidates should indicate preferences for the different roles.

The Strategic Planning Unit leads on the articulation and tracking of the Government's longer term agenda. With a comprehensive knowledge of Cabinet process and a whole-of-government perspective, the unit supports the PMO to shape the PDC forward agenda, and develops products (in collaboration with others) to facilitate strategic discussion around longer term and emerging priorities. The unit also leads project-based work to generate insights and identify emerging trends and issues. This capability draws on the Division's visibility of whole-of-government priorities, effective networks across the Department, and skills in data analytics and information synthesis.

Two implementation units, structured around the subject areas of Social Policy and Economic and Industry Policy provide regular reporting and advice to the PM&C Executive, the PMO and PDC on the implementation status of key Government priorities and commitments. They regularly assess whether key commitments are on or off track and escalate risks – including risks to delivery of individual commitments or identified systemic risks – through separate advice to PMO and PDC. The units are also responsible for tracking key government achievements, and feeding relevant information back to the Strategic Planning Unit to ensure comprehensive tracking at a system level.

A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising.

Duties

Our Ideal Candidate

We're looking for people who:

- Are able to think strategically, synthesise information and apply a high degree of judgement to the curation and presentation of information
- Are curious and engaged problem solvers, who demonstrate flexibility and resilience in fast-paced work environments and ambiguous situations
- Build strong working relationships with a range of stakeholders across the APS and collaborate to achieve outcomes
- Are flexible and resilient leaders who can motivate and support diverse teams in a fast paced environment, and build a vibrant, inclusive culture
- Exhibit strong judgement, discretion and professionalism, including the ability to work appropriately with sensitive and privileged information
- Demonstrate high level policy, analytical and conceptual skills
- Have excellent written and oral communication skills with demonstrated experience providing advice to ministers, senior executives and/or senior management
- Have knowledge and experience of Australian Government strategic priorities, and decision-making, Cabinet or budget processes.

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 Negative Vetting Level 1 (Secret) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

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

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

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

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

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	Rebekka Wheate, (02) 6271 5387
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0728468

Digital Transformation Agency (DTA)

Closing Date: Monday 28 August 2023

Digital Investment and Sourcing
Digital Sourcing Branch Sourcing Platforms

Job Title	Web Developer, Digital Sourcing, APS5
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$80,482 - \$87,699
Classification	APS Level 5
Position Number	238_08/23
Agency Website	https://www.dta.gov.au/

Job Description

<https://www.dta.gov.au/join-our-team>

About us

The Digital Transformation Agency (DTA) offers interesting and challenging work that is at the forefront of the Government's digital policy agenda. The DTA is the Government's chief digital advisor, responsible for providing strategic and policy leadership on whole-of-government and shared information and communications technology (ICT) investments and digital service delivery. The DTA leads the development, delivery and monitoring of whole-of-government strategies, policies and standards.

We encourage applications from all candidates, including Aboriginal and Torres Strait Islander peoples, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

About the position

The Sourcing Platforms team is responsible for delivering products that make buying digital goods and services for government, and selling to government, simple, transparent and secure.

The team is seeking an enthusiastic, energetic Web Developer with ServiceNow experience to join the Sourcing Platforms team on the ongoing development of www.BuyICT.gov.au.

The APS5 Web Developer in the Sourcing Platforms team plays a crucial role in the design, development, and enhancement of the BuyICT online ServiceNow platform. With a focus on efficiency and user-centric design, this position ensures the platform stands as an invaluable tool for government buyers and industry stakeholders. Our aim is to find an energetic and enthusiastic Developer who will complement our team's dynamics and bring their expertise to the ongoing evolution of BuyICT.

Duties

- Create, test, document, and refine moderately complex programs/scripts while ensuring adherence to established coding standards.
- Employ approved standards and tools consistently to guarantee quality outcomes.
- Track and communicate progress in software development tasks. Identify potential challenges and recommend effective solutions.
- Engage in constructive peer reviews, working collaboratively to improve and refine work.
- Play an active role in designing and maintaining our platform using core web technologies such as HTML, CSS, and JavaScript.
- Administer and maintain the ServiceNow platform for optimal performance and functionality.
- Address technical issues promptly, focusing on delivering a smooth and uninterrupted user experience.

Capabilities required

- **Experience and Technical Proficiency:** A minimum of 1-2 years of experience in web development or IT support.

- **Web Language:** Demonstrated proficiency in core web technologies, including HTML, CSS, JavaScript, and other relevant programming languages.
- **Agile Methodology:** Proven experience in Agile product development, with the capacity to adapt and respond to evolving project requirements.
- **ServiceNow Platform:** Practical experience in administering and optimising the ServiceNow platform to meet organisational requirements.
- **Governmental Procurement Understanding:** Awareness of and ability to navigate procurement procedures within a government setting, aligning web solutions with public sector standards (desirable).
- **Problem-solving Skills:** Exceptional analytical skills, paired with a knack for troubleshooting and debugging web or platform challenges.
- **Communication Skills:** Effective communication and interpersonal competencies, fostering collaboration and building strong relationships across teams and stakeholders.
- **Self-management and Initiative:** Demonstrated ability to independently manage tasks, showcase initiative, prioritise effectively, and meet set deadlines without compromising quality.
- **Web Standards and Accessibility:** An in-depth knowledge of, and adherence to, web standards and accessibility guidelines, ensuring the platform is both compliant and user-friendly for all.

Eligibility

- Security Clearance level required: Baseline (or ability to obtain and maintain).
- To be eligible for employment with the DTA applicants must be an Australian citizen.
- An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.
- The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

- The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.
- A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the APS Commissioner's Directions.
- For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

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

About the Digital Transformation Agency (DTA)

The DTA offers interesting and challenging work that is at the forefront of the Government's digital policy agenda. From 1 July 2021, the DTA became the Government's chief digital advisor, responsible for providing strategic and policy leadership on whole-of-government and shared information and communications technology (ICT) investments and digital service delivery. The DTA will lead the development, delivery and monitoring of whole-of-government strategies, policies and standards.

To Apply

Position Contact	Matt Mason, 0499 835 173
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Prime Minister and Cabinet

Vacancy VN-0728483

Office of the Official Secretary to the Governor-General

Closing Date: Sunday 27 August 2023

Job Title	GHO5 - HR Adviser
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$81,788 - \$86,701
Classification	APS Level 5
Position Number	196
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-general

Job Description

www.gg.gov.au/

About the Office

The Office of the Official Secretary to the Governor-General (the Office) is a small Commonwealth agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out his constitutional, community, ceremonial and Commander-in-Chief duties.

As an Office we are driven by *Giving Hope and Uplifting the Nation* and we work hard to maximise the value we contribute to national wellbeing. In supporting the highest office in the land, we think innovatively and strategically; engage and empower our staff; and use resources effectively and efficiently to achieve impressive outcomes.

About the opportunity

The Human Resources team sits within the People and Services Branch and is responsible for the provision of the full range of human resource services and advice to assist the Office meet its objectives.

This is fantastic opportunity to further your HR career in a fast-paced and supportive environment. If successful you will play a key role in facilitating the relationship with our outsourced payroll provider and support the Office to attract, engage, develop and retain our employees and staff.

This position is based at Government House, Yarralumla which is a secure site with free parking. The Human Resources team occupies a heritage cottage situated by Lake Burley Griffin. Staff have access to the stunning grounds for exercise and breaks. Staff also have the opportunity to observe or participate in events on the Governor-General's program and Public Open Days.

Our ideal candidate

As our ideal candidate, you will bring ideas, excellent service, advice and support to the team's internal and external stakeholders. Our ideal candidate will have:

- good stakeholder engagement skills,
- an ability to think critically and use judgement,
- sound written and verbal communication skills,
- strong organisational abilities to prioritise work and meet deadlines, attention to detail and problem solving skills,
- the ability to work cooperatively as part of a team and self-directed,
- an understanding of payroll, HR policies, practices and legislation, as well as experience in using systems such as Microsoft Excel and Aurion.

Duties

As a HR Adviser, you will be responsible for providing strong stakeholder management, advice and support on a range of HR matters, and administrative duties.

Your duties may include but are not limited to:

- Administering and coordinating payroll related requests via the outsourced payroll provider.
- Providing advice and interpretation of employment conditions, policies, and entitlements (such as leave, superannuation, prior service, etc).
- Establishing and maintaining positive working relationships with internal and external stakeholders.
- Contributing to data and analysis to produce reports or answering queries for the Office.
- Inbox management including responding to general enquiries, actioning requests and delegating or escalating work as appropriate.
- Assisting with the HR team's obligations and administration as required including updating record management systems.

Eligibility

To be eligible for employment, applicants must be Australian Citizens.

All positions at the Office of the Official Secretary to the Governor-General are prescribed and the successful applicant will need to pass and maintain a security clearance.

Notes

To apply for the role please email a two-page CV including the contact details of two current referees **and** a one-page pitch (size 10 font) to hr@gg.gov.au.

Your one-page pitch should explain how your skills and experience make you the right person for the role as specified in the duties.

Please note: under section 67 of the Australian Public Service Commissioner's Directions (2022), an Agency Head must grant leave without pay to an ongoing APS employee to undertake employment (secondment) with the Office of the Official Secretary to the Governor-General and on return provide employment at the employee's substantive level.

About the Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out his constitutional, statutory, ceremonial and public duties.

To Apply

Position Contact	Vickie Gouvoussis, 0417787405
Agency Recruitment Site	www.gg.gov.au/

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Prime Minister and Cabinet

Vacancy VN-0728486

**Office of the Official Secretary to the
Governor-General**

Closing Date: Sunday 27 August 2023

Job Title	GHO3/4 - HR Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$64,869 - \$79,586
Classification	APS Level 3;APS Level 4
Position Number	196
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-general

Job Description

www.gg.gov.au/

About the Office

The Office of the Official Secretary to the Governor-General (the Office) is a small Commonwealth agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out his constitutional, community, ceremonial and Commander-in-Chief duties.

As an Office we are driven by *Giving Hope and Uplifting the Nation* and we work hard to maximise the value we contribute to national wellbeing. In supporting the highest office in the land, we think innovatively and strategically; engage and empower our staff; and use resources effectively and efficiently to achieve impressive outcomes.

About the opportunity

The Human Resources team sits within the People and Services Branch and is responsible for the provision of the full range of human resource services and advice to assist the Office meet its objectives.

You will collaborate across the Office to ensure effective service delivery to support a people centric culture. The primary focus of this position will be on administration to support frontline enquiries, records management, recruitment and payroll administration. Your ability to engage with diverse stakeholders and build trusted relationships will see you achieve success in this role. This is fantastic opportunity to begin or further your HR career in a fast-paced and supportive environment.

This position is based at Government House, Yarralumla which is a secure site with free parking. The Human Resources team occupies a heritage cottage situated by Lake Burley Griffin. Staff have access to the stunning grounds for exercise and breaks. Staff also have the opportunity to observe or participate in events on the Governor-General's program and Public Open Days.

Our ideal candidate

As our ideal candidate, you will bring ideas, excellent service, advice and support to the team's internal and external stakeholders. Our ideal candidate will have:

- good stakeholder engagement skills;

- an ability to think critically and use judgement;
- sound written and verbal communication skills;
- strong organisational abilities to prioritise work and meet deadlines, attention to detail and problem-solving skills;
- the ability to work cooperatively as part of a team and self-directed;
- an understanding or ability to quickly acquire knowledge of payroll, HR policies, practices and legislation, as well as experience in using systems such as Microsoft Excel and Aurion.

Duties

As a HR Officer, you will be responsible for providing first point of contact with our internal and external stakeholders, as well as providing support on a range of HR matters, and administrative duties.

Your duties may include but are not limited to:

- Administering and coordinating payroll related requests via the outsourced payroll provider;
- Inbox management including responding to general enquiries, actioning requests and delegating or escalating work as appropriate;
- Coordinating activities that contribute to the employee lifecycle, including the pre-employment, onboarding and induction for new staff, and smooth transition for cessations;
- Providing advice and interpretation of employment conditions, policies, and entitlements (such as leave, superannuation, prior service, etc);
- Contributing to data and analysis to produce reports or answering queries for the Office;
- Assisting with the HR team's obligations and administration as required including updating record management systems.

Eligibility

To be eligible for employment, applicants must be Australian Citizens.

All positions at the Office of the Official Secretary to the Governor-General are prescribed and the successful applicant will need to pass and maintain a security clearance.

Notes

To apply for the role please email a two-page CV including the contact details of two current referees **and** a one-page pitch (size 10 font) to hr@gg.gov.au.

Your one-page pitch should explain how your skills and experience make you the right person for the role as specified in the duties.

Please note: under section 67 of the *Australian Public Service Commissioner's Directions (2022)*, an Agency Head must grant leave without pay to an ongoing APS employee to undertake employment (secondment) with the Office of the Official Secretary to the Governor-General and on return provide employment at the employee's substantive level.

About the Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out his constitutional, statutory, ceremonial and public duties.

To Apply

Position Contact	Vickie Gouvoussis, 0417787405
Agency Recruitment Site	www.gg.gov.au/

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Social Services

Vacancy VN-0728306

Department of Social Services

Closing Date: Wednesday 30 August 2023

Portfolio Coordination
Various

Job Title	Assistant Director - Portfolio Coordination Group
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Greenway ACT
Salary	\$113,563 - \$128,907
Classification	Executive Level 1
Position Number	EXT-2023-0689
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Portfolio Coordination Group provides a unique opportunity to work in a dynamic area, delivering whole of department activities, working directly to and supporting the senior executive and Ministers, and identifying interdependencies to ensure that work is delivered in a connected way.

The Group is currently in the process of establishing a new Strategic Policy and International Unit, which is anticipated will be responsible for delivering collaborative and innovative policy advice, and enhancing the international focus of the department.

Duties

Responsibilities will vary depending on the role but may include:

- build and maintain relationships with stakeholders to support the delivery of key departmental projects and functions
- deliver high quality and timely guidance and advice to the department, the Minister and portfolio bodies on parliamentary, ministerial, governance and appointment processes
- design, develop and deliver on all aspects of governance reporting

- lead research and analysis tasks and develop briefings, strategy papers and reports, and capability uplift.

Please review the job pack for the full position description. **Eligibility**

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

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

Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 18 months.

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Lynn Peryman, 02 6146 1715
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0728448

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Wednesday 30 August 2023

Corporate Division
Finance and People Finance

Job Title	Budget Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$89,445 - \$100,537
Classification	APS Level 6
Position Number	146_08/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Finance team is responsible for the management of the key financial functions of the NDIS Commission. The main responsibilities of the team are:

- Regulatory – interpreting and reporting on regulatory requirement to the relevant regulatory bodies, Australian National Audit Office, Australian Taxation Office, Accountable Authority Instructions (AAls), Accountable Authority Delegations (AAD), Public Governance, Performance and Accountability Act 2013 (PGPA Act) and PGPA Rule, Department of Finance, ComCover and Comcare and the Audit and Risk Committee (ARC). This includes information gathering and reporting on GST, Fringe Benefits Tax, audits and compliance. This enforces that the NDIS Commission's operations are within the financial governance framework.
- Financial accounting and reporting – month-end processes, year-end processes, reconciliations, asset management, lease accounting, financial statements, annual report contributions, position papers, preparing papers for the ARC and other reporting, as requested.
- Management reporting – providing advice to the NDIS Commission's Executive Leadership Team (ELT), Branch Managers and the Senior Leadership Team (SLT) on the management of financial and capital resources and financial risks in the achievement of program objectives, reports for parliamentary requests, and other reporting, as requested.
- External budgeting, internal budgeting and re-forecasting, preparation of calculations of costings for resourcing requests.

Duties

APS6 Budget Officer's responsibilities may include but are not limited to:

- analysing and interpreting statistical reports to assist with strategic planning;
- preparing a range of written material including business cases, reports and corporate documentation;
- developing correspondence for stakeholders, such as financial reports, corporate documentation and responses to ministerial submissions;

- reviewing operating budgets periodically to analyse trends affecting budget needs;
 - consulting with divisions and branches to ensure budget allocations are made in accordance with program changes in order to facilitate long-term planning;
 - undertaking quality assurance of feasibility and cost estimates, assumptions and justifications;
 - undertaking detailed financial analysis of variances to branch and division budgets and forecasts;
 - undertaking financial administration across the Commission's cost centres and projects, including budgets, monitoring, forecasting and accruals;
 - assisting with the preparation of the Commission's Budget papers during the federal Budget cycles (PBS, MYEFO, PAES); and
 - any other duties, as required by the Finance team.
- The key responsibilities of the role are based on current priorities and may change over time.

Eligibility

Our ideal candidate will have a positive contemporary attitude to people with disability and have the following capabilities:
They will also demonstrate the following capabilities:

- intermediate/advanced Excel skills;
- systems knowledge – preferably SAP or a similar ERP;
- significant internal budgeting experience;
- problem-solving skills, with the ability to critically analyse information and make sound judgements;
- the ability to build and sustain positive working relationships with stakeholders;
- a commitment to taking personal responsibility for meeting objectives and investing energy and drive to see that goals are achieved

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 Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to:

- uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- promote the provision of advice, information, education and training to NDIS providers and people with disability
- secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation
- promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability
- develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability
- provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions
- engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and
- provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal.

The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Catherine Davey, 02 4722 7258
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0728450

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Wednesday 30 August 2023

Regulatory Operations Division
Office of the Deputy Commissioner Business Improvement and Quality

Job Title	Assistant Director, Business Improvement and Quality
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$111,445 - \$126,503
Classification	Executive Level 1
Position Number	147_08/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Business Improvement and Quality Team sits within the Office of the Deputy Commissioner and is responsible for:

- supporting transformation and business improvement projects and initiatives within the Regulatory Operations Division or related changes in other NDIS Commission Divisions.
- governing the use of a single and universal approach that measures, assesses and improves the quality of work within the Regulatory Operations Division against current and future expectations.
- governing the Regulatory Operations Division business planning process and supporting ongoing Regulatory Operations Division business planning activities.

Duties

Duties of the Assistant Director, Business Improvement and Quality will include, but are not limited to:

- Supporting the development, design and implementation of project management methodologies and standards for use across the Regulatory Operations Division.
- Maintaining the Regulatory Operations Division project management framework, and providing fit-for-purpose advice on all aspects of project management and reporting, including change impact assessment, risk and schedule management, and budget control.
- Building project management capability and maturity across Regulatory Operations Division projects and initiatives.
- Supporting the development, design and implementation of quality management standards for use across the Regulatory Operations Division.
- Maintaining the Regulatory Operations Division quality framework and partnering across the Regulatory Operations Division to influence and promote a culture of quality and continuous improvement.

Eligibility

To be considered for appointment to this role applicants must be able to demonstrate that they possess:

- Experience in project management utilising a recognised project management methodology is highly desirable
- Experience in process improvement, quality improvement or change management is highly desirable
- Experience in or demonstrated understanding of disability services in a state or territory government context would be an advantage.

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 Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to:

- uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- promote the provision of advice, information, education and training to NDIS providers and people with disability
- secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation
- promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability
- develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability
- provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions
- engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and
- provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal.

The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Lauren Keith, 0439 231 743
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Australian Taxation Office

Closing Date: Wednesday 30 August 2023

Tax Practitioners Board
People and Culture

Job Title	TPB People and Culture Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill NSW, Brisbane QLD, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Sydney NSW
Salary	\$116,062 - \$126,533
Classification	Executive Level 1
Position Number	EXT_TPB_989_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=208A1B37-7E56-C7BD-75AB-D1EB32DF77CE>

Duties

We are seeking a dynamic and experienced People and Culture Manager to join the Tax Practitioners Board (TPB).

As a People and Culture Manager, you'll plan, organise, lead and manage a range of human resource (HR) projects and activities to achieve outcomes including the development of a culture plan and people strategy. You'll collaborate with stakeholders to determine future people and culture priorities, while providing advice and support to TPB leaders on a wide range of strategic and operational HR matters.

You will plan, coordinate and deliver detailed, complex, technical, and sensitive HR initiatives. You'll demonstrate an extensive understanding of the HR needs of the TPB, as well as the broader HR policies of the Australian Tax Office.

This is an exciting opportunity to become the inaugural People and Culture Manager for the TPB, while working to build the TPB's people and culture frameworks from the ground up.

Eligibility

Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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 Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Michael Mumford, (07) 3121 7931
Agency Recruitment Site	https://ato.nga.net.au/?jati=208A1B37-7E56-C7BD-75AB-D1EB32DF77CE

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Treasury

Vacancy VN-0728393

Royal Australian Mint

Closing Date: Wednesday 30 August 2023

Royal Australian Mint
Human Resources

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$112,148 - \$125,018
Classification	Executive Level 1
Position Number	1222
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

The primary function of the Assistant Director is to manage employee relations matters. This includes developing and implementing the employment framework; drafting policies and procedures; undertaking or managing reviews of action and misconduct investigations; managing the Mint's consultative forum; drafting employment advice; managing disputes; and preparing procurement documents associated with the services relevant to the branch.

The Assistant Director will also support internal and external audit and reporting functions. They will ensure that information given is accurate and that agreed recommendations are progressed.

The Assistant Director will draft or review policies and procedures related to human resources and other corporate governance functions relevant to an Australian Government Public Service entity. These must align with relevant legislative and Australian Government policy requirements.

A secondary function of the Assistant Director is to support the Mint's obligations in relation to privacy, public interest disclosures, anti-corruption, and other corporate governance matters. They will maintain the statutory compliance register and work closely with the Treasury and external legal counsel, when needed.

Writing and editing skills of a high standard are required as are statutory interpretation skills.

The Assistant Director's duties are both strategic and operational. They must deliver outcomes in a timely and accurate manner.

Duties

1. Managing the development and implementation of an appropriate employment framework relevant to an Australian Public Service entity.
2. Undertaking research and drafting advice on a range of topics primarily those related to employment and privacy law. Proposing recommendations based on that research and supporting the implementation of agreed recommendations.
3. Drafting instruments of delegation, delegation schedules, determinations, employment arrangements and agreements, and other employment framework documents.
4. Coordinating certain internal and external audit functions relevant to human resources and privacy.
5. Drafting human resource and other corporate governance policies and procedures; reviewing other branch's policies and procedures to ensure that they align; editing documents where necessary.
6. Undertaking or coordinating reviews of action, misconduct investigations, non-compliance actions related to the *Safety, Rehabilitation and Compensation Act 1988*, fitness for continued duty assessments, and dealing with certain complaints including those related to code of conduct, privacy, public interest disclosures and anti-corruption matters.
7. Drafting reports on human resources and privacy functions for the Board, executive and external parties. Critically evaluating data and ensuring that recommendations are supported by evidence.
8. Researching, developing and possibly implementing workforce initiatives related to the employment framework.
9. Undertaking procurement activities including drafting request for quotes/tenders; assessing responses; and drafting, negotiating and managing contracts. Procurement activities may include requests for training services, consultancy services, and information technology solutions.
10. Procuring legal services in accordance with the Legal Service Directions, critically evaluating the advice provided, and implementing it, where accepted.
11. Supporting other human resource, privacy, public interest disclosure, and corporate governance functions and services.

Eligibility

Security clearance

This position requires a Negative Vetting Level 1 security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Qualification

A law degree.

Notes

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, **30 August 2023**. 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.

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	Anthony Szell, (02) 6202 6817
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Parliamentary Department

Vacancy VN-0727936

Department of Parliamentary Services

Closing Date: Wednesday 30 August 2023

Corporate Services
Commercial Operations APH Catering

Job Title	House Services Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 4
Position Number	JR31596
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

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

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 4 House Services Co-ordinator within Commercial Operations Branch.

DPS is seeking highly motivated, professional and service focused staff to be part of the in house catering department – the APH House Services . The iconic building welcomes over 725,000 visitors each year including some 127,000 school children. It is home to some 1,300 people working across the building, rising to more than 3,500 people on sitting days and peaking at around 10,000 people in the building on the busiest day of the year each Budget Day.

The APH House Services Team will deliver high quality food and beverage services to building occupants and visitors that showcase products of the local region and position APH as a destination of choice. Services will be delivered through a range of venues, multiple kitchens and retail outlets that include multiple venues for function catering, a la carte, bistro, café (building occupants and public facing).

An Event Coordinator is required for the APH Catering and Events Team responsible for a sustainable catering model which is capable of delivering over 500,000 covers annually. Peak service times are Monday – Thursday on parliamentary sitting weeks (approximately 20 weeks per year) and Australian Parliament House is open every day except Christmas Day.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicants will have professional experience in the delivery of food services/catering in the events team, ideally in a multi-faceted venue and, preferably within high quality and high capacity venues. You will also have the skills and attributes needed to deliver high quality catering outcomes for DPS.

Job Specific Requirements:

- Minimum 2 years of Event Coordination experience
- Qualifications in event management and event sales
- Marketing or equivalent relevant qualifications and experience highly desirable
- Demonstrated relevant experience, preferably within high quality well regarded multipurpose venues

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Anna McAlaney, 0456 055 496
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS

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Department of Parliamentary Services

Closing Date: Wednesday 30 August 2023

Corporate Services
Commercial Operations Branch APH Catering

Job Title	Event Manager
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	-
Classification	APS Level 6
Position Number	JR31594
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

The Opportunity

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 6 Event Manager within Commercial Operations Branch.

DPS is seeking highly motivated, professional and service focused staff to be part of the in house catering department – the APH Catering and Events Team. The iconic building welcomes over 725,000 visitors each year including some 127,000 school children. It is home to some 1,300 people working across the building, rising to more than 3,500 people on sitting days and peaking at around 10,000 people in the building on the busiest day of the year each Budget Day.

As a member of the APH Catering and Events Team, deliver events and catering services at Australian Parliament House (APH) through an in-house service delivery model that provides a high standard of food and beverage service across all outlets and event venues to a wide range of stakeholders.

Who we are looking for

You will possess a minimum of 4 years leading an Events team and have the ability to work collaboratively with multiple stakeholders to provide products, services and information regarding event venues and catering services at Australian Parliament House. Ensuring that all sales enquiries and bookings in the event booking system, including financial processes are performed in accordance with DPS policies and standard operating procedures.

You will thrive in the buzz of event co-ordination whilst managing an events team to deliver high profile events across multiple venues, ranging from 20 – 900 pax.

Job Specific Requirements:

- Minimum 4 years of Event Coordination experience.
- Qualifications in event management and event sales.
- Marketing or equivalent relevant qualifications and experience highly desirable.
- Demonstrated relevant experience, preferably within high quality well regarded multipurpose venues.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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To Apply

Position Contact	Anna McAlaney, 0456055496
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

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Employment and Workplace Relations

Vacancy VN-0728312

Department of Employment and Workplace Relations (DEWR)

Closing Date: Wednesday 30 August 2023

Workforce Australia Provider Support Division
Broome Taskforce Employment Skills and Training

Job Title	Project Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Broome WA
Salary	\$94,332 - \$103,731
Classification	APS Level 6
Position Number	23/1765
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

This position will be working alongside a new First Nations Workforce Australia provider to further build capacity and capability to improve services and employment outcomes for participants. The support provided by the position includes engaging and advocating locally to improve coordination across the complex landscape of local programs and services to help establish more streamlined pathways for people to address their individual needs and gain secure well-paid work. Other key parts of this role are capacity and capability building for the provider and support for a future co-design process to inform a new model that meets the needs of users and the community.

Duties

Responsibilities of the APS Level 6 may include:

- Overarching understanding of employment and skills programs and services in the Broome employment region that will drive provider performance.
- Supporting the delivery of the Workforce Australia program by undertaking a range of capacity building and stakeholder engagement activities, utilising local intelligence to inform effective service strategies, including placed based initiatives.
- Develop a sound knowledge and drive an understanding of the local labour market challenges and priorities within the Broome employment region, influencing outcomes with a key role in understanding and coordinating local engagement activities.
- Researching and interpreting caseload data, program guidelines and policies to provide advice and guidance to Workforce Australia provider staff.
- Communicating effectively with a wide range of internal and external stakeholders, including employment services providers, local, state and commonwealth public officers, employers, and other relevant parties.

- Preparing a range of written correspondence and documents for internal and external stakeholders at a high standard.
- Assist participants and employers to close the gap on economic development for strong Aboriginal and Torres Strait Islander people's workforce participation.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Taylor Parkhill, 08 9485 3083
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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**Department of Employment and Workplace Relations
(DEWR)**

Closing Date: Wednesday 30 August 2023

Careers and International Skills
Migrant Skills Assessments TRA Skills Assessments & Systems Support
Team

Job Title	Senior IT Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	\$94,332 - \$103,731
Classification	APS Level 6
Position Number	23/2262
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

The Migrant Skills Assessments (MSA) branch, operating as Trades Recognition Australia, is the assessing authority for a range of technical and trade occupations in support of the Government's skilled migration program. The purpose of these assessments is to ensure that an applicant can perform at the required skill level for their nominated occupation when working in Australia.

The IT Systems & Enhancements team in the Skills Assessment and Systems Support section of MSA is responsible for managing IT systems used by the assessing authority.

Reporting to the Assistant Director of IT Systems & Enhancements, the Senior IT Project Officer is responsible for managing projects that enhance and maintain the IT systems that support migrant skills assessment programs. The role involves leading coordination with non-technical and technical teams to develop, refine and test proposed changes using Agile methods. The role also involves advice and analysis, the writing of briefs and other documents, communication with system users to investigate and resolve issues, and some supervision of staff.

Duties

Responsibilities of the Senior IT Project Officer may include:

- Using research and sound judgement to develop proposals to enhance IT systems that deliver benefits or efficiencies to users, with an understanding of competing priorities.
- Managing IT projects, including writing project plans, tracking progress, monitoring risks and adapting to changes, and ensuring delivery of work in accordance with agreed timelines and governance processes.
- Working independently to identify and manage IT issues as they arise, including investigation with affected work areas and escalation of any required IT changes to a technical team.
- Using a variety of approaches to understand complex business processes, identify opportunities for improvement and to help technical teams develop IT solutions.
- Providing advice and information to support the broader work of the department, including presentations to stakeholders, input into written briefs and outlines of system functions.

- Developing test plans, creating/maintaining user accounts in test environments, and conducting user acceptance testing (UAT) of changes to IT system against acceptance criteria.
- Supporting colleagues in their work, including through the sharing of information and skills, by applying an understanding of team priorities and through the supervision of staff.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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 Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Leigh Hughes, (02) 6240 2541
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0728319

Department of Employment and Workplace Relations (DEWR)

Closing Date: Wednesday 30 August 2023

Deputy Jobs and Skills Australia
Enterprise and Systems Data Strategy, Platforms and Access

Job Title	Data Governance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS, Darwin NT, Newcastle NSW, Orange NSW, Bendigo VIC
Salary	\$94,332 - \$103,731
Classification	APS Level 6
Position Number	23/2250
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

About Jobs and Skills Australia

Jobs and Skills Australia (JSA) engages, advises and assists the Australian Government and other stakeholders on decision-making on current, emerging, and future skills and workforce needs. Our vision is for the full skills potential of our nation to be realised, resulting in improved workforce participation, productivity, wages, and equity. We aim to be a catalyst in activating the potential of Australia's human capital to meet present and future skills needs.

We have a diverse, inclusive, and professional team of specialists with skills in policy, data, stakeholder engagement, digital solutions, economics, and research, to reach and work with stakeholders.

Our work is enriched through tripartite engagement and collaboration with unions, business, employers, state and territory governments, and education and training providers from across Australia to provide critical advice to improve skills development, employment opportunities and economic growth.

JSA is an independent secondary statutory body situated in the Department of Employment and Workplace Relations (DEWR). The Interim Director is accountable to the Minister for Skills and Training. Our enabling legislation is the Jobs and Skills Australia Act 2022.

You can read more about JSA on our website: www.jobsandskills.gov.au.

The Role

Reporting to the Assistant Director(s) of the Data Strategy, Platforms and Access (DSPA) team, the Data Governance Officer will be responsible for improving how JSA obtains, manages, and analyses its data work, and will engage with management and staff across JSA and a range of stakeholders.

The DSPA team is responsible for developing and implementing JSA's data strategy and has a wide mix of capabilities across governance, commercial, IT, technical and data functions.

We are looking for candidates that enjoy adding value to the work of their colleagues to achieve successful business outcomes and positive change within a progressive organisation. The role will not involve any data science or analysis, but works closely with these functions in an enabling capacity.

The role may be defined to better suit the successful candidate's particular skillset and this process will establish a merit pool that may be used to fill other vacancies across JSA.

Candidates are encouraged to apply even if they do not have all the capabilities listed below.

Duties

These will include contributing to:

- Delivery, engagement, and project management of Data Strategy activities.
- Development and implementation of metadata standards and data registers.
- Implementation of Data Strategy related learning and development initiatives.
- Data governance standards and process roll out plans.
- Management of legal and governance risks.
- Liaising between technical experts and internal staff / external stakeholders.
- Development of data sharing agreements.

Eligibility

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To Apply

Position Contact	Duc Le, (02) 6121 5748
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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