



**Commonwealth of Australia**  
**APSJobs - Vacancies Daily**  
**PS34 Daily Gazette Monday - 21 August 2023.pdf**

**Australian Government** Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS34 Weekly Gazette Thursday - 24 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 PS34 Weekly Gazette Thursday - 24 August 2023.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: [contact@apsjobs.gov.au](mailto:contact@apsjobs.gov.au)

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## Vacancies

Vacancy VN-0728682

### Australian Electoral Commission

Closing Date: Sunday 03 September 2023

Electoral Integrity and Operations  
State Office Queensland State Office

|                        |                                                               |
|------------------------|---------------------------------------------------------------|
| <b>Job Title</b>       | Out-Post Centre (OPC) Manager, Queensland State Office        |
| <b>Job Type</b>        | Full-Time, Non-Ongoing                                        |
| <b>Location</b>        | Arundel QLD                                                   |
| <b>Salary</b>          | \$109,223 - \$123,331                                         |
| <b>Classification</b>  | Executive Level 1                                             |
| <b>Position Number</b> | 2023-252 15752                                                |
| <b>Agency Website</b>  | <a href="https://www.aec.gov.au/">https://www.aec.gov.au/</a> |

### Job Description

<https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMzMdK2NDaxNTY4OTh-MS9IZG>

The OPC Manager will form part of the leadership team in the Gold Coast Area Office. This Office will oversee the delivery of the upcoming referendum across the Divisions of Fadden, Forde, Moncrieff, and McPherson.

This position will be based in the Gold Coast Out-Posted Centre in Arundel. Out-Posted Centres are busy and complex environments during the delivery of an electoral event, with up to 300 staff working across multiple Divisions on concurrent activities.

### Duties

The OPC Manager is part of a pilot program to explore the impact of having a leadership position embedded in an Out-Posted Centre during an electoral event.

This is a leadership position with responsibility for staff management and welfare; prioritisation of work effort; and providing visibility of work effort and progress to the Queensland Executive team. The OPC Manager is not expected to be technical expert, and the technical lead for electoral events rest with the Divisional Returning Officers.

This is a 10-week opportunity which runs from approximately 5 weeks before polling day to 5 weeks after polling day. We are looking for an agile, energetic, self-motivated, and results-driven leader who can work well under pressure. In return, we will provide a unique opportunity to demonstrate your leadership in a fast-paced environment that contributes to delivery of a referendum.

To excel you'll have:

- Current or very recent experience in the Commonwealth Public Service
- Demonstrated ability to lead, develop and manage staff.
- Strong Leadership and Management skills in a fast paced and intense environment

- Ability to remain positive and respond to pressure in a calm manner, while committing energy and drive to see that goals are achieved.
- Confidence and ability to effectively communicate, collaborate and negotiate with team members, business areas and external stakeholders at all levels of seniority.
- A demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

## Eligibility

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

## Notes

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

## About the Australian Electoral Commission

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

## To Apply

|                                |                                                                                                                                                                                                     |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Karen Burnes, 0423 847 965                                                                                                                                                                          |
| <b>Agency Recruitment Site</b> | <a href="https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMzMk2NDAXNTY4C">https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMzMk2NDAXNTY4C</a> |

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0728741

## Australian Skills Quality Authority (ASQA)

Closing Date: Sunday 03 September 2023

Policy and Partnerships  
Data, Risk Analytics and Reporting

|                 |                                                                 |
|-----------------|-----------------------------------------------------------------|
| Job Title       | Assistant Director, Business Intelligence and Analytics         |
| Job Type        | Full-Time, Ongoing; Non-Ongoing                                 |
| Location        | Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC           |
| Salary          | \$109,098 - \$119,701                                           |
| Classification  | Executive Level 1                                               |
| Position Number | 27056                                                           |
| Agency Website  | <a href="https://www.asqa.gov.au/">https://www.asqa.gov.au/</a> |

## Job Description

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

### ***ASQA is the national regulator for Vocational Education and Training (VET).***

The Data, Risk Analytics & Reporting Team is responsible for the collection, analysis, interpretation, and dissemination of data, information and intelligence relating to the VET sector to enable ASQA and relevant stakeholders to address risk and improve quality outcomes. **Duties**

#### **The Opportunity...**

The **Assistant Director, Business Intelligence & Analytics** is responsible for a range of tasks including:

- managing a team of business intelligence developers
- managing the development of products using contemporary design methods
- developing and maintaining internal and external professional relationships
- liaising with business areas and IT to resolve data reporting issues or to improve data quality
- managing complex analytics and systems projects to improve reporting capability
- drafting briefing papers and analytical reports including preparing responses for senate estimates, and senior managers.

#### **Who we are looking for...**

Our ideal candidate will have:

- advanced technical expertise in data management, data analysis and the use of data analytics tools
- highly developed analytical and problem-solving skills particularly in relation to interpreting data.
- demonstrated ability to successfully manage complex data and analytics projects, including planning, resources/budget, engaging stakeholders and meeting key milestones.
- a demonstrated ability to lead, coach and mentor a team to ensure the achievement of organisational goals.
- the ability and commitment to continuous improvement across all aspects of the role
- strong oral and written communication skills, documenting and communicating technical problems and solutions to both technical and non-technical stakeholders and the ability to work in a team environment.

## **Working With Us...**

Through our regulation and partnership with others, we ensure quality vocational education and training so that students, employers, the community and governments have confidence in the integrity of national qualifications issued by training providers.

Our work is focused on provider outcomes and supported by evidence-based findings. These fundamental elements of best practice regulation go to the heart of who we are, and how we can make a difference as the national vocational education and training regulator.

You will be joining a dynamic workforce that is dedicated to diversity and inclusion, and will support you to thrive in your career.

You will have access to generous leave entitlements, flexible working arrangements that promote work-life balance – including the option of a hybrid working arrangement - professional development opportunities, health and wellbeing events throughout the year and a competitive base salary plus 15.4% superannuation.

## **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, to the contrary.

The successful applicant will be required to undergo pre-employment checks and obtain a Security Clearance (if they do not already hold a clearance).

## **Notes**

### **Find Out More...**

Visit [Current Vacancies](#) for more information.

*It is important that you review the **Position Description** for more information on the role, including instructions on what to include in your application, before you apply.*

If you have questions about this exciting opportunity, please contact **Matthew Barber, Assistant Director Data Technology** on (03) 8613 3994 or via [recruitment@asqa.gov.au](mailto:recruitment@asqa.gov.au)

This position is available as an ongoing or non-ongoing opportunity. Non-ongoing opportunities will be offered for a fixed term of up to 12 months, with the potential to becoming ongoing.

This selection process may be used to establish a merit pool. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 18 months.

**Applications close at 11:30pm AEST on Sunday, 3 September 2023.**

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 Skills Quality Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA's mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit [www.asqa.gov.au](http://www.asqa.gov.au).

## To Apply

|                                |                                                                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Matthew Barber, (03) 8613 3994                                                                                                                    |
| <b>Agency Recruitment Site</b> | <a href="https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies">https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies</a> |

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Vacancy VN-0728686

## Australian Sports Commission

Closing Date: Friday 01 September 2023

Diversity, People and Culture  
Diversity, Equity and Inclusion

|                        |                                                                         |
|------------------------|-------------------------------------------------------------------------|
| <b>Job Title</b>       | Senior Advisor First Nations Capability                                 |
| <b>Job Type</b>        | Full-Time, Ongoing                                                      |
| <b>Location</b>        | Canberra ACT, Sydney NSW, Melbourne VIC                                 |
| <b>Salary</b>          | \$115,540 - \$136,336                                                   |
| <b>Classification</b>  | Executive Level 1                                                       |
| <b>Position Number</b> | 1996                                                                    |
| <b>Agency Website</b>  | <a href="https://www.sportaus.gov.au/">https://www.sportaus.gov.au/</a> |

## Job Description

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

## Duties

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

**Who are we** – The Diversity, Equity and Inclusion (DEI) team drives a future-focused, positive, collaborative and inclusive culture that supports the ASC to achieve its mission of involving more Australians with sport at all levels.

**What we want** – The Senior Advisor, First Nations Capability will be responsible for the development and delivery of leading practice and community-based approaches to increase and retain the number of Aboriginal and Torres Strait Islander peoples working and participating in the ASC and the sport sector. The Senior Advisor will build the ASC's cultural safety to support a sense of belonging for Aboriginal and Torres Strait Islander peoples and communities both within the ASC, and in the broader sport sector. This includes leading the development, implementation, monitoring and reporting of the ASC's Reconciliation Action Plan (RAP) including initiatives and strategies that support and/or are set out in ASC's RAP.

**What the applicant needs** – You will be a proactive, innovative and inclusive leader. You will understand issues affecting Aboriginal and Torres Strait Islander peoples and demonstrate experience building effective working relationships and communicating sensitively with First Nations peoples, communities and stakeholders. You will have highly developed written communication and project management skills.

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

## Eligibility

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

This is an affirmative measure position and is only open to Aboriginal and Torres Strait Islander peoples.

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](mailto:people@ausport.gov.au) or phone (02) 6214 1328.

## Acknowledgment 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 Ngannawal people, the Wurundjeri Woi-wurrung people of the Kulin Nation, the people of the Yugambeh 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.

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.

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.

## About the Australian Sports Commission

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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

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|                                |                                                                                                                   |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Dana Assenheim, 0457 792 113                                                                                      |
| <b>Agency Recruitment Site</b> | <a href="https://careers.ausport.gov.au/current-vacancies/">https://careers.ausport.gov.au/current-vacancies/</a> |

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Vacancy VN-0728726

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**Australian Sports Commission**

Closing Date: Friday 01 September 2023

Residences  
AIS Operations

|                        |                                                                         |
|------------------------|-------------------------------------------------------------------------|
| <b>Job Title</b>       | Assistant Residence Coordinator                                         |
| <b>Job Type</b>        | Part-Time, Ongoing                                                      |
| <b>Location</b>        | Canberra ACT                                                            |
| <b>Salary</b>          | \$53,147 - \$65,858                                                     |
| <b>Classification</b>  | APS Level 3                                                             |
| <b>Position Number</b> | 1562                                                                    |
| <b>Agency Website</b>  | <a href="https://www.sportaus.gov.au/">https://www.sportaus.gov.au/</a> |

## Job Description

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

### Duties

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

**About the team** - The Residences Branch ensures the effective delivery of the AIS Residences, comprising the Residence of Champions and Athletes Village, which cater for groups of all sizes including long and short stay residents focusing primarily on athletes from the high-performance sector but also open to other guests and groups. The Residence of Champions incorporates the AIS Dining Hall serving athletes and other guests healthy meals designed by AIS nutritionists and prepared by a catering contract partner. These operations and services help to deliver consistent and sustainable success for Australian athletes and teams, drive demand for lifelong participation in sport and optimise revenue generation.

The Branch also has a critical role in providing a positive presence to NSO/NSOD athletes living or staying within the AIS Bruce campus residential environment. This includes first response and/or mediation support to NSO/NSOD athletes, whilst maintaining and implementing appropriate referral, reporting and record management systems and procedures; and assisting with the provision of AIS Bruce campus services to NSO/NSOD athletes. This includes (but is not limited to) athlete inductions, onsite employment, study hall coordination, and various personal development initiatives.

**About the role** – We are seeking a proactive, caring, and nurturing individual with a passion for sport, to support current and emerging residentially based National Sporting Organisation (NSO) athletes residing at the Australian Institute of Sport's Bruce, ACT, campus. You will:

Build relationships and rapport with NSO athletes and other relevant High-Performance Staff to ensure the delivery of a world class daily training environment.

Provide first response support including but not limited to illness and injury handling, appropriate referral and reporting, and isolation coordination.

Provide a positive campus presence and support the wellbeing of NSO athletes residing at the AIS.

Ensure the organisation is going above and beyond in regard to meeting its child safety obligations.

Assisting with onsite programs including but not limited to, anti-doping searches, study hall supervision, and onsite employment opportunities.

Work closely with other members of the Residence Coordinator, Athlete Support and Engagement, and Residence Operation team to deliver exceptional service and business outcomes for AIS stakeholders and partners.

### About you –

Tertiary qualifications in an interpersonal degree or relevant experience working with adolescents.

Knowledge and understanding of a high-performance sporting and/or communal living environment highly regarded.

Knowledge of issues that may arise within this unique environment and mandatory reporting requirements.

Suited to living and working successfully and energetically in a high-performance communal environment

This position is offered as an ongoing position.

### 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.
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## About the Australian Sports Commission

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## To Apply

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|                         |                                                                                                                   |
|-------------------------|-------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Ben White, 0466547884                                                                                             |
| Agency Recruitment Site | <a href="https://careers.ausport.gov.au/current-vacancies/">https://careers.ausport.gov.au/current-vacancies/</a> |

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Vacancy VN-0728681

## Climate Change Authority

Closing Date: Sunday 03 September 2023

Corporate Finance

|                 |                           |
|-----------------|---------------------------|
| Job Title       | Assistant Manager Finance |
| Job Type        | Full-Time, Ongoing        |
| Location        | Canberra ACT              |
| Salary          | -                         |
| Classification  | Executive Level 1         |
| Position Number | 05804                     |
| Agency Website  |                           |

## Job Description

[climatechangeauthority.gov.au](https://climatechangeauthority.gov.au)

The Climate Change Authority (the authority) is an independent statutory body established to provide balanced, expert, evidence-based advice to the Australian Government on climate change, including through conducting regular and specifically commissioned reviews and through undertaking climate change research.

The Corporate Services Branch works collaboratively as a multidisciplinary team to provide strategic and operational services and advice across the agency's finance, procurement and human resource functions and maintain the Authority's corporate governance framework and compliance. The team are also responsible for all security matters across the Authority including ICT and facilities management.

## Duties

The Assistant Manager Finance will provide support and strategic advice to the Manager Finance, Facilities and Governance and the broader authority. The Assistant Manager Finance is responsible for the effective leadership of the finance function and the delivery of associated activities and outcomes.

We are seeking a highly motivated and driven collaborator, who is motivated to lead and enjoys working in a rapidly evolving and forward-thinking environment. Our ideal candidate will have strong financial and accounting expertise, excellent communication, an ability to build positive working relationships with stakeholders and have a strong capacity to manage competing tasks.

Key capabilities delivered by this position include:

- Oversee and manage financial processing, operations and treasury
- Prepare financial statements, reports and analysis for internal and external stakeholders including annual financial statements, monthly internal reports, Committee briefs and Portfolio Budget Statements and estimates
- Prepare financial policies and procedures, financial Instruments of Delegation and accountable authority instructions (AAI's)

- Compliance with financial framework (including compliance with reporting/breaches register)
- Advise senior management on financial risks and performance; provide advice and support to senior leaders on financial management
- Ensure the business meets all required statutory reporting, contractual obligations, auditing, tax, requirements and maintains an exemplary reputation through the management of governance and conformity with the PGPA Act
- Lead business strategy to improve operational efficiency and productivity and foster a collaborative team environment that shares lessons learned to ensure a continuous improvement approach is taken to project management and service delivery
- Supervise, guide and mentor more junior staff within the Corporate team.

### **Skills, knowledge and attributes:**

Our ideal candidate will:

- Demonstrate experience in team development, effective communication, financial systems and reporting.
- Show initiative and be adaptable to the dynamic and changing environment
- Demonstrate planning and organisation skills, with a proven ability to deliver outcomes within time and budget constraints
- Demonstrate conceptual and analytical skills to research, analyse and develop and implement solutions to complex business processes and systems to deliver results
- Demonstrate strong written and verbal communication and interpersonal skills including good influencing skills and proven ability in writing and editing high level documentation and reports
- Demonstrate strong stakeholder engagement skills with proven ability to build and maintain working relationships with diverse internal and external stakeholders
- Well-developed interpersonal skills that foster trust and cooperation, and a proven ability to work effectively and with integrity within a politically sensitive environment
- Ability to work in a fluid environment, remaining flexible, agile and adaptable supporting colleagues at short notice.

### **Eligibility**

#### **Eligibility**

To be eligible for employment in the APS and the Authority, applicants must:

- Be an Australian citizen or going to be granted Australian Citizenship before commencement. You may be asked to provide evidence of this.
- Undertake a pre-employment security assessment and subsequent security clearance. All staff are required to have a minimum baseline security clearance however some roles will require a higher level security clearance. If you are offered a role and do not have a current security clearance, we will work with you to arrange for this to be undertaken.
- Be medically fit to undertake the duties of the job.

### **Security Clearance**

This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level. **Notes**

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

The successful applicants will be assessed against the Australian Public Service (APS) work level standards. Information on the APS Level and Executive Level classifications can be found at the Australian Public Service Commission website:

<https://www.apsc.gov.au/working-aps/aps-employees-and-managers/work-level-standards-aps-level-and-executive-level-classifications>

The Authority offers Individual Flexibility Arrangements where appropriate to ensure competitive salaries compared with similar roles elsewhere in the APS. The Authority is based in Canberra.

The Authority's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the work unit with the needs of the individual. Options may include full time/part time working arrangements or other arrangements as agreed by all parties.

The Authority is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people.

To find out more about the Authority or our publications, visit our website at <http://www.climatechangeauthority.gov.au> .

### How to apply

You are required to submit a pitch explaining how your skills, knowledge and experience will be relevant to this role and why you are the best candidate for the position. Your pitch will contain no more than 500 words and should align to the job description.

You are also required to provide your current CV with your application. (CVs must be in .doc, .docx, or .pdf format).

**Applications Close: Sunday 3 September 2023 11:59 pm AEST**

**Applications should be emailed to:** [recruitment@climatechangeauthority.gov.au](mailto:recruitment@climatechangeauthority.gov.au)

**\*\*Please note that this opportunity is only available to Australian Public Service employees\*\***

## About the Climate Change Authority

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## To Apply

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|                                |                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Joe Hardwicke, <a href="mailto:recruitment@climatechangeauthority.gov.au">recruitment@climatechangeauthority.gov.au</a> |
| <b>Agency Recruitment Site</b> | <a href="http://climatechangeauthority.gov.au">climatechangeauthority.gov.au</a>                                        |

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**Vacancy VN-0728723**

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**Department of Finance**

**Closing Date: Sunday 03 September 2023**

Corporate Services  
Human Resources

|                        |                                                            |
|------------------------|------------------------------------------------------------|
| <b>Job Title</b>       | Recruitment and SES Unit Team Leads                        |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                             |
| <b>Location</b>        | Canberra ACT                                               |
| <b>Salary</b>          | \$90,802 - \$110,821                                       |
| <b>Classification</b>  | APS Level 6                                                |
| <b>Position Number</b> | 2023/049                                                   |
| <b>Agency Website</b>  | <a href="http://www.finance.gov.au">www.finance.gov.au</a> |

## Job Description

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

### ABOUT THE BRANCH & SECTION

The Human Resources (HR) Branch is responsible for strategic and operational human resource management activities including:

- Drafting, consulting, implementing and reviewing HR policies and procedures
- Employment conditions advice and services
- Case management advice and support
- Work, health and safety, rehabilitation and workers compensation matters
- Recruitment, mobility and resource management
- Entry Level Programs
- SES Unit
- Workforce reporting and planning
- Enhancing organisational culture
- Diversity initiatives
- Capability development
- Performance management.

The Recruitment and Entry Level Programs team is responsible for the management and delivery of:

- The Department's operational recruitment services, including advertising of vacancies and onboarding of APS employees and providing a range of recruitment advice and support
- Targeted project based recruiting, including stream (bulk) recruitment
- Administration of the whole of Australian Government recruitment processes for the Australian Government Graduate Program (AGGP) Generalist and Accounting & Financial Management streams and the Australian Government School Leaver Program (in partnership with the ATO)
- The Finance Graduate Program, including cohort pastoral care and the development program
- The SES Unit which provides support to SES officers for all HR matters, including recruitment and onboarding.

These key deliverables are currently being managed across three sub-teams within the section,

with cross-collaboration and all teams working closely to deliver our shared goals.

The sub-teams are: Recruitment Team

- Entry Level Programs Management Team
- SES Unit

## Duties

### ABOUT THE OPPORTUNITY

It is an exciting time to be in the Recruitment and Entry Level Programs team. We are looking for curious and innovative leaders to fill opportunities across the team on an ongoing or non-ongoing basis as follows:

- Recruitment Team Lead – ongoing
- SES Unit Team Lead – non-ongoing

Each role will empower and provide you with the opportunity to make an impact right across Finance through the effective delivery of recruitment, onboarding services, HR advice or process transformation.

We are seeking collaborative communicators that are client focused, passionate about innovation and will bring a positive can-do attitude and approach to fit the great culture of this small and busy team. As we are a client focused area, we are looking for superstars who are able to move between often competing priorities, with strong organisational skills to ensure we continue to provide an exceptional service to our clients.

To be successful in these roles, you will have:

- strong attention to detail
- an ability to manage competing priorities and re-prioritise where required
- strong written and verbal communication skills
- excellent coordination skills

We want to hear from you if you have experience operating in fast-paced service delivery environment, possess strong stakeholder management and leadership skills with a focus on building the capability of more junior staff.

### 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 role is being advertised as both ongoing and non-ongoing. Roles 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 offer for a maximum of 18 months initially, and 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

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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

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|                                |                                                                                     |
|--------------------------------|-------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Suzy Domitrovic, (02) 6215 3248                                                     |
| <b>Agency Recruitment Site</b> | <a href="https://financejobs.nga.net.au/cp/">https://financejobs.nga.net.au/cp/</a> |

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Vacancy VN-0728601

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**Department of Home Affairs**

Closing Date: Sunday 10 September 2023

Customs  
Customs & Trade Policy Various

|                        |                                                                    |
|------------------------|--------------------------------------------------------------------|
| <b>Job Title</b>       | Policy Officer in the ABF (Multiple Positions)                     |
| <b>Job Type</b>        | Full-Time, Ongoing                                                 |
| <b>Location</b>        | Various locations - ACT ACT                                        |
| <b>Salary</b>          | \$106,527 - \$124,931                                              |
| <b>Classification</b>  | Executive Level 1                                                  |
| <b>Position Number</b> | JR 129309                                                          |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

## Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129309/>

### About our team

Policy Officers in Customs and Trade Policy Branch deliver operational and strategic outcomes for the Australian Border Force (ABF) as well as the Australian Government more broadly. The role of these officers links directly to ABF operations and works hand in hand with industry and ABF officers to ensure that the policy framework is fit for purpose.

Customs and Trade Policy Branch is looking for Policy Officers who want to actively contribute to the critical capability for ABF officers and industry at the border.

In this role you will be exposed to a variety of work which expands across the ABF and other agencies. You will be working on legislative reform, supporting whole of government trade agreements, and negotiating international standards for Australia.

Each day will be different, providing new challenges and exciting opportunities.

The Branch consists of blended teams comprising of uniformed and non-uniformed officers. These are Canberra based positions only, successful applicants must relocate to Canberra if they wish to accept a position in the Branch.

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

### Our ideal candidate

If you have the desire to create and/or reform policy, are highly motivated, curious and wanting to engage in complex problem solving, the Customs and Trade Policy Branch has the right opportunities for you.

## Duties

### Duties and responsibilities

As a Policy Officer in Customs and Trade Policy Branch, you will be responsible for:

- Reviewing and developing policy, engaging with other Government stakeholders, and working on legislative reforms that support whole-of-government trade initiatives
- Contributing to work that drives tangible outcomes for Australia, coordinating and undertaking complex or sensitive policy issues that have operational and strategic outcomes
- Developing strong working relationships within the ABF, across other state and federal government agencies, international partners and with service providers
- Interpreting legislation and providing evidence-based policy advice
- Representing the ABF in domestic and international forums
- Preparing high level briefings and policy documentation.

## 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](http://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity)

## To Apply

|                                |                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Katie O'BRIEN / Morgen MILNE, 02 6264 3740 / 02 6198 7785                                                           |
| <b>Agency Recruitment Site</b> | <a href="https://jobs.homeaffairs.gov.au/job-invite/129309/">https://jobs.homeaffairs.gov.au/job-invite/129309/</a> |

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Vacancy VN-0726578

## Department of the Treasury

Closing Date: Monday 04 September 2023

Corporate Division  
Information Services Branch

|                        |                                                              |
|------------------------|--------------------------------------------------------------|
| <b>Job Title</b>       | Network Infrastructure Team Leader                           |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                              |
| <b>Location</b>        | Canberra ACT                                                 |
| <b>Salary</b>          | \$123,005 - \$141,099                                        |
| <b>Classification</b>  | Executive Level 1                                            |
| <b>Position Number</b> | 52-2023                                                      |
| <b>Agency Website</b>  | <a href="http://www.treasury.gov.au">www.treasury.gov.au</a> |

## Job Description

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

The Treasury is seeking a highly organised and motivated Team Leader to manage the Network Infrastructure team.

## Duties

The team is responsible for the installation, management and support of Treasury's network and IP communication infrastructure, operations, governance, architecture, and security. The team provides 3rd-level support for user issues and works closely with the Service Delivery, Cloud Infrastructure and Cyber Security teams.

The role has a requirement to participate in the team's on-call roster and involves some after-hours work requirements from time to time.

It is preferred that the successful candidate has a minimum of 3 year's experience in IT leadership / technical roles in Federal Government.

As the Team Leader of the Network Infrastructure team you will:

- Manage the day-to-day operations of the team, by setting work priorities, maintaining team training plans, managing workflows, effectively allocating and utilising resources, and developing improvement strategies.
- Engage and collaborate with internal support teams, project teams and vendors to deliver business outcomes.
- Manage and respond to escalated client inquiries.
- Effective incident management and monitoring of Service Level Agreements (SLAs).
- Be the central point of contact for areas within the Network Infrastructure team and IT Project teams, providing advice and guidance.
- Ad-hoc reporting of incident status and the incident queue.
- Liaise with vendors and other IT personnel for problem resolution.
- Work within established configuration and change management policies to ensure awareness, approval and success of changes made to the network infrastructure.
- Provide input into Network system projects that address risk, scalability, supportability and suitability of new systems.
- Manage IT contracts and procurement activities.
- Provide ongoing coaching and mentoring for junior staff.

- Build and maintain relationships with senior leadership and key stakeholders, and act as a trusted advisor.

The successful candidate will have:

- Demonstrated technical and leadership experience in an IT networking environment in Federal Government
- Strong leadership skills, including demonstrated management of an IT multi-disciplinary team
- Strong analytical and troubleshooting skills
- Excellent communication skills (both written and spoken)
- Ability to make sound decisions based on business outcomes
- Financial management and procurement expertise
- High level negotiations skills and ability to maintain positive, close working relationships with other support teams and service providers
- Ability to resolve complex or challenging workplace issues under limited supervision.

## Eligibility

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

## Notes

This recruitment process is being used to fill an ongoing Network Infrastructure Team Leader role. A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 18 months from the date advertised.

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

## About the Department of the Treasury

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

## To Apply

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|                                |                                                                                                       |
|--------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Chris Filipe, 02 6263 2244                                                                            |
| <b>Agency Recruitment Site</b> | <a href="http://careers.tspace.gov.au/cw/en/listing/">http://careers.tspace.gov.au/cw/en/listing/</a> |

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Vacancy VN-0728708

## Office of National Intelligence

Closing Date: Sunday 10 September 2023

Open Source Intelligence Branch

|                        |                                          |
|------------------------|------------------------------------------|
| <b>Job Title</b>       | Open Source China Language Analysts      |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing |
| <b>Location</b>        | Barton ACT                               |
| <b>Salary</b>          | \$77,878 - \$109,057                     |
| <b>Classification</b>  | APS Level 4;APS Level 5;APS Level 6      |
| <b>Position Number</b> | Various                                  |
| <b>Agency Website</b>  |                                          |

## Job Description

<https://onicareers.nga.net.au//cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=D7728DB5-737E-4121-97D>

ONI is seeking China language analysts to work across our open source functions.

A role as a language analyst involves far more than translating or interpreting; our open source analysts are linguistic, analytic and subject matter experts. They are innovative problem solvers who are technically savvy and data literate. They work closely with all-source analysts in ONI, policy agencies and counterparts across the NIC to support and complement their work.

The Open Source Intelligence Branch (OSIB) collects, interprets and disseminates information relating to matters of political, strategic or economic significance to Australia to support the government's intelligence priorities, the work of the NIC and allied partner agencies.

## Duties

As an Open Source China language analyst you will:

- Research, interpret and analyse information relating to matters of political, strategic or economic significance to Australia.
- Plan, edit and deliver high-quality products and analysis for customers.
- Manage a high volume of reporting demands through effective prioritisation and sound business processes.
- Develop and maintain productive networks in ONI and with other government agencies, including through representing ONI at meetings as required.

## Eligibility

Our ideal candidate would have:

- High-level proficiency in Mandarin
  - Demonstrated research and analytical skills, particularly in the analysis of open source material
  - Demonstrated knowledge of China as it relates to Australia's interests
  - Ability to communicate effectively, both verbally and in writing, in an accurate, unambiguous and timely manner
- A proven ability to work cooperatively as part of a team to deliver results

Desirable attributes:

- Well-developed knowledge of the evolving information landscape, including relevant information technology skills such as data analytics and social media analysis

## Notes

You may be a native or heritage speaker or you may have gained your skills through formal studies. Formal language qualifications are not essential, but you will need to demonstrate your ability to translate and interpret written texts into English.

## About the Office of National Intelligence

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## To Apply

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|                                |                                                                                                                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Recruitment, recruit@oni.gov.au                                                                                                                                                                                     |
| <b>Agency Recruitment Site</b> | <a href="https://onicareers.nga.net.au//cp/index.cfm?event=jobs.home&amp;CurATC=EXT&amp;CurBID=D7728DB5-737">https://onicareers.nga.net.au//cp/index.cfm?event=jobs.home&amp;CurATC=EXT&amp;CurBID=D7728DB5-737</a> |

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Vacancy VN-0728721

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**Office of National Intelligence**

Closing Date: Sunday 10 September 2023

Open Source Intelligence Branch

|                        |                                             |
|------------------------|---------------------------------------------|
| <b>Job Title</b>       | Open Source Southeast Asia Language Analyst |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing    |
| <b>Location</b>        | Barton ACT                                  |
| <b>Salary</b>          | \$77,878 - \$109,057                        |
| <b>Classification</b>  | APS Level 4;APS Level 5;APS Level 6         |
| <b>Position Number</b> | Various                                     |
| <b>Agency Website</b>  |                                             |

## Job Description

<https://onicareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=D7728DB5-737E-4121-97D>

ONI is seeking Southeast Asia language analysts to work across our open source functions.

A role as a language analyst involves far more than translating or interpreting; our open source analysts are linguistic, analytic and subject matter experts. They are innovative problem solvers who are technically savvy and data literate. They work closely with all-source analysts in ONI, policy agencies and counterparts across the NIC to support and complement their work.

The Open Source Intelligence Branch (OSIB) collects, interprets and disseminates information relating to matters of political, strategic or economic significance to Australia to support the government's intelligence priorities, the work of the NIC and allied partner agencies.

## Duties

As an Open Source Southeast Asia Language analyst you will:

- Research, interpret and analyse information relating to matters of political, strategic or economic significance to Australia.
- Plan, edit and deliver high-quality products and analysis for customers.
- Manage a high volume of reporting demands through effective prioritisation and sound business processes.
- Develop and maintain productive networks in ONI and with other government agencies, including through representing ONI at meetings as required.

## Eligibility

Our ideal candidate would have:

- High-level proficiency in one or more of the following languages:
  - Arabic
  - Burmese
  - Indonesian
  - Khmer
  - Lao
  - Malay
  - Portuguese
  - Tagalog
  - Tetum
  - Thai

- Vietnamese
- Demonstrated research and analytical skills, particularly in the analysis of opensource material
- Demonstrated knowledge of Southeast Asia as they relate to Australia's interests
- Ability to communicate effectively, both verbally and in writing, in an accurate, unambiguous and timely manner
- A proven ability to work cooperatively as part of a team to deliver results

Desirable attributes:

- Well-developed knowledge of the evolving information landscape, including relevant information technology skills such as data analytics and social media analysis

## Notes

You may be a native or heritage speaker or you may have gained your skills through formal studies. Formal language qualifications are not essential, but you will need to demonstrate your ability to translate and interpret written texts into English.

## About the Office of National Intelligence

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## To Apply

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|                                |                                                                                                                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Recruitment, <a href="mailto:recruit@oni.gov.au">recruit@oni.gov.au</a>                                                                                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://onicareers.nga.net.au//cp/index.cfm?event=jobs.home&amp;CurATC=EXT&amp;CurBID=D7728DB5-737">https://onicareers.nga.net.au//cp/index.cfm?event=jobs.home&amp;CurATC=EXT&amp;CurBID=D7728DB5-737</a> |

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Vacancy VN-0728724

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**Office of National Intelligence**

Closing Date: Sunday 10 September 2023

Open Source Intelligence Branch

|                        |                                          |
|------------------------|------------------------------------------|
| <b>Job Title</b>       | Open Source Pacific Analysts             |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing |
| <b>Location</b>        | Barton ACT                               |
| <b>Salary</b>          | \$77,878 - \$109,057                     |
| <b>Classification</b>  | APS Level 4;APS Level 5;APS Level 6      |
| <b>Position Number</b> | Various                                  |
| <b>Agency Website</b>  |                                          |

## Job Description

<https://onicareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=D7728DB5-737E-4121-97D>

ONI is seeking Pacific analysts to work across our open source functions.

A role as an analyst involves far more than translating or interpreting; our open source analysts are linguistic, analytical and subject matter experts. They are innovative problem solvers who are technically savvy and data literate. They work closely with all-source analysts in ONI, policy agencies and counterparts across the NIC to support and complement their work.

The Open Source Intelligence Branch (OSIB) collects, interprets and disseminates information relating to matters of political, strategic or economic significance to Australia to support the government's intelligence priorities, the work of the NIC and allied partner agencies.

## Duties

As an Open Source Pacific analyst you will:

- Research, interpret and analyse information relating to matters of political, strategic or economic significance to Australia.
- Plan, edit and deliver high-quality products and analysis for customers.
- Manage a high volume of reporting demands through effective prioritisation and sound business processes.
- Develop and maintain productive networks in ONI and with other government agencies, including through representing ONI at meetings as required.

## Eligibility

Our ideal candidate would have:

- Demonstrated research and analytical skills, particularly in the analysis of open source material
- Demonstrated knowledge of the Pacific region as it relates to Australia's interests
- The ability to communicate effectively, both verbally and in writing, in an accurate, unambiguous and timely manner
- A proven ability to work cooperatively as part of a team to deliver results

Desirable attributes:

- A level of proficiency in Pacific Islands languages

- Well-developed knowledge of the evolving information landscape, including relevant information technology skills such as data analytics and social media analysis

## Notes

### Don't meet every single requirement?

Studies have shown that women and people from diverse backgrounds are less likely to apply to jobs unless they meet every single criteria. We are dedicated to building a diverse and inclusive workforce so if you're excited about this role but your past experience doesn't align perfectly, we encourage you to apply anyway. You may be the right candidate for other roles within ONI. We recruit staff with a wide range of backgrounds, skill levels, disciplines and working styles.

## About the Office of National Intelligence

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## To Apply

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|                                |                                                                                                                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Recruitment, <a href="mailto:recruit@oni.gov.au">recruit@oni.gov.au</a>                                                                                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://onicareers.nga.net.au//cp/index.cfm?event=jobs.home&amp;CurATC=EXT&amp;CurBID=D7728DB5-737">https://onicareers.nga.net.au//cp/index.cfm?event=jobs.home&amp;CurATC=EXT&amp;CurBID=D7728DB5-737</a> |

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Vacancy VN-0728727

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**Office of National Intelligence**

Closing Date: Sunday 10 September 2023

Open Source Intelligence Branch

|                        |                                          |
|------------------------|------------------------------------------|
| <b>Job Title</b>       | Open Source Regional Analysis Team Lead  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing |
| <b>Location</b>        | Barton ACT                               |
| <b>Salary</b>          | \$118,261 - \$133,670                    |
| <b>Classification</b>  | Executive Level 1                        |
| <b>Position Number</b> | Various                                  |
| <b>Agency Website</b>  |                                          |

## Job Description

<https://onicareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=D7728DB5-737E-4121-97D>

ONI is seeking experienced leaders with linguistic and subject matter expertise on China, Southeast Asia or the Pacific to work across our open source functions.

Under the ONI Act, ONI collects, interprets and disseminates publicly available information relating to matters of political, strategic or economic significance to Australia to support the government's intelligence priorities, the work of the National Intelligence Community (NIC) and allied partner agencies.

The Open Source Intelligence Branch (OSIB) collects, interprets and disseminates information relating to matters of political, strategic or economic significance to Australia to support the government's intelligence priorities, the work of the NIC and allied partner agencies.

## Duties

As an Open Source Regional Analysis team lead you will:

- Lead a small team of open source language analysts to deliver high quality open source intelligence.
- Collect material from publicly accessible sources, including foreign news media, social media and online multimedia, to address government intelligence priorities.
- Lead the development of team tradecraft, including social media exploitation, quantitative and qualitative analysis and relevant language skills.
- Produce innovative open source analysis and research.
- Develop and maintain productive networks within ONI and across the National Intelligence Community.

## Eligibility

Our ideal candidate would have:

- Well-developed knowledge of one or more of the following regions as it relates to Australia's interests:
  - China
  - Southeast Asia
  - The Pacific
- Basic proficiency in one or more of the following languages:
  - Arabic
  - Burmese

- Indonesian
- Khmer
- Lao
- Malay
- Mandarin
- Pacific Island languages
- Portuguese
- Tagalog
- Tetum
- Thai
- Vietnamese
- Demonstrated strong research and analytical skills
- Experience in managing and leading a team, providing ongoing guidance and support
- Proven ability to communicate effectively, both verbally and in writing, in an accurate, unambiguous and timely manner
- Strong stakeholder engagement skills, including ability to identify opportunities, achieve outcomes and facilitate cooperation

Desirable attributes:

- Well-developed knowledge of open source tools, techniques and sources
- Well-developed knowledge of the evolving information landscape, including relevant information technology skills such as data analytics and social media analysis

## Notes

### Don't meet every single requirement?

Studies have shown that women and people from diverse backgrounds are less likely to apply to jobs unless they meet every single criteria. We are dedicated to building a diverse and inclusive workforce so if you're excited about this role but your past experience doesn't align perfectly, we encourage you to apply anyway. You may be the right candidate for other roles within ONI. We recruit staff with a wide range of backgrounds, skill levels, disciplines and working styles.

## About the Office of National Intelligence

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## To Apply

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|                                |                                                                                                                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Recruitment, <a href="mailto:recruit@oni.gov.au">recruit@oni.gov.au</a>                                                                                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://onicareers.nga.net.au//cp/index.cfm?event=jobs.home&amp;CurATC=EXT&amp;CurBID=D7728DB5-737">https://onicareers.nga.net.au//cp/index.cfm?event=jobs.home&amp;CurATC=EXT&amp;CurBID=D7728DB5-737</a> |

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# Agriculture, Water and the Environment

Vacancy VN-0728698

## Australian Pesticides and Veterinary Medicines Authority

Closing Date: Sunday 10 September 2023

APVMA  
Business Enabling Services Parliamentary and Communications

|                 |                                                                             |
|-----------------|-----------------------------------------------------------------------------|
| Job Title       | Enquiries Officer                                                           |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                    |
| Location        | Armidale NSW, Canberra ACT                                                  |
| Salary          | \$75,302 - \$82,960                                                         |
| Classification  | APS Level 4                                                                 |
| Position Number | 10148                                                                       |
| Agency Website  | <a href="https://apvma.gov.au/node/1063">https://apvma.gov.au/node/1063</a> |

## Job Description

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

Are you an individual who excels in interpersonal communication, organization, and problem-solving? Do you have a knack for providing exceptional client service while efficiently managing your workload? If so, we have the perfect opportunity for you!

### The Opportunity

As an Enquiries Officer, you will play a pivotal role in our dynamic team, contributing your skills and experience to enhance operational activities. Your primary focus will be delivering unparalleled client service and achieving outstanding results within specified timeframes. Choosing to join our team as an Enquiries Officer offers more than just a job – it's a unique opportunity to shape your career trajectory while making a tangible difference in client service and organizational success.

Located in either [Canberra ACT](#) or regional [Armidale NSW](#), you will gain experience in the Australian Public Service, work in a supportive and fast-paced environment, and have access to a variety of flexible working arrangements.

This position would be an ideal introduction to the Australian Public Service and for those candidates interested in developing a broad set of general and technical skills, helping to manage the risks of pests and diseases for the Australian community and to protect Australia's trade and the health and safety of people, animals, and the environment.

### Duties

- Respond promptly and professionally to inquiries via phone and email, utilizing your strong oral and written communication skills.
- Collaborate with internal experts to address complex inquiries effectively.
- Manage your workload efficiently to meet internal, statutory, and Service Charter timeframes.
- Uphold meticulous work practices, ensuring accuracy and attention to detail.
- Identify and escalate issues as necessary.
- Contribute to the development of manuals, reports, guidelines, and policies.
- Cultivate and maintain positive relationships with team members and stakeholders.

### Eligibility

To be a strong contender for the role, you will need:

1. Demonstrated customer service and administrative skills.
2. Well-developed organisational skills including the proven ability to manage time effectively and prioritise work to meet timeframes.
3. Ability to identify and participate in system and process improvements.
4. High computer literacy with demonstrated attention to detail.
5. Strong oral and written communication skills, including the ability to communicate effectively and professionally with internal and external stakeholders.
6. Well-developed teamwork skills.

## Why Choose Us?

At the APVMA, we value your skills and potential. We provide a collaborative and growth-oriented environment where your contributions are recognized and appreciated. If the prospect of working for a world-class regulator sounds like you and you're ready to take the next step in your career, apply for this position today!

Applications close on 10 September 2023.

For further information on the position, please contact Segah Ozan, Enquiries Team Leader, at [segah.ozan@apvma.gov.au](mailto:segah.ozan@apvma.gov.au) or +61 2 6770 2360.

We look forward to receiving your application and exploring the possibility of welcoming you to our team. **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 Pesticides and Veterinary Medicines Authority

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## To Apply

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|                         |                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------|
| Position Contact        | Segah Ozan, 02 6770 2360                                                                                        |
| Agency Recruitment Site | <a href="https://candidate.aurion.cloud/apvma/production/">https://candidate.aurion.cloud/apvma/production/</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0728735

### Australian Pesticides and Veterinary Medicines Authority

Closing Date: Sunday 03 September 2023

|                 |                                                                             |
|-----------------|-----------------------------------------------------------------------------|
| Job Title       | Senior Risk Manager (Pesticides and Veterinary Medicines)                   |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                    |
| Location        | Canberra ACT, Armidale NSW                                                  |
| Salary          | \$97,212 - \$108,521                                                        |
| Classification  | APS Level 6                                                                 |
| Position Number | TBA                                                                         |
| Agency Website  | <a href="https://apvma.gov.au/node/1063">https://apvma.gov.au/node/1063</a> |

### Job Description

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

Are you ready to take on a pivotal role in shaping the future of agricultural and veterinary chemical products? The Australian Pesticides and Veterinary Medicines Authority (APVMA) is seeking motivated and knowledgeable Senior Risk Managers to be a part of our Registration Management program.

Located in either [Canberra ACT](#) or regional [Armidale NSW](#), you will gain experience in the Australian Public Service, advance your career within the realm of regulatory science, and have access to a variety of flexible working arrangements.

Working within established legislative and policy frameworks, Senior Risk Managers will apply expertise and technical knowledge within the Registration Management program to manage/coordinate the workflow of applications to ensure they are scientifically robust and meet both APVMA and legislative requirements and timeframes. In doing so, they will evaluate the safety, efficacy, trade impact and labelling of regulated chemical products within legislative timeframes.

In undertaking this role, you will work on applications of varying complexity, be required to liaise and consult with internal and external stakeholders, and take the risks and requirements of public health, work health and safety, animal safety, efficacy, trade risks and environmental safety into consideration.

### Duties

- Analyse and evaluate scientific and technical information related to Agvet chemicals, including manufacturing, efficacy, safety, residues, and environmental impact.
- Apply risk assessment and management principles to applications of varying complexity.
- Make informed recommendations to decision-makers regarding the registration and variation of Agvet chemicals based on scientific advice and legislative frameworks.
- Ensure compliance with legislative frameworks and agency guidelines.
- Prepare well-crafted written documents and correspondence, incorporating scientific and technical information for various stakeholders.
- Collaborate with internal and external stakeholders to resolve application-related challenges promptly and effectively.
- Cultivate positive relationships with team members and stakeholders.
- Safeguard confidential commercial information (CCI) at all times.

## Eligibility

To excel in this role, you will need the following:

1. Demonstrated work experience and tertiary qualifications in a relevant scientific discipline.
2. Thorough knowledge of regulatory and legislative environments within the Authority or similar organizations, along with familiarity with best practices for risk assessments in Agvet chemicals.
3. Strong analytical and problem-solving skills.
4. Ability to work independently, manage a complex workload.
5. Proficient oral and written communication skills.
6. Proven ability to excel both independently and collaboratively as part of a team.

## 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 Pesticides and Veterinary Medicines Authority

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## To Apply

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|                                |                                                                                                                 |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jarrod Lee, 02 6770 2350                                                                                        |
| <b>Agency Recruitment Site</b> | <a href="https://candidate.aurion.cloud/apvma/production/">https://candidate.aurion.cloud/apvma/production/</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0728563

### Bureau of Meteorology

Closing Date: Monday 28 August 2023

Data & Digital  
Office of the Chief Information Technology Officer

|                        |                                                                                                             |
|------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Senior Manager, Satellite Earth Observations Planning and Coordination                                      |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                    |
| <b>Location</b>        | Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Casuarina NT, West Perth WA, Adelaide SA, Hobart TAS |
| <b>Salary</b>          | -                                                                                                           |
| <b>Classification</b>  | Executive Level 2                                                                                           |
| <b>Position Number</b> | TBC                                                                                                         |
| <b>Agency Website</b>  |                                                                                                             |

## Job Description

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

The Bureau depends heavily on Earth Observations (EO) from satellites to deliver weather and warning services to the Australian community. Australia does not own or operate EO satellites and relies on foreign-owned satellites for these observations. Data from over 30 satellites are assimilated into weather prediction and visualisation systems every day.

The Bureau's Data and Digital Group provides the data, information technology (IT) and observation technology (OT) to underpin the Bureau's core operations, from measurement and collection through to production and dissemination. The Group is instrumental in ensuring the Bureau's effectiveness, innovation, security and sustainability in meeting customer needs through seamless delivery. The Group is critical for framing the future of the Bureau, delivering new architecture and capability, and ensuring the Bureau's infrastructure is service focused, secure, resilient and adaptive.

The Group is seeking a Senior Manager of Satellite Earth Observations Planning and Coordination, to be a focal point for international and national engagement, project initiation related to operational utilisation of satellite data, and advice and leadership on Earth Observations strategy.

As the successful applicant you will have an in depth understanding of meteorological satellite technologies and trends that impact the Bureau's weather forecast and warning services.

In this role you require the capacity to operate at a strategic and whole of enterprise level, and have experience in leading strategic planning activities related to access and operational utilisation of satellite Earth observations for meteorology.

You will be able to demonstrate a proven commitment to excellence in communicating with and building partnerships and relationships with both internal and external stakeholders.

## Duties

1. Provide leadership on the development and implementation of strategic planning for Earth observation investment and activities that are aligned with the Bureau's vision and the whole of government agenda, and in consideration of long term opportunities.
2. Facilitate cooperation with international partners including satellite data operators, meteorological agencies and groups involved in the utilisation and exchange of satellite Earth observations.
3. Build and sustain relationships within the Bureau and with other Australian Government agencies with an interest in satellite EO to establish cross-agency approaches to address common issues.
4. Provide high level strategic and operational subject matter expertise to the Bureau's Executive Team on the Bureau's requirements for satellite Earth observations and international developments related to meteorological satellite systems and applications.

5. Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

## Eligibility

### Qualifications

- A Postgraduate qualification in earth observation or remote sensing science.

### Experience and expertise

- At least 10 years' experience in Earth observation or remote sensing, with technical and strategic leadership and stakeholder management responsibilities over that time
- Detailed understanding of earth observation data and satellite sensors
- Experience in government decision making and cross-agency coordination and collaboration.

## 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

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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

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|                                |                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Nichole Brinsmead, <a href="mailto:nichole.brinsmead@bom.gov.au">nichole.brinsmead@bom.gov.au</a> |
| <b>Agency Recruitment Site</b> | <a href="https://bomcareers.nga.net.au/">https://bomcareers.nga.net.au/</a>                       |

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# Agriculture, Water and the Environment

Vacancy VN-0728700

## Bureau of Meteorology

Closing Date: Monday 04 September 2023

Community Services  
Decision Support Services

|                        |                               |
|------------------------|-------------------------------|
| <b>Job Title</b>       | Decision Support Hydrologist  |
| <b>Job Type</b>        | Full-Time; Part-Time, Ongoing |
| <b>Location</b>        | West Perth WA, Darwin NT      |
| <b>Salary</b>          | \$84,670 - \$96,267           |
| <b>Classification</b>  | APS Level 6                   |
| <b>Position Number</b> | Multiple positions            |
| <b>Agency Website</b>  |                               |

## Job Description

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

Australia is regularly affected by severe weather events. These events are growing in frequency and severity, leading to increased economic impact, vulnerability and potential magnitude of harm.

To address this, the Bureau of Meteorology has undertaken significant steps to deliver a more customer focussed, integrated and resilient national operation. This is an exciting direction for the Bureau which is changing the way we deliver services to Australian communities.

The new operating model for the Bureau is opening new career pathways to enhance our culture, to empower our people to learn and grow. As part of the transformation, we have introduced new roles that will assist the Bureau in delivering world class weather products and services within the recently formed Community Services Group.

The Community Services Group is comprised of Decision Support Services (DSS), Environmental Prediction Services (EPS), and National Production Services (NPS) which have been configured to enable scalable, national and resilient services. The DSS program leads customer engagement within the Community Services Group with an overarching mission to deliver tailored, relevant and timely information to enable better decision making.

The DSS program is characterised by its shared understanding of the impact that weather, water, climate and oceans have on the decisions that our customers make every day.

Operating with a national capability, the program is accountable for leading engagement with the Australian community and the emergency management sector. This is being delivered by two dedicated teams: Hazard Preparedness and Response (HPR) and Community Engagement (CE).

The Decision Support Hydrologists will be based in Darwin and Perth and will report to the HPR Managers – Northern Territory and Western Australia, respectively. The successful candidate will have a unique opportunity to help grow the Bureau's capabilities and support the development of the Total Flood Warning System (TFWS) in NT & WA.

To be successful in this role, you will display a dedicated curiosity and comprehensive understanding of how the evolving weather, flood, ocean and climate landscape impact emergency management and first responder communities. You will require a deep understanding of hydrology with a complimentary knowledge (or capacity to develop) in meteorology, climatology and/or community engagement.

You will be able to demonstrate a proven commitment to excellence in collaboration and building partnerships and relationships with both internal and external customers and stakeholders.

During extreme weather events, you will require the resilience to work extended hours, with limited supervision as directed to meet customer and emergency management needs.

## Duties

1. Delivering an outstanding customer experience, through partnership with Emergency Management agencies, State & Territory Government, Local Government Authorities (LGAs) and first responders. In this role you will connect seamlessly and coherently within the Bureau's national footprint.
2. Maintaining situational awareness of unfolding severe weather events that might cause floods.
3. Working hours outside the scope of standard working hours during severe weather events, in support of Bureau operations and our emergency management partners. During these events you will contribute to decision support services for emergency management partners, including deployment into Emergency Operations Centres.
4. Supporting the development of new and upgraded flood warning services guided by priorities identified in Flood Warning Consultative Committees. The Decision Support Hydrologist will be supported and guided by the Decision Support Senior Hydrologists – NT or WA, to deliver program and project outcomes.
5. Working with Emergency Management partners, local governments and water agencies to capture the flood warning needs of specific communities and inform performance targets of the new services. In doing so, this role will raise awareness and understanding of the Bureau's flood warning services and help co-design and deliver a fit-for-purpose Total Flood Warning Systems (TFWS).
6. Liaising with the wider Bureau, particularly with EPS – Water, Business Solutions Group (BSG) Agriculture & Water and the Data and Digital Group (DDG), to help build the Bureau's flood forecasting and warning capability for specific locations and communities, including flood warning infrastructure.
7. Support the preparation of proposals for discussions with customers and partners, outlining the potential for providing flood prediction for specific locations and the required data collection infrastructure (gauges, telemetry).
8. Responding to customer inquiries, contributing to pre-season briefings and exercises and post-flood review, debriefs and activities.
9. Supporting and sharing information with TFWS partners, develop communication and education material, facilitate high level committees, forums and coordinate meetings.
10. Contributing to the Local Weather Narrative, sharing customer insights and collaborating on service delivery with NPS and EPS teams.
11. Prioritising your development opportunities that will be provided to develop or maintain your flood forecasting and warning competency and your communication and customer engagement skills.
12. Commitment to APS Values and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.
13. Complying with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

## Eligibility

A degree or diploma from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; or other comparable qualifications, which are appropriate to the duties.

## Notes

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

## About the Bureau of Meteorology

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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

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|                                |                                                                             |
|--------------------------------|-----------------------------------------------------------------------------|
| <b>Position Contact</b>        | Todd Smith, 0417 897 324                                                    |
| <b>Agency Recruitment Site</b> | <a href="https://bomcareers.nga.net.au/">https://bomcareers.nga.net.au/</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0728606

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### Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 04 September 2023

Biosecurity Plant and Science Services  
Science & Surveillance Northern Australian Quarantine Strategy

|                        |                                                                                                                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Biosecurity Officer - Affirmative measure - Indigenous employment                                                                                                                                   |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                      |
| <b>Location</b>        | Various locations - QLD QLD, Various locations - SA SA, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - WA WA, Various locations - NSW NSW, Various locations - NT NT |
| <b>Salary</b>          | \$63,867 - \$71,444                                                                                                                                                                                 |
| <b>Classification</b>  | APS Level 3                                                                                                                                                                                         |
| <b>Position Number</b> | 2023/2330                                                                                                                                                                                           |
| <b>Agency Website</b>  | <a href="https://www.agriculture.gov.au">https://www.agriculture.gov.au</a>                                                                                                                         |

## 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.

The Torres Strait and Field Operations Section manages the Northern Australia Quarantine Strategy (NAQS) activities in the Torres Strait and Northern Peninsula Area of Cape York. This includes the clearance of traditional and commercial vessels, aircraft, passenger and crew and cargo as well as monitoring and response programs, pest surveillance activities and public awareness.

### The Job

As part of a team, perform a range of duties and activities including:

- liaising with customers and clients, both internally and externally
- carrying out biosecurity inspections/activities of vessels, aircraft, cargo, and passengers in accordance with applicable legislation
- undertaking field work including assisting scientific staff, as required, with plant surveillance, insect trapping and public awareness activities
- assisting with equipment, vehicle and vessel checks as required
- using a variety of computer applications to analyse, maintain and update data
- preparing reports, collecting statistical data, and submitting this information within specified timeframes
- assisting with a range of other defined activities that are performed under agreement with other Commonwealth agencies.

## Duties

### Skills and capabilities

We are seeking an entry-level Biosecurity Officer with a keen interest and foundational knowledge in agriculture, water resources, environmental heritage, and most importantly, biosecurity principles and processes.

### You should ideally possess:

**Understanding of Biosecurity:** A strong grasp of biosecurity fundamentals and the ability to identify potential risks. You should be able to apply this understanding to the surveillance of targeted pests, diseases, and weeds.

**Operational Skills:** Experience or willingness to learn about carrying out biosecurity operations, especially concerning the southward movements of people, cargo, aircraft, and vessels into and between biosecurity zones.

**Communication and Community Engagement:** Strong communication skills to deliver public awareness activities and engage with diverse stakeholders, including Aboriginal and Torres Strait Islander communities. Experience with 'Biosecurity Top Watch' initiative

or similar programs would be an asset.

**Collaboration:** Demonstrated ability to work in a team environment and collaborate with external stakeholders, particularly in support of biosecurity surveillance and other departmental services.

**Adaptability:** Willingness to participate in surveillance and monitoring activities in neighbouring countries for early signs of targeted pests, diseases, and weeds.

While previous experience in a similar role would be advantageous, we primarily value a keen interest and commitment to protecting and strengthening the nation's agriculture, water resources, and environmental heritage. Training will be provided to help you succeed in the role, but the desire to learn and adapt to the evolving biosecurity environment is key.

#### Desirable qualification

A degree or qualifications in a relevant field such as Environmental Science, Biology, Agricultural Science, or similar is highly desirable.

## 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.

### Applicants are required to meet the following conditions of employment:

- Must meet the security obligations applicable to the position
- Must be medically cleared to perform the core duties of the position
- Whilst it is not guaranteed, applicants may be required to work at different locations throughout the Torres Strait and Northern Cape York Peninsula area
- Whilst it is guaranteed, applicants must be able to work a reasonable
- meet departmental health and security requirements
- note that you must satisfactorily complete the department's biosecurity training programs and meet the minimum requirements to be appointed as a Biosecurity Officer under the Biosecurity Act 2015

### The successful applicant must:

- hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle
- 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 may be required to perform occasional out-of-hours and weekend work
- note that you will be required to complete specific training (including refresher training) related to the role including remote area training, defensive driving, first aid and CPR courses
- note that you will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters, and manual four-wheel drive vehicles
- note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams
- 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
- meet departmental health and security requirements
- note that you must satisfactorily complete the department's biosecurity training programs and meet the minimum requirements to be appointed as a Biosecurity Officer under the Biosecurity Act 2015
- note that applicants may be required to work at different locations throughout the Torres Strait and the Northern Cape York Peninsula area
- note that Commonwealth accommodation is not available for this position and applicants should familiarise themselves with the local housing market prior to applying for this position
- note that relocation costs will not be provided as part of the employment package and the suitable applicant will have to pay their own relocation costs to take up the role.

## 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.

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

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

## About the Department of Agriculture, Fisheries and Forestry

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### To Apply

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|                                |                                                                                                               |
|--------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | George Nona, 07 4212 0110                                                                                     |
| <b>Agency Recruitment Site</b> | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0728705

### Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 11 September 2023

Biosecurity Animal  
Animal & Biological Imports Various

|                        |                                                                             |
|------------------------|-----------------------------------------------------------------------------|
| <b>Job Title</b>       | Policy Officer                                                              |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                    |
| <b>Location</b>        | Canberra ACT                                                                |
| <b>Salary</b>          | \$78,548 - \$86,168                                                         |
| <b>Classification</b>  | APS Level 5                                                                 |
| <b>Position Number</b> | 2023/2462                                                                   |
| <b>Agency Website</b>  | <a href="https://www.agriculture.gov.au">https://www.agriculture.gov.au</a> |

### Job Description

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

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### Who we are

Biosecurity Animal Division are trusted leaders in science-based regulation and policy, who proactively engage with risk and deliver on our shared responsibilities across the biosecurity system. Our outcome is to implement effective, defensible and lawful biosecurity regulation and policy to facilitate safe trade in aquatic and terrestrial animals, reproductive materials, animal products and biological goods, and minimise marine pest risk. We are a skilled multidisciplinary workforce that works together with our partners in state and territory governments, Animal Health Australia and industry to deliver optimal animal biosecurity outcomes for Australia. Our approach is modelled by our work culture, values and behaviours through integrity, fairness and impartiality.

The Animal and Biological Imports Branch implements biosecurity policies to allow for the safe movement of animals, animal products (including aquatic animals and their products) and genetic material into Australia. The activities of the branch include responding to general client enquiries relating to the importation of goods and use of associated departmental systems, the provision of technical advice to staff, importers and stakeholders, development and publishing of import conditions, instructional material and other guidance material, and assessing import permit applications and issuing import permits.

## Duties

### The Jobs

The duties of the roles include, but are not limited to:

- undertaking biosecurity regulatory functions including assessing import permit applications for animal and biological products
- preparing and reviewing changes to the department's import conditions database (BICON) and other online communications material
- providing sound technical biosecurity advice to importers, operational staff within the department and other stakeholders associated with the import of animal and biological products
- responding to client enquiries via telephone and email including providing accurate and timely advice to the importing community about how to import goods into Australia
- liaising with clients and other government agencies, providing complex and technical advice as necessary
- supporting import permit, import condition and enquiry workflows by working in partnership with, and escalating matters to, the import programs
- optimising the Biosecurity Import Conditions database (BICON) functionality by championing its use, mentoring and training others in its use, responding to content or user enquires and referring system or content matters to the Service Desk or the BICON Content Team respectively
- assisting with reviewing and updating technical work instructions for operational staff within the department undertaking frontline biosecurity related functions
- assisting with the review of business processes and the identification of opportunities for improvement
- assisting with the preparation of briefings, reports and correspondence
- supervising and managing APS Level 4 team members and providing support to team management.

**Please note** that this recruitment process will be used to fill several ongoing vacancies in the Animal and Biological Imports Branch. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing and non-ongoing vacancies in the branch where the duties are of a similar nature.

## Eligibility

### What we are looking for

#### Knowledge and experience

Applicants should have one or more of the following:

- Experience working in a regulatory environment.
- Experience conducting assessments and providing recommendations.
- An understanding of Australia's biosecurity system.
- Experience working in busy technical and operational environments.
- Experience with the provision of responsive advice in a customer facing role.
- Experience managing staff in a fast-paced client focused environment.
- Knowledge of animal pests and diseases that may pose a biosecurity risk to Australia and controls applicable to their management.
- Experience in a relevant area of biological, agricultural, veterinary or environmental science would be highly regarded but is not mandatory.

## 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.aps.gov.au/recruitability>

## To Apply

|                         |                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------|
| Position Contact        | Michael Ware, 02 6271 6315                                                                                    |
| Agency Recruitment Site | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0728736

### Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 11 September 2023

Plant Protection & Environmental Biosecurity  
Several Various

|                 |                                                                                                                     |
|-----------------|---------------------------------------------------------------------------------------------------------------------|
| Job Title       | Senior Policy Officer                                                                                               |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                            |
| Location        | Canberra ACT, Brisbane QLD, Darwin NT, Cairns QLD, Townsville QLD, Perth WA, Melbourne VIC, Sydney NSW, Adelaide SA |
| Salary          | \$88,408 - \$100,378                                                                                                |
| Classification  | APS Level 6                                                                                                         |
| Position Number | 2023/2369                                                                                                           |
| Agency Website  | <a href="https://www.agriculture.gov.au">https://www.agriculture.gov.au</a>                                         |

### Job Description

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

#### Who we are

The Plant Protection and Environmental Biosecurity Division (PPEBD) provides policy leadership and support on plant health and environmental biosecurity. PPEBD is the home of the Australian Chief Plant Protection Officer (ACPPO) and Australian Chief Environmental Biosecurity Officer (ACEBO). The division: aims to improve Australia's plant health and environmental biosecurity systems and outcomes; helps meet relevant national and international obligations; and works to minimise the impacts of current and emerging biosecurity risks to Australia's agricultural production and trade, environment, Indigenous and cultural heritage and associated amenities. The division comprises of two branches; the Plant Health Policy Branch and the Environmental Biosecurity Office which also oversees the Australian Plague Locust Commission's activities.

The Plant Health Policy Branch provides a national focal point for plant biosecurity issues within Australia and has responsibility for

the national leadership in managing Australia's plant health. The work of the branch underpins biosecurity and helps to open new, and maintain existing, domestic and international markets for Australian plant industries. This is achieved by; providing focus for national and international plant biosecurity activities; preparing for and coordinating national responses to plant pests and exotic weeds; promoting reform of the plant biosecurity system; improving plant health capacity and capabilities in near-neighbour countries and trading partners; domestically improving national surveillance and diagnostic capability and capacity; and assisting the department to meet national and international obligations and influencing plant health policies.

## Duties

### The Jobs

Responsibilities include but are not limited to:

- developing and providing expert policy advice
- leading the development, improvement and implementation of international, national and/or departmental plant biosecurity policies and reform initiatives
- working with our near neighbour countries to develop and implement plant health surveillance, diagnostics and pest management activities
- working with plant health organisations in Asia and the Pacific to jointly deliver projects which strengthen plant protection outcomes for the region
- liaising with state/territory departments of agriculture, Plant Health Australia, international counterparts and other stakeholders to progress and effectively develop and implement national plant biosecurity policies and programs
- supporting and leading the provision of high quality secretariat services to national and departmental plant biosecurity committees/working groups
- mentoring and supervising junior members of the team
- coordinating financial processes and managing administered funding programs
- managing procurement and grant processes to ensure they deliver benefit to biosecurity
- assisting with the progression of other branch and divisional initiatives.

**Please note** that this recruitment process will be used to fill several ongoing vacancies in the Plant Protection & Environmental Biosecurity Division. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing and non-ongoing vacancies in the division where the duties are of a similar nature.

### Flexible working arrangements

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

## Eligibility

### What we are looking for

#### Knowledge and experience

The following is desirable:

- Knowledge of national or international plant biosecurity issues.
- Demonstrated experience in policy development and implementation, preferably in plant biosecurity or related areas.
- Financial and contract management experience.

## 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

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## To Apply

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|                         |                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------|
| Position Contact        | Emily Lamberton, 0481 470 071                                                                                 |
| Agency Recruitment Site | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0728747

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

Closing Date: Sunday 03 September 2023

People Safety and Remote People Services Branch  
People Branch Various

|                 |                                                                                                     |
|-----------------|-----------------------------------------------------------------------------------------------------|
| Job Title       | Senior Advisor, Human Resources                                                                     |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                            |
| Location        | Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Melbourne VIC, Perth WA, Adelaide SA, Hobart TAS |
| Salary          | \$88,408 - \$100,378                                                                                |
| Classification  | APS Level 6                                                                                         |
| Position Number | 2023/3572                                                                                           |
| Agency Website  | <a href="https://www.dcceew.gov.au/">https://www.dcceew.gov.au/</a>                                 |

### Job Description

<https://dcceewjobs.nga.net.au/?jati=B6E51272-AFB7-5BDC-789E-D1ED8976B459>

#### Who we are

People Division, led by the Chief People Officer (CPO), provides human resources (HR) functions for the Department of Climate Change, Energy, the Environment and Water (the department) with a clear focus on the department's most valued asset: its staff. Alongside contemporary HR functions, projects and strategies, People Division is also responsible for:

- enhancing the department's focus on safety
- enterprise bargaining
- cultural and change management
- the department's response to Australian Public Service (APS) reforms.

We are seeking passionate HR professionals to fill a variety of Senior Advisor roles across our two HR branches:

- People Safety and Remote People Services Branch
- People Branch

The People Safety and Remote People Services Branch (PSRPS) is responsible for leading the department's approach to providing a safe and respectful workplace, including health, safety and wellbeing strategies and change management practices.

The PSRPS Branch also provides a strategic partnership offering for Parks Australia and the Australian Antarctic Division, working with these divisions to develop and deliver a suite of HR strategies to manage complex risks associated with these operational areas.

The PSRPS Branch is responsible for:

- Professional and Ethical Standards
- Work, Health and Safety
- Change Management
- Parks Partnering
- Australian Antarctic Division Partnering
- People Support and Wellbeing

The People Branch is responsible for the department's strategic and operational HR advice, strategies and support services, with a focus on enabling business areas to meet their workforce needs. The People Branch is responsible for:

- Recruitment and Employment Programs,
- Workforce Planning, HR Reporting and Establishments
- SES Unit
- Learning and development and talent management
- HR Help
- Diversity and Inclusion
- Workplace Relations (including enterprise bargaining)

## **Duties**

### **The roles**

As a Senior Advisor, Human Resources, you will:

- Deliver high-quality and people-centric HR services in a fast-paced work environment with competing priorities.
- Manage moderately complex and sensitive HR matters and provide technical advice that is consistent, accurate and timely.
- Contribute to the management and delivery of HR projects, programs and initiatives.
- Research, interpret and apply information from the department's employment framework including legislation, policies, procedures and Enterprise Agreement.
- Build and sustain effective working relationships with broad range of stakeholders, both internal and external.
- Supervise a small team through determining team priorities, allocating and monitoring work, managing workflow, providing clear guidance and feedback, and building the capability of team members to achieve deliverables.
- Identify and contribute to strategic opportunities to enhance and innovate the department's HR services through the implementation of new initiatives, strategies and programs.
- Prepare and draft moderately complex communication materials and sensitive correspondence.

Please note: 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. **Eligibility**

#### What we are looking for

##### **Knowledge and experience**

Experience, knowledge and/or qualifications in HR is required for these positions.

##### **Skills and capabilities**

The successful candidates will have the following skills and capabilities:

- The ability to work under limited direction to deliver quality outcomes against established priorities within allocated timeframes.
- The ability to provide quality advice and support to stakeholders using an honest, open and flexible approach and apply sound judgement and decision-making skills.
- Relationship building skills including the capacity to build lasting relationships and rapport with key stakeholders.
- The ability to operate effectively in an environment of competing priorities and tight deadlines, including the capacity to respond quickly to changes in requirements.
- Excellent communications skills and the ability to adapt communication styles to the audience.
- A proven ability to interpret employment frameworks including federal legislation, policies and the department's Enterprise Agreement.
- The ability to innovate and seek continuous improvement in relation to initiatives, systems and processes, and to think strategically.
- The ability to support, guide and coach junior staff members through effective planning, allocating appropriate work and providing meaningful feedback.
- The ability to engage directly with and manage sensitive or complex human resource issues.

#### 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 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)**

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**To Apply**

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|                                |                                                                                                                                                                 |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | James Hogben, 64985                                                                                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://dcceewjobs.nga.net.au/?jati=B6E51272-AFB7-5BDC-789E-D1ED8976B459">https://dcceewjobs.nga.net.au/?jati=B6E51272-AFB7-5BDC-789E-D1ED8976B459</a> |

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## Attorney-General's

Vacancy VN-0728652

### Federal Court of Australia

Closing Date: Monday 04 September 2023

Corporate Services  
People & Culture

|                        |                                                                                                         |
|------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Senior Advisor, People & Culture (Workplace Wellbeing)                                                  |
| <b>Job Type</b>        | Full-Time, Ongoing                                                                                      |
| <b>Location</b>        | Sydney NSW, Canberra ACT, Melbourne VIC                                                                 |
| <b>Salary</b>          | \$82,689 - \$94,985                                                                                     |
| <b>Classification</b>  | APS Level 6                                                                                             |
| <b>Position Number</b> | 8573                                                                                                    |
| <b>Agency Website</b>  | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

### Job Description

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

#### Position Overview

The Senior Advisor, People & Culture (Workplace Wellbeing) leads activities necessary to ensure the Court meets its duties in providing a safe workplace. Together with the broader People and Culture team, the Senior Advisor, People & Culture will be responsible for driving workplace wellbeing initiatives that support and better enable Judges and employees.

The Senior Advisor, People & Culture must work within legislative requirements and provide effective and efficient support to oversee workers' compensation claims, consulting with Comcare, the injured or ill employee, rehabilitation providers, and managers, in the management and implementation of effective return to work strategies.

#### Duties

##### Duties

1. Comply with relevant legislation, including the Public Service Act 1999, the Privacy Act 1988 (and the Australian Privacy Principles), the Safety, Rehabilitation and Compensation Act 1988 and the Public Governance, Performance and Accountability Act 2013.
2. Actively support the development, implementation and assessment of workplace wellbeing strategies.
3. Facilitate the early assessment of the employee's workplace rehabilitation needs, ensuring that they receive appropriate early intervention services as soon as possible following injury or illness.
4. Support managers with injury management and resolving workplace issues that may impact on the success of the employee's return to work.
5. Work in partnership with the Claims Manager to ensure a shared understanding of rehabilitation goals and alignment with medical treatment.
6. Work with the employee, their supervisor, medical practitioner and the workplace rehabilitation provider to determine the rehabilitation goals and content of the rehabilitation program.
7. Communicate clearly with the employee's medical practitioner outlining potential suitable duties for a safe and early return to work and maintaining a focus on return to work.
8. Engage and monitor the services of the workplace rehabilitation provider in line with requirements detailed in Comcare's Operational standards for rehabilitation program providers, and ensuring that the rehabilitation program follows the return to work hierarchy.
9. Prepare routine reports, guidelines and policies relevant to workplace wellbeing including rehabilitation, case management and early intervention.
10. Support others within the People and Culture section with human resources related tasks and project.

## Eligibility

### Selection Criteria

1. Demonstrated technical knowledge and application of rehabilitation management relevant to a Commonwealth agency.
2. Demonstrated experience in planning, coordinating and reviewing methods which result in quality return to work outcomes.
3. Excellent communication skills and the ability to build and manage effective partnerships.
4. Demonstrated drive and resilience, and ability to adopt a positive approach.
5. Demonstrated knowledge and experience of the Comcare workers' compensation scheme, the Safety, Rehabilitation and Compensation Act 1988 and other relevant legislation, which may apply in a given case.

## Other Information

Some travel may be required to interstate locations. **Notes**

### How to Apply

To apply for this position please click on the "apply now" button on the Federal Court's website ([www.fedcourt.gov.au](http://www.fedcourt.gov.au)).

To be considered you will need to upload a concise one page pitch, outlining your suitability to the advertised role and attach an up to date resume by 11:55pm AEST on 4 September 2023. The selection process will also involve an interview, skills test and referee and integrity checks.

For more information, contact Jessica Anderson, Director People and Culture on 0459 253 932. Interested applicants are encouraged to call and discuss the position prior to submitting an application.

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

## About the Federal Court of Australia

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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

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|                                |                                                                                                         |
|--------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jessica Anderson, (03) 8638 6802                                                                        |
| <b>Agency Recruitment Site</b> | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

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## Attorney-General's

Vacancy VN-0728658

## Federal Court of Australia

Closing Date: Monday 28 August 2023

Corporate Services  
People and Culture

|                        |                                                                                                         |
|------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Advisor, People and Culture                                                                             |
| <b>Job Type</b>        | Full-Time, Non-Ongoing                                                                                  |
| <b>Location</b>        | Sydney NSW, Melbourne VIC, Canberra ACT                                                                 |
| <b>Salary</b>          | \$76,560 - \$81,179                                                                                     |
| <b>Classification</b>  | APS Level 5                                                                                             |
| <b>Position Number</b> | 8564                                                                                                    |
| <b>Agency Website</b>  | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

## Job Description

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

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## Position Overview

The Advisor, People and Culture is a generalist position in nature, and works closely with others in the People and Culture team to provide administrative and operational tasks that support the People and Culture function, which includes recruitment and selection as well as general enquiries.

The position is generalist in nature; however, it has a focus on recruitment and selection, and quality assurance, to ensure the Court has a strong brand, and is attracting the right people.

The Advisor, People and Culture position reports to the Team Leader, People and Culture and works under their supervision and with their guidance.

## Duties

### Duties

- Provide policy, procedure and Enterprise Agreement advice and support to line managers and employees.
- Coordination of recruitment and selection processes including preparing and posting advertisements, drafting position descriptions, and preparing and issuing employment documentation.
- Being an expert on the various HR systems (e.g. Aurion Payroll, HireRoad Recruit and Learn, Cited, and Criteria) to provide guidance on the systems to managers and employees and liaise with external vendors on system enhancements and error rectifications.
- Responsible for actioning the day-to-day general enquiries which are received in the central People & Culture mailbox.
- Develop and maintain effective relationships with line managers in order to understand their needs and assisting with the development of People & Culture solutions.
- Performing other general reporting and administrative activities that support the People & Culture function.

## Eligibility

### Selection Criteria

- Well-developed organisational and administrative skills, including strong attention to detail, and the ability to prioritise and manage work in a fast-paced environment.
- Ability to work well under pressure, both in terms of effectively prioritising and delivering a high volume of work, whilst maintaining attention to detail.
- Excellent communication skills and an ability to interact with stakeholders at various levels, including managers and executives.
- Ability to work both autonomously and collaboratively as part of a team of 10 to achieve outcomes.

## Notes

### How to Apply

To apply for this position please click on the "apply now" button on the Federal Court's website ([www.fedcourt.gov.au](http://www.fedcourt.gov.au)).

To be considered you will need to upload a concise one page pitch, outlining your suitability to the advertised role and attach an up to date resume by 11:55pm AEST on 28 August 2023.

## About the Federal Court of Australia

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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

|                                |                                                                                                         |
|--------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jessica Anderson, 0459 253 932                                                                          |
| <b>Agency Recruitment Site</b> | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

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## Attorney-General's

Vacancy VN-0728659

### Federal Court of Australia

Closing Date: Monday 04 September 2023

Corporate Services  
People & Culture

|                        |                                                                                                         |
|------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Assistant Director, People and Culture                                                                  |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                                                         |
| <b>Location</b>        | Melbourne VIC, Sydney NSW, Canberra ACT                                                                 |
| <b>Salary</b>          | \$105,834 - \$114,298                                                                                   |
| <b>Classification</b>  | Executive Level 1                                                                                       |
| <b>Position Number</b> | 5568, 5573, 0714                                                                                        |
| <b>Agency Website</b>  | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

## Job Description

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

### Position Overview

The Assistant Director, People and Culture is responsible for assisting the Director, People and Culture to deliver a broad range of human resource strategies, services, information and advice in accordance with relevant Commonwealth legislative and policy requirements.

The Assistant Director will be join the People & Culture Leadership Team and must be client-focused, have strong leadership skills

and experience, demonstrate well developed written skills, including attention to detail and ideally has relevant experience working in human resources in a Commonwealth Public Service agency or department.

- x1 role will be focused predominately on HR Projects including Workplace Well being, Performance Development and Diversity and Inclusion.
- x1 role will be focused on supporting the HR Advisory team with high volume operational HR and recruitment work.
- x1 role will be focused on Employee and Industrial Relations.
- Please indicate your preference(s) in your 1 page pitch.

## Duties

### Duties

The Assistant Director, People and Culture is responsible for:

- Working closely with the Director, People & Culture, managing work across one or more functional HR area including recruitment, work health safety, case management, policy and training.
- Providing high-level HR partnering and consultancy services to management and staff of the Courts on policy and operations relating to human resource management and application of legislation.
- Ensuring compliance with relevant legislation, regulations, statutory obligations and accounting standards.
- Making decisions in accordance with delegated authority from the Director, People and Culture.
- Advising on and assisting with the development of new and innovative HR strategies.
- Advising on dispute resolution and recommend solutions or alternative courses of action.
- Responding to reporting requirements in an accurate and timely manner.

## Eligibility

### Selection Criteria

- Demonstrated experience as a senior HR practitioner, preferably within a large or complex industrial environment.
- Demonstrated human resource experience relevant to a Commonwealth Public Service agency or department including an understanding of the relevant legislation and policies issued by Commonwealth agencies and departments.
- Personal leadership and people leadership experience.
- High-level interpersonal skills with an ability to partner with leaders to influence positive and sustainable outcomes.
- Demonstrated experience in interpreting and applying relevant legislation.
- Strong written skills with a high level of attention to detail.

## Other Requirements

- Some interstate travel may be required.
- Relevant experience in the delivery of human resource services in a Commonwealth Public Service department or agency (two years or more and at the executive level is preferable).

## Notes

### How to Apply

To apply for this position please click on the "apply now" button on the Federal Court's website ([www.fedcourt.gov.au](http://www.fedcourt.gov.au)).

To be considered you will need to upload a concise one page pitch, outlining your suitability to the advertised role and attach an up to date resume by 11:55pm AEST on 4 September 2023.

The selection process will also involve an interview, skills test and referee and integrity checks.

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

## About the Federal Court of Australia

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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

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|                                |                                                                                                         |
|--------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jessica Anderson, 0459 253 932                                                                          |
| <b>Agency Recruitment Site</b> | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

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## Attorney-General's

Vacancy VN-0728689

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### Federal Court of Australia

Closing Date: Friday 01 September 2023

Federal Circuit and Family Court of Australia (Division 1 and Division 2)  
Family Law Registrar Support

|                        |                                                                                                                                                                                                                              |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Legal Case Manager/Associate to Senior Judicial Registrar                                                                                                                                                                    |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                                                                                                                                     |
| <b>Location</b>        | Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Dandenong VIC, Darwin NT, Dubbo NSW, Hobart TAS, Lismore NSW, Melbourne VIC, Newcastle NSW, Parramatta NSW, Rockhampton QLD, Sydney NSW, Townsville QLD, Wollongong NSW |
| <b>Salary</b>          | \$76,560 - \$81,179                                                                                                                                                                                                          |
| <b>Classification</b>  | APS Level 5                                                                                                                                                                                                                  |
| <b>Position Number</b> | TBC                                                                                                                                                                                                                          |
| <b>Agency Website</b>  | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a>                                                                                                                      |

## Job Description

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

The Courts are seeking highly capable candidates who are enthusiastic, driven and motivated to assist in achieving the Courts' objectives and perform the key functions of a Legal Case Manager and/or Associate to a Senior Judicial Registrar.

Senior Judicial Registrars and Judicial Registrars now undertake, under the new case management pathway, a significant proportion of first return directions and interlocutory work in the FCFCOA (Divisions 1 and 2) previously undertaken by judges, and perform dispute resolution to resolve proceedings. Legal Case Managers and Associates to Senior Judicial Registrars will support registrars in the case management of family law matters. This includes supporting registrars working on various areas across the Courts, including the Evatt List within the Lighthouse project, and in relation to PPP-500 small claims property matters. Subject to their skills and experiences, successful applicants may also support Senior Judicial Registrars and Judicial Registrars who undertake judicial work nationally.

The role may support one or more registrars or national case management processes flexibly in order to account for workload demands.

## Duties

- Exercise legal skills to assist Senior Judicial Registrars and/or Judicial Registrars, including case law research, support with judgments/reasons, and important legal preparation and research for dispute resolution events;
- Assist in both a legal and administrative way in the efficient and effective running of the chambers of Senior Judicial Registrars and/or Judicial Registrars, including through preparing correspondence and reports and managing the schedule of hearings and engagements in the Court databases, and assistance with registrar case management more broadly;
- Use Court applications and associated documentation, to accurately enter and maintain information on Court databases, enter and disseminate listing information, and manage Court records and files;
- Assist registrars in the planning and case management of matters including in the preparation and publication of orders, liaising with Judges' chambers, litigants and other services;
- Develop and maintain relationships with Court users and be responsive to requests from external and internal stakeholders;
- Assist with the referral of matters to judges, Senior Judicial Registrars, Judicial Registrars, Child Dispute Services staff and other registry staff; and

- Provide support to Senior Judicial Registrars and/or Judicial Registrars working on key initiatives, including the Lighthouse Project and on PPP-500 small claims property matters, including relating processes, case management and operation of the specialist list to Court users and internal staff.

## Eligibility

### Formal Qualifications and Experience

- Completion of a law degree or Juris Doctor, or in the latter stages of studies for a law degree or Juris Doctor.
- Experience within a court, or legal environment is highly regarded.

## Selection Criteria

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

## Notes

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

## About the Federal Court of Australia

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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

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|                                |                                                                                                         |
|--------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Lela Vidakovic, (02) 6113 9319                                                                          |
| <b>Agency Recruitment Site</b> | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

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## Attorney-General's

Vacancy VN-0728710

### Federal Court of Australia

Closing Date: Friday 01 September 2023

Federal Circuit and Family Court of Australia (Division 1 and Division 2)  
Family Law Registrar Support

|                        |                                                                                                                                                                                                                              |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | APS 4 - Case Manager                                                                                                                                                                                                         |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                                                                                                                                     |
| <b>Location</b>        | Melbourne VIC, Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Dandenong VIC, Darwin NT, Dubbo NSW, Hobart TAS, Lismore VIC, Newcastle NSW, Parramatta NSW, Rockhampton QLD, Sydney NSW, Townsville QLD, Wollongong NSW |
| <b>Salary</b>          | \$68,643 - \$74,529                                                                                                                                                                                                          |
| <b>Classification</b>  | APS Level 4                                                                                                                                                                                                                  |
| <b>Position Number</b> | TBC                                                                                                                                                                                                                          |
| <b>Agency Website</b>  | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a>                                                                                                                      |

### Job Description

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

The Courts are seeking highly capable candidates who are enthusiastic, driven and motivated to assist in achieving the Courts' objectives and perform the key functions of a Case Manager to provide high level administrative and court support to a Senior Judicial Registrar or Judicial Registrar.

Senior Judicial Registrars and Judicial Registrars now undertake, under the new case management pathway, a significant proportion of first return directions and interlocutory work in the FCFCOA (Divisions 1 and 2) previously undertaken by judges, and perform dispute resolution to resolve proceedings. Case Managers will support registrars in the case management of family law matters. This includes supporting registrars working on various areas across the Courts, including the Evatt List within the Lighthouse project, and in relation to PPP-500 small claims property matters. Subject to their skills and experiences, successful applicants may also support Senior Judicial Registrars and Judicial Registrars who undertake judicial work nationally.

The role may support one or more registrars or national case management processes flexibly in order to account for workload

demands.

## Duties

- Exercise sound administrative skills to assist Senior Judicial Registrars and/or Judicial Registrars, including assisting with the preparation of matters for court lists and dispute resolution events;
- Assist with the efficient and effective running of the chambers of Senior Judicial Registrars and/or Judicial Registrars, including through preparing correspondence, providing links for electronic court events, and managing the schedule of hearings and engagements in the Court databases, and assistance with registrar case management more broadly;
- Use Court applications and associated documentation, to accurately enter and maintain information on Court databases, enter and disseminate listing information, and manage Court records and files;
- Assist registrars in the administrative planning and case management of matters including in the preparation and publication of orders, liaising with Judges' chambers, litigants and other services;
- Build relationships with Court users and be responsive to requests from external and internal stakeholders;
- Assist with the administrative aspects of referral of matters to judges, Senior Judicial Registrars, Judicial Registrars, Child Dispute Services staff and other registry staff; and
- Provide administrative support to Senior Judicial Registrars and/or Judicial Registrars working on key initiatives, including the Lighthouse Project and on PPP-500 small claims property matters, including relating processes, case management and operation of the specialist list to Court users and internal staff.
- Running and case managing matters in Court events (Court Officer).

## Eligibility

### Formal Qualifications and Experience

- Experience within a court, administrative or legal environment is highly regarded.
- Qualifications of an administrative nature are desirable.

## Selection Criteria

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

## Notes

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

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

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|                                |                                                                                                         |
|--------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Lela Vidakovic, (02) 6113 9319                                                                          |
| <b>Agency Recruitment Site</b> | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

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## Attorney-General's

Vacancy VN-0728544

### Office of Parliamentary Counsel

Closing Date: Sunday 03 September 2023

|                        |                                                             |
|------------------------|-------------------------------------------------------------|
| <b>Job Title</b>       | Assistant Publishing Officer                                |
| <b>Job Type</b>        | Full-Time, Ongoing                                          |
| <b>Location</b>        | Forrest ACT                                                 |
| <b>Salary</b>          | \$74,393 - \$80,775                                         |
| <b>Classification</b>  | APS Level 4                                                 |
| <b>Position Number</b> | New Position                                                |
| <b>Agency Website</b>  | <a href="https://www.opc.gov.au">https://www.opc.gov.au</a> |

### Job Description

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

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- Kick start your career in the Australian Public Service
- Full training provided
- Subsidised parking and the potential for additional allowances

Are your communication skills of high standard? Are you a keen learner? Do you have an understanding of legislative processes and structure? This position might be the position for you!

## About the role

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

## Duties

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

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

To be suitable for this role, you will have:

- Well-developed administrative support skills, including a high level of word processing and data entry skills; a sound knowledge of Microsoft Office products, in particular Word; and attention to detail.
- Well-developed written and oral communication skills including a sound knowledge of English grammar, usage, spelling and punctuation.
- Good understanding of legislative processes and structures, and the capacity to read and understand legislation and research legislative queries.
- An ability to work effectively as a team member, manage relationships, and work effectively with other people, under supervision and guidance from more senior staff.
- The ability to contribute new ideas and maximise the benefits of change, including the identification of opportunities to improve the efficiency of business processes.
- Well-developed organisational skills.
- An ability to train other staff in the duties of the position.

## Eligibility

To discuss the position in more detail please contact Marsy Leriche on 02 6120 1354

## Notes

To apply for this position, you are asked to:

- Provide a one-page pitch detailing why you are suitable for the position. The pitch should also address the role requirements.
- Provide a current CV, detailing recent employment history, which is relevant to the advertised position
- Provide the complete Application cover sheet.

This recruitment process will be used to fill current vacancies, as well as future ongoing and non-ongoing vacancies that may arise over the next 18 months in various similar roles.

Applications close for this vacancy at 11:45pm, Sunday, 03 September 2023.

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

## About the Office of Parliamentary Counsel

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

## To Apply

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|                                |                                                                             |
|--------------------------------|-----------------------------------------------------------------------------|
| <b>Position Contact</b>        | Marsy Leriche, 02 6120 1354                                                 |
| <b>Agency Recruitment Site</b> | <a href="https://www.opc.gov.au/careers">https://www.opc.gov.au/careers</a> |

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## Attorney-General's

Vacancy VN-0728545

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### Office of Parliamentary Counsel

Closing Date: Sunday 03 September 2023

|                        |                                                                   |
|------------------------|-------------------------------------------------------------------|
| <b>Job Title</b>       | Assistant Publications Officer - Affirmative Measure - Indigenous |
| <b>Job Type</b>        | Full-Time, Ongoing                                                |
| <b>Location</b>        | Forrest ACT                                                       |
| <b>Salary</b>          | \$74,393 - \$80,775                                               |
| <b>Classification</b>  | APS Level 4                                                       |
| <b>Position Number</b> | New Position                                                      |
| <b>Agency Website</b>  | <a href="https://www.opc.gov.au">https://www.opc.gov.au</a>       |

## Job Description

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

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- Kick start your career in the Australian Public Service
- Full training provided
- Subsidised parking and the potential for additional allowances

Are your communication skills of high standard? Are you a keen learner? Do you have an understanding of legislative processes and structure? This position might be the position for you!

This vacancy is only available to Aboriginal and/or Torres Strait people.

### About the role

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

## Duties

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

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

To be suitable for this role, you will have:

- Well-developed administrative support skills, including a high level of word processing and data entry skills; a sound knowledge of Microsoft Office products, in particular Word; and attention to detail.
- Well-developed written and oral communication skills including a sound knowledge of English grammar, usage, spelling and punctuation.
- Good understanding of legislative processes and structures, and the capacity to read and understand legislation and research legislative queries.
- An ability to work effectively as a team member, manage relationships, and work effectively with other people, under supervision and guidance from more senior staff.
- The ability to contribute new ideas and maximise the benefits of change, including the identification of opportunities to improve the efficiency of business processes.
- Well-developed organisational skills.
- An ability to train other staff in the duties of the position.

## Eligibility

- To be eligible for employment with the Office of Parliamentary Counsel, applicants must be an Australian citizen.
- This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process. Affirmative measures vacancies are only available to Aboriginal and/or Torres Strait people. To be engaged under the affirmative measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage will be required.

To discuss the position in more detail please contact Marsy Leriche on 02 6120 1354

## Notes

To apply for this position, you are asked to:

- Provide a one-page pitch detailing why you are suitable for the position. The pitch should also address the role requirements.
- Provide a current CV, detailing recent employment history, which is relevant to the advertised position
- Provide the complete Application cover sheet.

This recruitment process will be used to fill current vacancies, as well as future ongoing and non-ongoing vacancies that may arise over the next 18 months in various similar roles.

Applications close for this vacancy at 11:45pm, Sunday, 03 September 2023.

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

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

## About the Office of Parliamentary Counsel

---

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

## To Apply

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|                                |                                                             |
|--------------------------------|-------------------------------------------------------------|
| <b>Position Contact</b>        | Marsy Leriche, 02 6120 1354                                 |
| <b>Agency Recruitment Site</b> | <a href="https://www.opc.gov.au">https://www.opc.gov.au</a> |

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## Defence

Vacancy VN-0728173

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### Department of Defence

Closing Date: Monday 04 September 2023

Joint Capabilities Group  
Joint Logistics Command

|                        |                      |
|------------------------|----------------------|
| <b>Job Title</b>       | Logistics Officer    |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Singleton WA         |
| <b>Salary</b>          | \$88,175 - \$100,724 |
| <b>Classification</b>  | APS Level 6          |
| <b>Position Number</b> | JCG/07807/23         |
| <b>Agency Website</b>  |                      |

## Job Description <https://defencecareers.nga.net.au/?jati=3F22D059-FD35-C9EA-15CB-D1ED11C437B7>

### Duties

#### The Role

This position is a leadership and administrative role being the Officer in Charge of the Joint Logistics Unit East – Hunter Valley. The unit is a Detachment of JLU (E) in the NSW region, being geographically isolated from the HQ element. The role requires overall leadership of a diverse group of employees including ADF, APS, Industry Partners and Contractors. Strong leadership and communication skills ensures directed unit outcomes are achieved, while responsible for the Governance and Assurance activities of several Defence contracts including maintenance, retail stores and regional clothing store.

Responsible for overseeing the contract administration function including monitoring contractor performance and resolving local minor discrepancies. Administrative role is the first and second line supervisor for ADF and APS personnel, and ensuring unit connectivity with Executive members within JLU (E) HQ. Responsible for adherence to financial regularity requirements as a financial delegate and accountable for Supply Customer Accounts as the SCA Manager. Ensuring Stocktaking and Disposal activities are conducted as scheduled and directed.

The position is responsible for ensuring a safe and secure working environment. Sustaining a business rapport with unit stakeholders, base management and Industry Partners.

#### About our Team

Joint Logistics Unit (East) (JLU(E)) is an integrated military and civilian Business Unit of Logistics Operation Branch within Joint Logistics Command. Our services are delivered in collaboration with our Australian Industry Partners: Linfox, Serco and Ventia. JLU(E) operates out of five main sites: Moorebank, Singleton in the Hunter Valley, RAAF Richmond, Nowra at HMAS Albatross and RAAF Williamstown.

We provide logistics services including regional clothing stores, retail outlets, warehousing, distribution and materiel maintenance to customers located in New South Wales, nationally and overseas.

#### Our Ideal Candidate

Strong leadership and communication skills required with experience in Governance and Assurance activities of several Defence contracts including maintenance, retail stores and regional clothing store. Shall be responsible for overseeing the contract administration function including monitoring contractor performance and resolving local minor discrepancies.

Administrative role is the first and second line supervisor for ADF and APS personnel, and ensuring unit connectivity with Executive members within JLU (E) HQ.

### Eligibility

#### Security Clearance:

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

### Notes

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

## About the Department of Defence

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

## To Apply

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Wayne New, 0458 702 447                                                                                                                                                 |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=3F22D059-FD35-C9EA-15CB-D1ED11C437B7">https://defencecareers.nga.net.au/?jati=3F22D059-FD35-C9EA-15CB-D1ED11C437B7</a> |

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## Defence

Vacancy VN-0728369

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### Department of Defence

Closing Date: Monday 18 September 2023

Defence People Group  
Joint Health Command

|                        |                              |
|------------------------|------------------------------|
| <b>Job Title</b>       | Senior Mental Health Advisor |
| <b>Job Type</b>        | Full-Time, Ongoing           |
| <b>Location</b>        | Southbank VIC                |
| <b>Salary</b>          | \$108,195 - \$122,044        |
| <b>Classification</b>  | Executive Level 1            |
| <b>Position Number</b> | DPG/07937/23                 |
| <b>Agency Website</b>  |                              |

## Job Description <https://defencecareers.nga.net.au/?jati=19DC4B8E-9127-9210-A554-D1EC991D8C14>

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### Duties

#### The Role

Joining a team of Mental Health leaders, the Senior Mental Health Advisor (SMHA) will ensure the delivery of high-quality clinical care to members of the Australian Defence Force throughout Victoria and Tasmania. Supporting excellence in health care delivery, your quality assurance role will ensure that mental health support is provided in accordance with clinical policy and guidelines.

You will work with clinical governance managers to investigate and provide advice regarding clinical incidents and healthcare complaints. Developing an in-depth knowledge of relevant clinical policies, your role will drive continuous improvement and will identify trends to support service delivery. Your role will facilitate training for mental health teams and conduct clinical reviews.

Working in a complex, integrated workforce, you will work in strong collaboration with the Psychology Manager and the Senior Military Psychology Officer to form a community of practice. As a subject matter expert, you will provide technical and policy advice to the Commanding Officer, and work with Defence's health practitioners throughout the region to support complex mental health presentations.

Periodic travel to Defence bases within Victoria and Tasmania would be required.

#### About our Team

Reporting to the Commanding Officer, and based at Victoria Barracks - Melbourne, you will be working in the Regional Headquarters, alongside an integrated workforce of Australian Defence Force (ADF), Australian Public Service, and contracted staff. The headquarters manages and supports eight regional Defence facilities, delivering health services to ADF members located throughout Victoria and Tasmania.

You will be working in close collaboration with the regional Psychology Manager and the Senior Military Psychology Officer to support service delivery across Victoria and Tasmania. Your broader team includes health care professionals working in multi-disciplinary teams across the region.

#### Our Ideal Candidate

An experienced Mental Health Professional with a strong clinical foundation, you will have strong leadership experience and an interest in working in an occupational health environment using evidence to drive a continuous improvement culture. With strong verbal, written and negotiation skills you will build relationships with staff throughout the region.

You will have a strong work ethic, with the ability to manage competing, very complex issues simultaneously. You will have the ability to learn and quickly interpret policies and procedures, and the ability to work collaboratively within a team.

### Eligibility

#### Security Clearance:

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

### Notes

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

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### To Apply

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Brandon Ikimau, 0417 879 890                                                                                                                                            |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=19DC4B8E-9127-9210-A554-D1EC991D8C14">https://defencecareers.nga.net.au/?jati=19DC4B8E-9127-9210-A554-D1EC991D8C14</a> |

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## Defence

Vacancy VN-0728390

### Department of Defence

Closing Date: Monday 11 September 2023

Air Force  
Air Command Australia

|                        |                                                                                            |
|------------------------|--------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Cyber & Electronic Warfare Directorate (CEWD), Information Systems Security Manager (ISSM) |
| <b>Job Type</b>        | Full-Time, Ongoing                                                                         |
| <b>Location</b>        | Adelaide SA                                                                                |
| <b>Salary</b>          | \$85,607 - \$97,790                                                                        |
| <b>Classification</b>  | APS Level 6                                                                                |
| <b>Position Number</b> | AF/07631/23                                                                                |
| <b>Agency Website</b>  |                                                                                            |

**Job Description** <https://defencecareers.nga.net.au/?jati=26D511D2-8431-C0BE-16BB-D1EC9A88B72D>

### Duties

#### Your Role

The Cyber & Electronic Warfare Directorate (CEWD) Information Systems Security Manager (ISSM) position is responsible for security management and oversight of HQ CEWD, security staff of all CEWD Units. The position is responsible to Director CEWD (DCEW) through Executive Officer CEWD (XO CEWD) to ensure CEWD meets all security compliance and assurance requirements and provides specialist support to DCEW on complex and unique security requirements in both protective security and Special Access operating environments. A recognised 'Security SME', the position has responsibilities CEWD-wide in supporting Commanders and Unit across the Directorate.

Specific functions, roles and duties include operating as the HQ CEWD Security SME to DCEW and XO CEWD; assurance of security across CEWD including conduct of risk assessments for HQ CEWD awareness and treatment; overseeing and contribution to CEWD-related facility management and special programs security & ICT frameworks; and generation and management of all security related policy, instructions and BLIs.

#### Our Team

The Royal Australian Air Force is globally recognised as an integrated, potent and respected force.

The Air Warfare Centre, located within Air Command, contributes to the overall mission by delivering timely and relevant advice to the warfighter.

As a component of the Air Warfare Centre, Cyber and Electronic Warfare Directorate (CEWD) generates and delivers Air Force cyber mission assurance and Joint electronic warfare effects.

Within CEWD, we pride ourselves on our positive culture of collaboration, innovation and inclusion. We are a fully integrated civilian-military workforce and draw on high quality and motivated people who embody Defence and Australian Public Service values.

### Our Ideal Candidate

We are looking for an enthusiastic and collaborative person to join our evolving HQ, and to contribute to our strategic goals.

Our ideal applicant will have a fundamental understanding of Australian Government security, specific to the Australian Defence Force. They will have strong communication and stakeholder engagement skills, able to coordinate with subordinate units and compile information, to be cleared by the command chain. They will have the ability to prioritise workloads, remain flexible to changing demands and, at times, work to tight deadlines.

Collaboration and adding value in a dynamic team environment will be a key part of the role as they conduct their work in partnership with multidisciplinary teams comprising uniformed, Public Service and Defence Industry personnel.

Our ideal candidate would possess managerial experience with the skills to coordinate a team in managing and delivering both short-term objectives and contributing to long-term projects, within an operationally focused HQ.

## Eligibility

### Security Clearance

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

## Notes

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

## About the Department of Defence

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## To Apply

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Flight Lieutenant Jesse Lovell, (08) 7374 2015 (office hours only)                                                                                                      |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=26D511D2-8431-C0BE-16BB-D1EC9A88B72D">https://defencecareers.nga.net.au/?jati=26D511D2-8431-C0BE-16BB-D1EC9A88B72D</a> |

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## Defence

Vacancy VN-0728441

### Department of Defence

Closing Date: Monday 04 September 2023

Defence Intelligence Group  
Intelligence Capability Division

|                 |                                           |
|-----------------|-------------------------------------------|
| Job Title       | DIG Facilities Program Officer            |
| Job Type        | Full-Time, Ongoing                        |
| Location        | Adelaide SA, Canberra ACT, Wollongong NSW |
| Salary          | \$78,143 - \$83,700                       |
| Classification  | APS Level 5                               |
| Position Number | DIG/07977/23                              |
| Agency Website  |                                           |

**Job Description** <https://defencecareers.nga.net.au/?jati=21144182-2D92-67CA-17D3-D1ECD3223BF3>

### Duties

#### The Role

Are you seeking an opportunity to support and enable Defence Intelligence Mission and shape the future of DIG's estate and property portfolio? The APS 5 Facilities Property Officer is accountable under limited direction to perform and achieve property management and minor projects work within an integrated workforce. Specifically, the APS 5 Facilities Property Officer will:

- Act on feasibility studies & condition reports for sites.
- Assist with planning & implementing minor & major refurbishments projects.
- Support to Estate Works Program service delivery agents.
- Ensure adherence to relevant legislative requirements & compliance.
- Property risk mitigation & escalation.
- Major incident response.
- Coordinate routine & emergent works.
- Major & medium relocations and fit-outs.
- Trades access & escorting.

### About our Team

The Defence Intelligence Group (DIG) Estate Planning and Property team aims to support a progressive, capable and innovative work environment that will;

- Create a culture that is inclusive, collaborative and clearly aligned with our mission.
- Underpin and help to align all our people, workforce, learning and career initiatives across all stages of the Employee Lifecycle

- Empower our leaders to lead in a way that supports the values and the strategic direction of the Group
- Demonstrate our investment in the career development of our people and provide visible career pathways to enable all staff to have meaningful careers.
- Help to enable our people do meaningful work and to empower them to work with autonomy, engage with risk and be provided with opportunities to engage with peers across the Group and partner organisations across the National Intelligence Community.

DIG has an extensive and growing property portfolio located throughout the Australian mainland, its territories and overseas. In conjunction with Security and Estate Group's delivery arms, DIG's Estate Planning and Property team is responsible for the delivery of estate management and property services, and provision of strategic estate planning advice and accommodation management that collectively ensure the DIG estate is safe, fit-for-purpose, secure and supports the DIG's activities and outcomes.

### **Our Ideal Candidate**

DIG is seeking a motivated person to join the Estate Planning and Property directorate to further contribute to the Estate Planning and Property function. To be successful in this role you will:

- Be results focused with the ability to work both independently and as part of a team.
- Have demonstrated ability to develop productive internal working arrangements, as well as undertake external representation duties.
- Have strong written and oral communication including demonstrated interpersonal skills and a proactive attitude to relationship building with relevant stakeholders.
- Be able to work in a fluid environment by remaining flexible, agile and adaptable.
- Be experienced and proficient in Microsoft Office Suite.
- Possess well-developed analytical and problem-solving skills.
- Demonstrate excellent attention to detail.
- Have the ability to operate with a strategic focus.

### **Eligibility**

#### **Security Clearance:**

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

### **Notes**

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

## **About the Department of Defence**

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## To Apply

|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Defence Intelligence Group, 02 5108 4826                                                                                                                                |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=21144182-2D92-67CA-17D3-D1ECD3223BF3">https://defencecareers.nga.net.au/?jati=21144182-2D92-67CA-17D3-D1ECD3223BF3</a> |

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## Defence

Vacancy VN-0728447

### Department of Defence

Closing Date: Monday 04 September 2023

Army  
2nd Division

|                        |                     |
|------------------------|---------------------|
| <b>Job Title</b>       | Logistics Officer   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Carlton VIC         |
| <b>Salary</b>          | \$78,143 - \$83,700 |
| <b>Classification</b>  | APS Level 5         |
| <b>Position Number</b> | ARMY/07835/23       |
| <b>Agency Website</b>  |                     |

**Job Description** <https://defencecareers.nga.net.au/?jati=98B3318E-64F1-AF93-1FCB-D1ECD3B0358E>

### Duties

#### The Role

Within the Logistics Management function, the APS5 Logistics Officer is accountable under limited direction to perform and achieve complex logistics inventory and asset management within an integrated workforce.

The duties of the Logistics Officer include the following:

- Contribute to various logistics management activities to provide support to subordinate units.
- Participate in the review and development of policies, procedures and processes for logistics management.
- Draft responses to correspondence, briefs and reports on logistics management.

- Understand and clarify logistics policy and legislation for stakeholders.
- Build and sustain effective relationships with team members and actively participate in team work and group activities.
- Work collaboratively, operate as an effective team member and provide constructive feedback.
- Interpret and comply with legislative, policy and regulatory frameworks.
- Design solutions to issues impacting on the achievement of desired outcomes.
- Undertake and support Tier 1 auditing requirements.

### About our Team

This role is accountable to have and maintain a well developed understanding of and compliance to relevant legislative frameworks.

The Logistics Officer will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. Interpret and provide advice within the Logistics Management function area based on, policy and procedures. Undertake technical research and analysis, conduct reviews, assessment and perform procedural, clerical and administrative support work to achieve results.

The Logistics Officer will coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members.

The Logistics Officer will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve Melbourne University Regiments' outcomes.

### Our Ideal Candidate

The ideal candidate will be an effective communicator and have demonstrated management and leadership skills with an exposure to Military or Defence contractor Logistics. **Eligibility**

#### Security Clearance:

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

### Notes

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

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## To Apply

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | CAPT Rohan Hurst, 0478 763 594                                                                                                                                          |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=98B3318E-64F1-AF93-1FCB-D1ECD3B0358E">https://defencecareers.nga.net.au/?jati=98B3318E-64F1-AF93-1FCB-D1ECD3B0358E</a> |

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## Defence

Vacancy VN-0728456

### Department of Defence

Closing Date: Monday 18 September 2023

Defence People Group  
Joint Health Command

|                        |                                                    |
|------------------------|----------------------------------------------------|
| <b>Job Title</b>       | Assistant Director Business Processes and Analysis |
| <b>Job Type</b>        | Full-Time, Ongoing                                 |
| <b>Location</b>        | Canberra ACT                                       |
| <b>Salary</b>          | \$108,195 - \$122,044                              |
| <b>Classification</b>  | Executive Level 1                                  |
| <b>Position Number</b> | DPG/08010/23                                       |
| <b>Agency Website</b>  |                                                    |

**Job Description** <https://defencecareers.nga.net.au/?jati=D1C133A3-5F52-4ED3-E7E7-D1ECD45B029B>

### Duties

#### The Role

The Assistant Director Business Processes and Analysis is a newly created role and will be based in Garrison Health headquarters. This position will involve working with business and technical teams for the elicitation and development of detailed requirement specifications. They will understand complex business requirements and ensure there is integration between business and technology, particularly EMIS.

They will engage with internal and external stakeholders to perform feasibility analysis, scope projects and work with staff to prioritise deliverables and solution functionalities. They will work within a team of clinical experts, analysing workflows and business processes, and suggesting innovations and improvements.

They will have experience in systems integration and performing gap analyses between e-health systems, identifying risks, and advising on solutions to overcome the risks. They will be accountable to take a systems approach when analysing the issues across the country.

The Assistant Director Business Processes and Analysis will have the capability to build and sustain effective and collaborative relationships with a broad range of stakeholders, and have well-developed communication skills both written and verbal. They will

be required to lead a team, and provide expert advice and recommendations.

#### About our Team

Joint Health Command (JHC) is responsible for the delivery of military medicine and healthcare to Australian Defence Force personnel. The Assistant Director Business Processes and Analysis will work alongside a multi-disciplinary team within Garrison Health Branch inside JHC headquarters.

The team is comprised of allied health professionals, medical professionals, and a business intelligence officer. The team is a mix of remote workers and Canberra-based staff. Garrison Health Branch has a close working relationship with other Branches within JHC, including a team of data scientists.

#### Our Ideal Candidate

Our ideal candidate will be an expert in the core e-health operating system, EMIS, and have experience working with business and technical teams for the elicitation and development of detailed requirement specifications. They will understand complex business requirements and ensure there is integration between business and technology.

They will be analytical, with problem-solving and conflict resolution skills to help identify, communicate and resolve issues. They will have experience in systems integration and performing gap analyses between e-health systems, identifying risks, and advising on solutions to overcome the risks.

### Eligibility

#### Security Clearance:

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

### Notes

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

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## To Apply

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Sonya Chard, 02 6192 7253                                                                                                                                               |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=D1C133A3-5F52-4ED3-E7E7-D1ECD45B029B">https://defencecareers.nga.net.au/?jati=D1C133A3-5F52-4ED3-E7E7-D1ECD45B029B</a> |

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## Defence

Vacancy VN-0728457

### Department of Defence

Closing Date: Monday 04 September 2023

Air Force  
Air Command Australia

|                        |                     |
|------------------------|---------------------|
| <b>Job Title</b>       | Logistics Support   |
| <b>Job Type</b>        | Full-Time, Ongoing  |
| <b>Location</b>        | Townsville QLD      |
| <b>Salary</b>          | \$62,863 - \$69,265 |
| <b>Classification</b>  | APS Level 3         |
| <b>Position Number</b> | AF/07908/23         |
| <b>Agency Website</b>  |                     |

### Job Description

<https://defencecareers.nga.net.au/?jati=F7849683-9B5B-D17F-7C11-D1ECD4369F36>

### Duties

#### The Role

The APS 3 Logistics Support is responsible to the S4 through the S4-1 for the conduct of Logistic activities in support of Number 65 Air Base Recovery Squadron (65ABRS) Headquarter functions.

Please review the below Job description for the APS 3 Logistic Support position:

- Supply Customer Account and Stocktaking
  - Conduct stocktaking activities IAW the 65ABRS stock take plan.
  - Provide input to the Unit Stocktake Plan.
  - Liaise with the Flights to plan the timing and sequence for which Supply Customer Accounts will be subject to statutory stocktaking.
  - Action Unit stocktaking of accounts as planned and in a timely manner.
  - Correctly complete all stocktaking documentation as set out in the Electronic Supply Chain Manual, results reported to the Defence asset management system, and that all records are scanned and stored within Objective.
  - Remain aware of the processes, procedures and policies relating to the Defence IT Controls Framework (ITCF).
  - Action and facilitate the remediation of any supply transactions as reported on the Business Process Monitoring (BPM) Tool.
  - Assist with compliance activities associated with Defence's Business Process Tool (BPT).
- HQ Purchasing
  - Check information systems prior to the conducting local purchase activities for non –identified items.
  - Procure regionally non-stocked (RN) Items of Supply (IOS) via the supporting Joint Logistic Unit.

- Ensure paperwork is raised and processed for the local procurement all non-identified IOS.
- Ensure Section 23 Commitment Approval is gained prior to conducting local purchase activities.
- Record all local purchases on the 65ABRS Budgeting tool located within Objective.
- Action all Card Management System transactions for each local purchase activity.
- Electronically file all purchasing documentation within Objective.
- Logistics Governance
  - Understand and update all files in Objective in relation to governance activities conducted by 65ABRS LOG
  - Ensure fleet governance, in relation to completion and compliance is updated and the Senior Non Commissioned Officer Fleet is informed.
  - Complete annual mandatory training.

### About our Team

The main functions of our section are governance, purchasing, and stock control.

The Logistics Support individual will report to a Flight Sergeant, Logistics Officer and a part time Warrant Officer.

### Our Ideal Candidate

Our ideal candidate would have the ability to obtain and maintain Defence security clearance of Negative Vetting 1 (NV1). **Eligibility**

#### Security Clearance:

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

### Notes

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

## About the Department of Defence

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## To Apply

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | FSGT Greg Koenig, 0400 521 748                                                                                                                                          |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=F7849683-9B5B-D17F-7C11-D1ECD4369F36">https://defencecareers.nga.net.au/?jati=F7849683-9B5B-D17F-7C11-D1ECD4369F36</a> |

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## Defence

Vacancy VN-0728465

### Department of Defence

Closing Date: Monday 11 September 2023

Defence Finance Group  
Financial Performance & Management

|                        |                                                                                                                     |
|------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Director                                                                                                            |
| <b>Job Type</b>        | Full-Time, Ongoing                                                                                                  |
| <b>Location</b>        | Various locations - ACT ACT, Various locations - NSW NSW,<br>Various locations - QLD QLD, Various locations - SA SA |
| <b>Salary</b>          | \$129,391 - \$155,309                                                                                               |
| <b>Classification</b>  | Executive Level 2                                                                                                   |
| <b>Position Number</b> | DFG/07848/23                                                                                                        |
| <b>Agency Website</b>  |                                                                                                                     |

**Job Description** <https://defencecareers.nga.net.au/?jati=EB5B55BC-2CDF-0C55-1A64-D1ECD54059E8>

### Duties

#### The Role

Defence is seeking outstanding leaders to undertake Finance Business Partnering Roles to deliver and drive financial stewardship across Defence. Defence Finance Group (DFG) is undertaking a bulk Executive Level 2 recruitment round for various vacancies throughout the Financial Performance and Management (FP&M) Division.

Duties of the positions include but are not limited to:

- Providing leadership and direction to ensure a high-level of integration and consistency across the Defence financial management function.
- Providing strategic financial analysis and options to senior stakeholders that relates to the planning and delivery of large and complex budgets. Undertake detailed financial risk assessment as pertaining to large organisations.
- Build, retain and lead a high performing team, through clear and consistent communication, strong performance and behavioural standards, delegating responsibility whilst guiding and developing people.
- Translating financial management strategies into operational goals and creating a shared sense of purpose within business units.
- Building and sustaining relationships with stakeholders and subject matter experts to deliver financial management outcomes.

- Assessing and evaluating financial management strategies, initiatives, projects, policy and procedures to identify opportunities for continuous improvement.

## About our Team

FP&M Division delivers financial advice and performance reporting to Groups and Services, Ministers and other government departments, across all Defence programs and activities including workforce, capital, sustainment and operating budgets.

FP&M Division consists of over 400 staff working in seven branches (including a Capability Costing branch), each managing around \$6 billion per year, with embedded finance staff across the country working closely with business areas. Principally, the Division is responsible for delivering financial management information and advice to ensure Defence leaders can make well informed decisions. Think big numbers, many complex projects running in parallel, and close public scrutiny requiring carefully managed finances.

Do you want to know more about the role and responsibilities of a Defence Finance Business Partner? The Defence Finance Business Partner persona will provide you with this information.

## Our Ideal Candidate

As an EL 2, you will operate with considerable independence to perform and achieve complex financial management work within an integrated workforce. You will require extensive knowledge of the financial functions and operations, ensuring compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

Our ideal candidates will have the following skills and attributes:

- Exceptional results orientation, resilience and a positive approach to issues resolution.
- Strong initiative and sound judgement with a commitment to continuous improvement.
- Excellent interpersonal and analytical skills with the ability to manage complex technical and operational risk.
- Excellent strategic management and leadership skills.
- Strong people management skills, both in leading a team and in liaising with stakeholders.
- Ability to operate and produce high quality outcomes in a fast paced environment with competing priorities.
- Technical and organisational skills of the highest order to manage your team achieve outcomes and deliverables.

## Eligibility

### Security Clearance:

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

## Notes

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

## About the Department of Defence

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The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development,

work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

## To Apply

|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Allison Suffolk, 02 5131 3775                                                                                                                                           |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=EB5B55BC-2CDF-0C55-1A64-D1ECD54059E8">https://defencecareers.nga.net.au/?jati=EB5B55BC-2CDF-0C55-1A64-D1ECD54059E8</a> |

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## Defence

Vacancy VN-0728481

### Department of Defence

Closing Date: Monday 04 September 2023

Defence Finance Group  
Financial Performance & Management

|                        |                                                                    |
|------------------------|--------------------------------------------------------------------|
| <b>Job Title</b>       | Assistant Director (Multiple Vacancies)                            |
| <b>Job Type</b>        | Full-Time, Ongoing                                                 |
| <b>Location</b>        | Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW |
| <b>Salary</b>          | \$111,441 - \$1,257                                                |
| <b>Classification</b>  | Executive Level 1                                                  |
| <b>Position Number</b> | DFG/07998/23                                                       |
| <b>Agency Website</b>  |                                                                    |

**Job Description** <https://defencecareers.nga.net.au/?jati=4C61948A-35AD-D1B9-6982-D1ECD5E4C592>

## Duties

### The Role

Defence Finance Group (DFG) leads financial management across Defence, delivering financial oversight, strategies, management and assistance to achieve Defence's outcomes.

You will be a part of a team of professionals delivering accurate, timely and high quality financial analysis and advice. You will have

diverse experience and skills in disciplines including policy analysis and advice. As an Executive Level 1 Assistant Director in the Unapproved Capability Program Directorate you will operate within a dynamic environment and be exposed to a range of Defence Capability projects.

You will support the department in undertaking analysis and shaping advice for senior leaders on financial options, risk and implications of Capability proposals. You will also have engagement with central agency stakeholders including the Departments of the Prime Minister and Cabinet, Finance and the Treasury.

You will lead a team which supports the department to financially achieve its substantial capability plan and be engaged in their major updates – such as decisions arising from the Defence Strategic Review, or previous Force Structure Plan. You will be an emerging leader who is committed to helping senior leaders and stakeholders deliver outcomes through your strategic advice and the provision of accurate, timely and high quality financial information. You will have sound experience leading and developing a team, and have a naturally influential communication style.

You will translate financial information and strategy into business outcomes and create a shared sense of purpose. You are a skilled planner who takes a strategic outlook when aligning team activities to organisational goals and your stakeholder's objectives.

#### **About our Team**

Our team operates in a fast paced and dynamic environment. We support Defence and Government making critical financial decisions on the future of Defence capability investment by providing Defence senior leadership with trusted independent financial advice and assurance on the Integrated Investment Program.

The Integrated Investment Program invests approximately \$43 billion a year into complex projects and its finances require close management to meet public expectations. Information you provide will be used to support decisions of national significance, and help shape major national operations and initiatives. This is achieved by the team providing:

- Financial advice to the Chief Finance Officer and Senior Officials on Cabinet and Ministerial submissions - in the context of the individual submission and the department's financial position.
- Critical financial support to major capability/budget activities including the Force Structure Plan, Defence Structure Review, Defence Capability Assessment Plan and bi-annual reviews of the Integrated Investment Program.
- Management of the Integrated Investment Program's financial system data, data quality controls and budget management improvements.
- Responses to Integrated Investment Program audits of financial management.
- The monthly reporting of Defence's Integrated Investment Program capability plan internally of Defence and to external Government Agency stakeholders.

#### **Our Ideal Candidate**

Our ideal candidate will have the following skills and attributes:

- Demonstrated ability to manage competing priorities and produce high quality outcomes in a fast paced environment.
- Strong written and verbal communication, with an ability to influence across a broad range of stakeholders. This includes researching alternative positions and presenting options effectively and persuasively.
- Problem-solving abilities of complex information - which is based on a questioning mind and an ability to think laterally.
- Improvement focus, strong results orientation and seeks to add value through improving processes and systems.
- Managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Building and maintaining relationships with a network of internal and external.

#### **Eligibility**

##### **Security Clearance:**

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

#### **Notes**

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

## About the Department of Defence

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## To Apply

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Doug Moir, 02 5108 4518                                                                                                                                                 |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=4C61948A-35AD-D1B9-6982-D1ECD5E4C592">https://defencecareers.nga.net.au/?jati=4C61948A-35AD-D1B9-6982-D1ECD5E4C592</a> |

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## Defence

Vacancy VN-0728500

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### Department of Defence

Closing Date: Monday 04 September 2023

Guided Weapons and Explosive Ordnance  
GWEO Delivery Division

|                        |                                            |
|------------------------|--------------------------------------------|
| <b>Job Title</b>       | ILS Practitioner                           |
| <b>Job Type</b>        | Full-Time, Ongoing                         |
| <b>Location</b>        | Brindabella Business Park ACT, Penrith NSW |
| <b>Salary</b>          | \$78,143 - \$83,700                        |
| <b>Classification</b>  | APS Level 5                                |
| <b>Position Number</b> | GWEO/08009/23                              |
| <b>Agency Website</b>  |                                            |

## Job Description <https://defencecareers.nga.net.au/?jati=7352996A-021F-DF1C-57A9-D1ECD6A89062>

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### Duties

#### The Role

Multiple APS 5 Integrated Logistics Support opportunities exist within the Maritime Explosive Ordnance System Program Office (MEOSPO). The positions exist within both our acquisition (Canberra based positions) and sustainment teams (NSW based positions).

As an APS 5 ILS Practitioner, you will be part of an integrated team of Integrated Logistics specialists to deliver complex logistics systems and inventory management work within an integrated workforce.

You will provide reliable professional advice and outcomes, utilising outstanding stakeholder management skills and expertise to ensure the fundamental logistic information and policy is developed to meet capability requirements.

These capability requirements require operating across a broad range of ILS disciplines, including but not limited to Sustainment, Procurement, Maintenance, Reliability and Maintainability, Configuration Management, Reporting and Supply Support for capabilities.

Every day will be different as you embrace opportunities to:

- provide integrated logistic support for a range of guided weapons and munitions;
- exercise sound initiative and judgment in applying appropriate practices and procedures; and
- prepare or provide input to relevant briefs and reports.

You will also have the opportunity to further your career through a comprehensive professionalisation program. Excellent written and oral communication skills are an integral aspect of these roles as you will be required to network/communicate at all levels including engaging with outside organisations to achieve MEOSPO objectives.

### About our Team

Our ideal candidate would have a strong commitment to working with the team and a broad range of stakeholders to meet our legal and other regulatory requirements in the acquisition or sustainment of Explosive Ordnance (EO).

The right person for this role will be an individual who under broad direction and in accordance with established priorities, principles, methodology and work practices, is able to collaborate effectively in a logistics team, as well as optimising internal and external stakeholder relationships, in order to develop and maintain a detailed and logical plan to support the delivery of the required capability portfolio.

The candidate would have an understanding of integrated logistic principles and be able to quickly understand the sustainment of EO and utilise inventory management systems. The candidate would also be an innovator, be prepared to look at ways in which we can do our work more efficiently.

The candidate should be able to interpret specific legislation and regulations and be able to apply that knowledge to the ongoing management of EO.

### **Our Ideal Candidate**

MEOSPO is an integral part of Explosive Materiel Branch within Land Systems Division which is part of Guided Weapons and Explosive Ordnance Group (GWEOG).

Our team is made up of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Ipswich, RAAF Amberley, Melbourne and Rockingham (HMAS Stirling) and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

Explosive Materiel Branch is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements where possible, dependent on specific work requirements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally.

We are committed to achieving a workplace culture that is inclusive and diverse; one which directly reflects the needs and scope of Defence's varied operational requirements. EMB is a group of approximately 560 dedicated employees.

Our mission is acquiring and sustaining guided weapons and munitions for the Australian Defence Force (ADF) across the life-cycle phases: requirements setting; contracting; procurement; international logistics; domestic manufacturing; item management and maintenance, and co-ordination of disposal activities.

EMB partners with domestic and international industry to deliver materiel capability to Defence, managing a multi-billion-dollar portfolio of complex, high-profile acquisitions and sustainment activities to support the ADF.

Our people are capable, innovative, committed and diverse. We support an inclusive culture, with emphasis on respect and collaboration. In EMB, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

- 15.4% superannuation;
- access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study;
- additional leave days between Christmas and New Year;
- focus on work/life balance; and salary sacrifice opportunities.

### **Eligibility**

#### **Security Clearance:**

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

### **Notes**

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

## About the Department of Defence

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## To Apply

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Tracy Best, 02 5109 6007                                                                                                                                                |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=7352996A-021F-DF1C-57A9-D1ECD6A89062">https://defencecareers.nga.net.au/?jati=7352996A-021F-DF1C-57A9-D1ECD6A89062</a> |

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## Defence

Vacancy VN-0728504

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### Department of Defence

Closing Date: Monday 04 September 2023

Joint Capabilities Group  
ICT Capabilities Group

|                        |                                                             |
|------------------------|-------------------------------------------------------------|
| <b>Job Title</b>       | Customer Relationship Officer                               |
| <b>Job Type</b>        | Full-Time, Ongoing                                          |
| <b>Location</b>        | Garden Island NSW, Paddington NSW, Randwick NSW, Sydney NSW |
| <b>Salary</b>          | \$78,143 - \$83,700                                         |
| <b>Classification</b>  | APS Level 5                                                 |
| <b>Position Number</b> | JCG/08035/23                                                |
| <b>Agency Website</b>  |                                                             |

## Job Description <https://defencecareers.nga.net.au/?jati=17C9DE21-D06F-8C36-7624-D1ECD6BDCD45>

### Duties

#### The Role

Customer Relationship staff are enthusiastic in establishing and maintaining productive working relationships between Chief Information Officer Group (CIOG), Defence Enabler partners and Defence personnel, with the aim to provide CIOG with active representation of customer issues and requirements. Customer Relationship staff also develop and execute Customer Engagement Plans to support targeted liaison and engagement with Defence personnel to enhance their access to CIOG capabilities.

If you have a passion for delivering excellence in customer service then we want to hear from you!  
This position is located at Defence Sites in Sydney City NSW, and is a Face to Face Customer Service Position.

#### The Team

The Directorate of Regional ICT Services (DRICTS) acts as the Chief Information Officer Group (CIOG) representative for all products and services delivered to Defence regional bases and sites across Australia and internationally. The Directorate is specifically responsible for Deskside Support Services, Audio Visual Support Services, End User Advocacy and Relationships, Regional Project Support, Communications Security Services (COMSEC) and Regional Assurance and Governance Services.

Our team comprises a mix of Australian Public Service (APS), Australian Defence Force (ADF) and Contracted personnel located across approximately 56 major Defence bases Australia wide. We also have an Overseas Region where opportunity exists for APS to rotate through the United States of America and England.

Our Culture is one that is driven by a "One Team" approach "To be the most dedicated, trusted and proven Directorate to Customer Success in CIOG"

Our Mission is to advocate on behalf of our customers the efficient and effective delivery of Enabler Services with specific emphasis on CIOG provided services across all regions both nationally and internationally with the intent on improving the customer experience.

#### Our Ideal Candidate

To accomplish their goal of enhancing customer experience, our ideal candidates will have:

- Strong interpersonal skills with the ability to communicate clearly and with influence;
- An appetite for creating positive change in a fast-paced environment;
- An innovative approach to work that applies holistic thinking towards the continuous improvement of our services;
- The ability to harness information to ensure support to strategic direction;
- The skills to identify and use resources wisely; and
- A willingness to work independently and collaboratively as part of a high performing team.

### Eligibility

**Security Clearance:**

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

**Notes**

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

**About the Department of Defence**

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**To Apply**

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|                                |                                                                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | John Taylor, 0437 819 486                                                                                                                                           |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=17C9DE21-D06F-8C36-7624-D1ECD6BD45">https://defencecareers.nga.net.au/?jati=17C9DE21-D06F-8C36-7624-D1ECD6BD45</a> |

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**Defence**

Vacancy VN-0728522

**Department of Defence**

Closing Date:Monday 04 September 2023

Associate Secretary Group  
Ministerial & Executive Coordination & Communication

|                        |                                   |
|------------------------|-----------------------------------|
| <b>Job Title</b>       | Classified Records Review Manager |
| <b>Job Type</b>        | Full-Time, Ongoing                |
| <b>Location</b>        | Canberra ACT                      |
| <b>Salary</b>          | \$85,607 - \$97,790               |
| <b>Classification</b>  | APS Level 6                       |
| <b>Position Number</b> | ASG/08052/23                      |
| <b>Agency Website</b>  |                                   |

## Job Description <https://defencecareers.nga.net.au/?jati=1AD8A6A7-F14C-8782-9263-D1ED0E98937D>

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### The Role

Do you have experience applying legislation and policy? Are you interested in Australian and political history?

Would you like to join a great workplace and work in a challenging and rewarding role? The newly created APS 6 Classified Records Review Manager role provides you with the opportunity to be part of a small, highly experienced team that reviews Defence records for release to the public and the Official Histories Project. Strong communication, interpersonal skills and the ability to deliver outcomes through collaborative relationships and sound judgement are essential.

As Classified Records Review Manager you will:

- Manage and coordinate tasks and engagement with stakeholders to ensure timely and quality advice.
- Conduct research to determine the ongoing sensitivity of Defence information.
- Draw sound inferences from information and make a decision.
- Assist in researching, drafting and preparing briefs, complex correspondence and reports.
- Work collaboratively in a team.
- Engage effectively with relevant stakeholders

### About our Team

The Classified Records Review (CRR) Team reports to the Director, FOI Operations and reviews Defence records for release to the public under the Archives Act 1983, and supports the Official Histories of Australia's involvement in East Timor, Iraq and Afghanistan. The successful candidate can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

The role is suited to a highly organised person with very good attention to detail, and the ability to apply relevant legislation and guidelines to the review of paper and electronic records. They assist the Assistant Director to manage and prioritise the team's work, and update guidelines and procedures. Due to the classified nature of the records being reviewed, all work is conducted at Campbell Park Offices in Canberra. There is no scope for remote working or working from home, but part-time hours may be considered.

### Our Ideal Candidate

To be successful in this role you will need to demonstrate an ability to apply guidelines to the review of records to comply with legislative, policy and regulatory frameworks. You will be relied upon to research; draft correspondence and reports; and resolve problems using expertise and

good judgement.

You will need to operate independently within a team and engage effectively with stakeholders to understand their expectations and concerns to achieve overarching strategic outcomes for Defence. If you have an interest in Australian history and politics, or the military or intelligence environment and would like to enhance your skills, this role will assist whilst expanding your experience.

### Essential

- High level organisational skills and initiative with the ability to influence others to achieve tasks and business objectives.
- Capacity to think strategically and develop plans and processes to enhance the achievement of business outcomes.

### Desirable

- An understanding of Australia's military and political history.

### Duties

#### Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2".

### 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 Department of Defence

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## To Apply

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | David Bell, 02 6192 7891                                                                                                                                                |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=1AD8A6A7-F14C-8782-9263-D1ED0E98937D">https://defencecareers.nga.net.au/?jati=1AD8A6A7-F14C-8782-9263-D1ED0E98937D</a> |

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## Defence

Vacancy VN-0728525

### Department of Defence

Closing Date: Monday 04 September 2023

Capability Acquisition and Sustainment Group  
Strategy, Planning and Independent Assurance

|                        |                                                    |
|------------------------|----------------------------------------------------|
| <b>Job Title</b>       | Assistant Director Workforce Strategy and Planning |
| <b>Job Type</b>        | Full-Time, Ongoing                                 |
| <b>Location</b>        | Canberra ACT, Melbourne VIC, Sydney NSW            |
| <b>Salary</b>          | \$108,195 - \$122,044                              |
| <b>Classification</b>  | Executive Level 1                                  |
| <b>Position Number</b> | CASG/08011/23                                      |
| <b>Agency Website</b>  |                                                    |

**Job Description** <https://defencecareers.nga.net.au/?jati=69EE68D7-1DAB-339E-3EFB-D1ECD7ACFE78>

## Duties

### The Role

The Assistant Director Workforce Strategy and Planning will lead a small team in the development and delivery of the CASG Strategic Workforce Plan and Workforce Strategy. You will be responsible for ensuring that CASG understands the demands on its current workforce, forecasts its future workforce requirements, and that our integrated workforce is aligned to our highest priorities.

The Assistant Director Workforce Strategy and Planning will engage across the Group and broader Department to mature our workforce planning capability, ensuring that workforce risks are anticipated and mitigated. You will collaborate with delivery divisions to develop robust, evidence-based and achievable workforce plans, and will provide expert advice on workforce planning activities including workforce design, demand, supply and gap analysis, strategies and risks.

### About our Team

The Workforce Program Management Office (PMO) forms part of the Strategy, Planning and Independent Assurance Division. We are responsible for leading and implementing the Capability Acquisition and Sustainment Group Workforce Strategy across an integrated workforce comprising Australian Public Service employees, Australian Defence Force personnel and contracted resources.

Responsible for planning and forecasting workforce requirements, the Workforce PMO ensures that CASG understands and anticipates the workforce it needs to achieve delivery outcomes across complex and protracted projects. We develop and maintain a forecast of the total workforce CASG requires to support the delivery of capability, ensuring that our workforce balance is correct and workforce demand is anticipated.

The Workforce PMO also manages the CASG Contractor Strategy, particularly in relation to above the line contractors. This includes working with delivery divisions to ensure our contractor resources are aligned to CASG priorities, performing at the required standard and achieving value for money.

### Our Ideal Candidate

Our ideal candidate has:

- Experience undertaking workforce planning and delivering workforce strategies in a large, complex organisation.
- Demonstrated research and analytical skills with a proven ability to interrogate workforce data, identify trends and provide expert advice on optimal solutions to complex workforce risks.
- Strong written communication skills and a demonstrated ability to prepare high-quality briefings, reports and other documentation for senior decision-makers.
- Excellent interpersonal, facilitation and negotiation skills, and the proven ability to influence stakeholders.

## Eligibility

### Security Clearance

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

## Notes

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

## About the Department of Defence

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## To Apply

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Shane Lysons-Smith, 02 6265 1836                                                                                                                                        |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=69EE68D7-1DAB-339E-3EFB-D1ECD7ACFE78">https://defencecareers.nga.net.au/?jati=69EE68D7-1DAB-339E-3EFB-D1ECD7ACFE78</a> |

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## Defence

Vacancy VN-0728528

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## Department of Defence

Closing Date: Monday 04 September 2023

Capability Acquisition and Sustainment Group  
Joint Aviation Systems Division

|                        |                                                                |
|------------------------|----------------------------------------------------------------|
| <b>Job Title</b>       | Compliance Verification & Platform Support Engineering Manager |
| <b>Job Type</b>        | Full-Time, Ongoing                                             |
| <b>Location</b>        | Nowra NSW                                                      |
| <b>Salary</b>          | \$111,441 - \$125,705                                          |
| <b>Classification</b>  | Executive Level 1                                              |
| <b>Position Number</b> | CASG/07808/23                                                  |
| <b>Agency Website</b>  |                                                                |

### Job Description <https://defencecareers.nga.net.au/?jati=48818B4F-9B15-D9DE-D6C6-D1ED0F355513>

## Duties

### The Role

This recruitment seeks to fill an EL 1 Compliance Verification & Platform Support Engineering Manager within the Naval Aviation Systems Program Office (NASPO).

The EL1 Compliance Verification & Platform Support Engineering Manager in NASPO is an exciting opportunity for a professional engineer to apply their skills in engineering management, aircraft design, data analysis, certification and verification activities.

The engineer will hold the required engineering authority to lead and advise a multidisciplinary team of engineers and technical staff in the development, certification and integration of aircraft design changes.

The role will be responsible directly to the NASPO Chief Engineer.

### About our Team

Located at HMAS Albatross in Nowra, NASPO is primarily responsible for delivering through life support for Navy Aviation programs, including the MH-60R Seahawk, Helicopter Aircrew Training System (HATS), maritime aviation support systems and tactical unmanned aircraft systems.

Under the Defence Aviation Safety Regulations (DASR), NASPO are the Military Type Certificate Holder (MTCH) for the Navy MH-60R Seahawk and EC135 helicopters. NASPO hold design privileges for all Defence rotary aircraft under Part 21J of the DASR and perform continuing airworthiness services on behalf of the Navy's Continuing Airworthiness Manager (CAM).

### Our Ideal Candidate

The ideal candidate will have:

- Demonstrated Skills and experience in aviation systems engineering, ideally with specific experience in rotary aircraft systems.
- Demonstrated experience and understanding of the aviation regulatory environment.
- Effective problem solving and deductive reasoning skills.
- Ability to effectively use engineering data analysis tools and technology.
- A demonstrated ability to manage and lead a diverse team on complex projects.
- The capacity to think strategically and develop plans and processes to enhance the achievement of business outcomes.
- Excellent communication and customer engagement skills.

- The Ability to work with and mentor junior engineers.

Eligibility

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

This engineering position may require the individual to be able to meet the requirements of Chartered Professional Engineer (Engineers Australia), Registered Professional Engineer (Professionals Australia) or Fellow/Member of Royal Institution of Naval Architects or demonstrated the ability to obtain such status within 12 months.

Security Clearance:

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

Notes

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

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | LCDR Jordan Brown, 02 9031 6243                                                                                                                                         |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=48818B4F-9B15-D9DE-D6C6-D1ED0F355513">https://defencecareers.nga.net.au/?jati=48818B4F-9B15-D9DE-D6C6-D1ED0F355513</a> |

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## Department of Defence

Closing Date: Monday 04 September 2023

Joint Operations Command  
Headquarters Joint Operations Command

|                        |                          |
|------------------------|--------------------------|
| <b>Job Title</b>       | Business Finance Advisor |
| <b>Job Type</b>        | Full-Time, Ongoing       |
| <b>Location</b>        | Bungendore NSW           |
| <b>Salary</b>          | \$85,607 - \$97,790      |
| <b>Classification</b>  | APS Level 6              |
| <b>Position Number</b> | JOC/08066/23             |
| <b>Agency Website</b>  |                          |

### Job Description <https://defencecareers.nga.net.au/?jati=611261CC-3D53-4BB2-0228-D1ED0FBF61B0>

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## Duties

### The Role

Within a newly established section, you will build necessary rapport within your team, peers and stakeholders to deliver JOC Group outcomes.

You will be responsible a broad range of internal business activities, implementing relevant frameworks, policy and procedures within the JOC Group.

With a strong knowledge of finance, you will foster a culture of effective and responsible resource management by translating and applying administrative, operational, technical and resource requirements to JOC activities and deliver required reporting while driving appropriate governance over internal resourcing processes.

The role will include the following tasks:

- Exercise initiative and judgement to facilitate effective budget management outcomes with stakeholders.
- Coordinate and assist in the preparation of written submissions, briefs, corporate reports, minutes and other correspondence.
- Build and sustain relationships with team members, stakeholders, and actively participate in teamwork and group activities.
- Monitor and track concurrent activities, their details and outcomes.

## About our Team

JOC Group has created a Business Management section within the newly established Corporate Services Branch.

JOC Business Management will report to the Director of Business Reform and be responsible for the development, implementation and continued improvement of budget processes and in-year management of resources.

This team will be critical to the efficient and effective management of finances during the planning

and execution of JOC Group activities.

The team will work closely with HQ Branches and JOC Commands to ensure planning considerations enable sufficient allocation of resources with the application of appropriate due diligence.

JOC Business Management will partner with Defence Finance Group to ensure mutual requirements and outcomes are achieved.

### **Our Ideal Candidate**

Our ideal candidate will be a strong small team leader, creative thinker, keen problem solver, and able to foster effective working relationships with other teams by demonstrating commitment to collaboration and teamwork.

You will have excellent written and verbal communication skills and be able to work with a high level of independence.

As a key requirement of the position, you will be able to identify opportunities for continuous business improvement across the JOC Group.

Strong background in finance and budget management and understanding of current financial delegations. **Eligibility**

#### **Security Clearance:**

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2."

### **Notes**

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

## **About the Department of Defence**

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## **To Apply**

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Rachel Wain, 02 5130 6714                                                                                                                                               |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=611261CC-3D53-4BB2-0228-D1ED0FBF61B0">https://defencecareers.nga.net.au/?jati=611261CC-3D53-4BB2-0228-D1ED0FBF61B0</a> |

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## Defence

Vacancy VN-0728541

### Department of Defence

Closing Date: Monday 04 September 2023

Capability Acquisition and Sustainment Group  
Aerospace Systems

|                 |                     |
|-----------------|---------------------|
| Job Title       | Security Manager    |
| Job Type        | Full-Time, Ongoing  |
| Location        | Williamtown NSW     |
| Salary          | \$85,607 - \$97,790 |
| Classification  | APS Level 5         |
| Position Number | CASG/08060/23       |
| Agency Website  |                     |

### Job Description

<https://defencecareers.nga.net.au/?jati=62889B8A-0D7A-2761-48B3-D1ED0FE95A09>

### Duties

#### The Role

Airborne Surveillance Control and Intelligence Systems Program Office (ASCISPO), located at RAAF Base Williamtown, NSW, RAAF Base Edinburgh, SA, performs sustainment, and major capability upgrades for the Air Forces fleet of E-7A Wedgetail and MC-55A Peregrine systems.

As the APS 6 Security Manager, you are responsible to deliver complex Security work and provide advice within an integrated workforce.

- You will be required to have in-depth knowledge of and compliance with legislative frameworks, government decision-making and policy.
- You are required to exercise both initiative and judgement in the interpretation of policy for Security.
- You will be engaged to deliver complex problem solving and issues management pertaining to security that impact on strategic, political or operational outcomes for Defence.
- You will need effective people management skills to lead a small team and be accountable to set work priorities and manage workflows.
- You are expected to build your team's knowledge and capability.
- You will be responsible for actively managing key stakeholder relationships and engagement in relation to complex or sensitive security matters.
- You will be accountable to contribute towards ongoing self-improvement and professional development.

## About our Team

ASCISPO is an integrated team of Australian Public Servants, Military and Contractor personnel and is committed to:

- Empowering personnel to make informed risk-based decisions
- Supports flexible, collaborative and creative thinking in order to deliver solutions in a timely manner
- Embraces work-life balance, promotes personal well-being, and ensures that our outputs are sustainable
- Invests in learning and development and values diversity ASCISPO is located at RAAF Base Williamtown in the beautiful Port Stephens region and offers access to flexible working conditions to support work life balance and an attractive remuneration package including a generous superannuation contribution of 15.4%. Defence provides 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.

## Our Ideal Candidate

The successful candidate will demonstrate:

- Strong stakeholder engagement and communication skills to achieve protective Security objectives through the production of quality reports, briefs, security risk assessments and in the delivery of training and awareness sessions.
- Well-developed understanding of security, IT systems functionality, hardware and software product knowledge to apply to security risk context.
- An ability to analyse, interpret and translate legislation, policy and processes to provide quality advice and assistance on complex security matters, whilst being innovative to enable continuous improvement.
- Well-developed organisational skills, to prioritise, use initiative, self-motivate and work under limited supervision to deliver business outputs in a timely manner.
- People management skills to lead and motivate a small team to set work priorities, manage workflows and build their knowledge and capability.

## Eligibility

### Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2".

## Notes

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

## About the Department of Defence

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## To Apply

|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Kelly Kefford, 02 4078 5237                                                                                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=62889B8A-0D7A-2761-48B3-D1ED0FE95A09">https://defencecareers.nga.net.au/?jati=62889B8A-0D7A-2761-48B3-D1ED0FE95A09</a> |

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## Defence

Vacancy VN-0728556

### Department of Defence

Closing Date: Saturday 09 September 2023

Defence People Group  
Head People Capability

|                        |                         |
|------------------------|-------------------------|
| <b>Job Title</b>       | Senior Medical Adviser  |
| <b>Job Type</b>        | Full-Time, Ongoing      |
| <b>Location</b>        | Fairbairn ACT           |
| <b>Salary</b>          | \$170,103 - \$185,337   |
| <b>Classification</b>  | Medical Officer Class 4 |
| <b>Position Number</b> | DPG/08080/23            |
| <b>Agency Website</b>  |                         |

**Job Description** <https://defencecareers.nga.net.au/?jati=BEB23FFA-3D6A-3269-57E4-D1ED11B85E17>

## Duties

### The Role

Within the Medical function, a Medical Officer 4 (MO4) Medical Administrator works with considerable independence and is accountable to plan, lead and manage very complex activities to support the operation of the DFR health service.

They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence's mission and business objectives. They will have extensive experience and comprehensive knowledge of clinical care and health services and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that field.

The MO4 Medical Administrator is accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes. They are to take accountability for achieving

outcomes and progressing work, reviewing team and business performance and focusing on identifying opportunities for continuous improvement. They will set work tasks aligned with the strategic objectives and communicate expected outcomes.

The MO4 Medical Administrator will have specific knowledge relating to the methodology, systems and procedures within the health care field and have the ability to translate strategy into business outcomes and create a shared sense of purpose within Defence. They will build and maintain relationships with a network of stakeholders internally and externally. They will have the ability to recognise shared agendas and work toward mutually beneficial outcomes.

The MO4 Medical Administrator will manage increasing and very complex work within an integrated workforce. They will lead and develop teams and allocate resources in a manner that delivers results in accordance with Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

#### **About our Team**

The team is directly responsible for:

- Managing health policy and procedures for recruiting including liaising with Joint Health Command and the Services.
- Determining authority for higher level submissions (medical fitness determinations and review of decisions) and providing waiver risk recommendations to the Services, for candidates who do not meet the ADF entry medical standards.
- Investigating and responding to representations and Ministerial representations from candidates and external stakeholders on entry health standards and procedures.
- Supporting the quality management system for delivery of health services by contracted health personnel in DFR, including conducting regular audits.
- Participating the annual DRHS Conference as part of training awareness and professional development.
- Providing direction to 16 Defence Force Recruiting Centres for candidates who have been identified as having a complex medical condition, to determine their medical suitability for military service.
- Collaborating with Joint Health Command in reviewing, updating the health standards for ADF entry, matching scientific research against the ADF inherent requirements of service to ensure that the entry standards remain relevant.

#### **Our Ideal Candidate**

Our ideal candidate is a highly motivated medical officer that exemplifies medical professionalism, personal drive and integrity, shapes strategic direction, achieves results, cultivates productive working relationships and communicates with influence. Previous military experience is advantageous. **Eligibility**

#### **Security Clearance:**

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

#### **Mandatory Qualifications:**

- Unrestricted registration as a medical practitioner in Australia holding the appropriate category of registration (general/specialist) for role. Current, competent and credentialed to undertake the role; and remain registered, current, competent and credentialed throughout their tenure.
- Fellowship of RACGP, ACCRM, RACMA, AFPHM, Vocational registration or equivalent qualifications.

#### **Notes**

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

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## To Apply

|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Rebecca Li, 02 6122 4023                                                                                                                                                |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=BEB23FFA-3D6A-3269-57E4-D1ED11B85E17">https://defencecareers.nga.net.au/?jati=BEB23FFA-3D6A-3269-57E4-D1ED11B85E17</a> |

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## Defence

Vacancy VN-0728570

### Department of Defence

Closing Date: Monday 04 September 2023

Air Force  
Air Command Australia

|                        |                                        |
|------------------------|----------------------------------------|
| <b>Job Title</b>       | Mission Support Officer VIP Operations |
| <b>Job Type</b>        | Full-Time, Ongoing                     |
| <b>Location</b>        | Fairbairn ACT                          |
| <b>Salary</b>          | \$80,487 - \$86,211                    |
| <b>Classification</b>  | APS Level 5                            |
| <b>Position Number</b> | AF/07663/23                            |
| <b>Agency Website</b>  |                                        |

**Job Description** <https://defencecareers.nga.net.au/?jati=D7EE7399-4A77-D8B7-11AC-D1ED12C80FA3>

## Duties

### The Role

The Mission Support Officer is a part of a small team that provides the critical mission support function, to enable conduct of Royal Australian Air Force 'Special Purpose Aircraft' (SPA) missions, to meet government transport requirements.

This requires a motivated individual to navigate the dynamic and often time-compressed environment to ensure that the mission administration for flying operations are coordinated for domestic and international missions.

This requires the individual to liaise with other Australian and foreign government agencies and commercial entities to ensure administrative aspects for aircraft and crew transits are accomplished.

Typical duties include arranging aircraft parking, handling, refuelling and booking crews accommodation and civilian flights. Other tasks include oversight of crew passports, visa applications, and liaison with Australian and international customs and quarantine agencies.

On occasion the incumbent will fill in for the VIP Mission Support Manager (VMSM) for short periods and accordingly need to be familiar with the VMSMs duties and role. Subject to agreement, flexibility to perform occasional on-call duties is desirable.

### About our Team

VIP Operations (VIPOPS) is a small yet capable team, accountable for the tasking and control of SPA missions. The team values proactivity and attention to detail, and is responsible to the Chief of Air Force for the conduct of its duties. It is a multidisciplinary team that reflects the Australian Defence Force and Australian Public Service values.

As part of VIPOPS, the Mission Support Officer will aid in enabling SPA missions by conducting the administrative aspects of the aviation operation. VIPOPS is collocated within No 34 Squadron at Defence Establishment Fairbairn in Canberra.

### Our Ideal Candidate

The successful candidate will possess a strong work ethic, be self-motivated, be able to work autonomously with accuracy and possess the ability to manage a fluctuating work load.

To be successful in this role you will have:

- Strong written and oral communication skills and be comfortable conversing with a variety of ranks and audiences including foreign military, civil domestic and international agencies.
- Sound level of computer literacy and experience in the use of Microsoft Suite of software applications.
- Ability to prioritise and time manage a variable workload whilst working in a sometimes-fluid environment which requires flexibility and adaptability.
- Demonstrate commitment to the Defence and APS values and be focused on being a dedicated team member.

## Eligibility

### Security Clearance:

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

## Notes

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

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## To Apply

|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jamie Downey, 0436 607 492                                                                                                                                              |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=D7EE7399-4A77-D8B7-11AC-D1ED12C80FA3">https://defencecareers.nga.net.au/?jati=D7EE7399-4A77-D8B7-11AC-D1ED12C80FA3</a> |

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## Defence

Vacancy VN-0728571

### Department of Defence

Closing Date: Monday 18 September 2023

Joint Capabilities Group  
Joint Logistics Command

|                        |                                                         |
|------------------------|---------------------------------------------------------|
| <b>Job Title</b>       | Finance Team Leader (Joint Proof and Experimental Unit) |
| <b>Job Type</b>        | Full-Time, Ongoing                                      |
| <b>Location</b>        | Graytown VIC, Port Wakefield SA                         |
| <b>Salary</b>          | \$85,607 - \$97,790                                     |
| <b>Classification</b>  | APS Level 6                                             |
| <b>Position Number</b> | JCG/08083/23                                            |
| <b>Agency Website</b>  |                                                         |

**Job Description** <https://defencecareers.nga.net.au/?jati=3C0298DA-99CA-E9A8-5A6E-D1ED12C73948>

## Duties

### The Role

The successful candidate will work closely with the senior management team to ensure that the expenditure of funds is planned and tracked, value for money outcomes are achieved obtained during procurement activities. Test and evaluation related equipment is procured within the provisions of Commonwealth Procurement Rules and the PPGA Act. The successful candidate will also perform financial administration support activities which include assessing and ensuring sufficient funding availability prior to procurement activities being undertaken.

The successful candidate will engage with internal and external customers and stakeholders through effective communications to achieve on time and on budget outcomes and monitor key Performance Indicators and System Health Indicators.

Employment at each site attracts a Special Defence Locality Assistance allowance:

- Port Wakefield - approximately \$6,639.36 per annum (\$255.36 per fortnight).
- Graytown – approximately \$3,952.00 per annum (\$152.00 per fortnight).

## About our Team

The Finance Team Leader will be part of the Unit Support Team. They will lead a team of finance and procurement professionals. The team has a dynamic workload spread across a range of responsibilities including business administration, business systems improvement, finance, human resources, procurement, safety, security, supply chain and training management.

The Support Team supports all operational activities across the two Establishments as they conduct explosive ordnance test and evaluation activities. A significant part of the role will be working with the Capability / Logistics team to renew the test and evaluation equipment for the organisation. This is a significant undertaking that requires detailed planning and continuous review.

## Our Ideal Candidate

The successful candidate will:

- Be able to work with a diverse range of customers and be able to carry out research across a broad range of contracting, procurement and finance topics and provide considered and accurate advice.
- They will be an excellent communicator and be able to influence outcomes to ensure that 'Best Outcomes for Defence' are provided as required.
- They will have a keen eye for detail and be able to review and mine data to assist with reporting activities.
- They will be dynamic and keen to continuously improve systems and processes in an effort to ensure that Lean methodologies are used by the team and organisation.
- The successful candidate will be able to use a wide range of tools to aid in carrying out their work such as Microsoft tools, IT systems and financial reporting tools.
- The successful candidate will be motivated and always be seeking to contribute to the organisation's goals and vision.

## Eligibility

### Security Clearance

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

## Notes

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

## About the Department of Defence

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## To Apply

|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Mathew Brooks, 0407 452 625                                                                                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=3C0298DA-99CA-E9A8-5A6E-D1ED12C73948">https://defencecareers.nga.net.au/?jati=3C0298DA-99CA-E9A8-5A6E-D1ED12C73948</a> |

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## Defence

Vacancy VN-0728605

### Department of Defence

Closing Date: Monday 04 September 2023

ARMY  
ADFHQ-Office of Chief of Army

|                        |                                       |
|------------------------|---------------------------------------|
| <b>Job Title</b>       | Land Autonomy Project Support Officer |
| <b>Job Type</b>        | Full-Time, Ongoing                    |
| <b>Location</b>        | Canberra ACT                          |
| <b>Salary</b>          | \$73,343 - \$80,071                   |
| <b>Classification</b>  | APS Level 4                           |
| <b>Position Number</b> | ARMY/07973/23                         |
| <b>Agency Website</b>  |                                       |

**Job Description** <https://defencecareers.nga.net.au/?jati=1F9977CE-DC9D-64D8-02B4-D1ED4C2307C9>

## Duties

### The Role

This position will assist with project support tasks including the administration and coordination of T&E, activity project documentation, as well ongoing project planning and activity scheduling. The Land Autonomy Support Officer will also play a necessary role in preparing inputs for the Project Office's activity prioritisation and supporting critical governance.

The role will operate as a cross-functional support role as needed, but under the direction of the Governance & Coordination Lead to ensure taskings are consistent with wider Project Office priorities.

### About our Team

The Army's Robotics and Autonomous Systems Implementation Coordination Office (RICO) is forming a new project office and seeking talented candidates. The project office will support the acquisition of knowledge by defining, developing, and testing

robotics and autonomous systems (RAS) technology; developing relationships with Industry and Academic partners; and sharing knowledge gained with Defence's innovation ecosystem.

Nested as an enabling function within the RICO, the project office will form in September 2023 and will centralise program management best practice and RAS subject matter expertise, support enduring relationships, conduct trials, and integrate across Defence's RAS ecosystem. It will comprise a hybrid workforce of uniform, APS, and contracted resources.

With the RICO, the team will be collectively responsible for acquiring knowledge by defining, developing, and testing RAS technology and conceptual alternatives in the context of the land domain's specific autonomy challenges for the Future Land Force.

#### **Our Ideal Candidate**

RICO wants an adaptable individual who is comfortable with ambiguity, noting indicative duties may vary as the project office matures. A successful candidate will have project management experience and exposure to program management in addition to demonstrated experience supporting projects or programs facilitate information sharing and collaboration.

They will also possess stakeholder management experience and have a demonstrated ability to work effectively and collaboratively as part of a team. The candidate must possess outstanding organisational and computer skills including Microsoft Office and general document formation and formatting as well as a high level of attention to detail.

### **Eligibility**

#### **Security Clearance:**

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

### **Notes**

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

## **About the Department of Defence**

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## **To Apply**

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Rachael Ayoub, 02 5108 7259                                                                                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=1F9977CE-DC9D-64D8-02B4-D1ED4C2307C9">https://defencecareers.nga.net.au/?jati=1F9977CE-DC9D-64D8-02B4-D1ED4C2307C9</a> |

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## Defence

Vacancy VN-0728644

### Department of Defence

Closing Date: Monday 18 September 2023

Defence Intelligence Group  
Intelligence Capability Division

|                 |                      |
|-----------------|----------------------|
| Job Title       | Senior HR Officer    |
| Job Type        | Full-Time, Ongoing   |
| Location        | Canberra ACT         |
| Salary          | \$88,175 - \$100,724 |
| Classification  | APS Level 6          |
| Position Number | DIG/08111/23         |
| Agency Website  |                      |

### Job Description

<https://defencecareers.nga.net.au/?jati=121742B7-9812-8D74-7D78-D1ED4DFE1D7F>

### Duties

#### The Role

Under guidance from the Staff Officer Joint Training (J7) you will:

- Assist with Management and supervision of National Intelligence Training Command (NITCOMD) personnel
- Act as NITCOMD primary interlocutor between NITCOMD and services/groups/National Intelligence Community (NIC) regarding rationalised and joint training
- Prioritise and assign NITCOMD tasks and delivery of outputs
- Supervise NITCOMD induction training
- Facilitate agreement between services and other Defence agencies regarding Fundamental Inputs to Capability (FIC) issues
- Liaise with Services to identify the status of their Systems Approach to Defence Learning (SADL) phase workflow, associated projected rationalised and joint training requirements and assist them to develop briefs/proposals for their presentation at the Joint Intelligence Learning Management Group (JILMG)
- Contribute to NITCOMD recruiting of APS staff

### About our Team

The National Intelligence Training Command (NITComd) implementation team will establish the new command in preparation for a rapid expansion in the establishment and staffing of the Command, and full delivery of courses. The initial team of nine members will expand to a full Command over the next few years.

### Our Ideal Candidate

As this is a new role, you need to be a senior experienced APS 6 HR Officer, who will have responsibility for assisting the Staff Officer Joint Training (J7) to manage the Branch personnel and SADL workflows for rationalised and joint individual training.

You will be a self-starter, who is up for a challenge and thrives in new and evolving environments. You will have a degree of autonomy in this role and will be relied on to provide sound advice to the Commander and J7 on HR and training issues. **Eligibility**

**Security Clearance:**

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

**Notes**

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

## About the Department of Defence

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## To Apply

|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Name Withheld, 03 9200 1258                                                                                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=121742B7-9812-8D74-7D78-D1ED4DFE1D7F">https://defencecareers.nga.net.au/?jati=121742B7-9812-8D74-7D78-D1ED4DFE1D7F</a> |

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## Defence

Vacancy VN-0728670

### Department of Defence

Closing Date: Monday 11 September 2023

Joint Capabilities Group  
Joint Logistics Command

|                        |                                     |
|------------------------|-------------------------------------|
| <b>Job Title</b>       | Regional Fleet Manager (B Vehicles) |
| <b>Job Type</b>        | Full-Time, Ongoing                  |
| <b>Location</b>        | Edinburgh SA                        |
| <b>Salary</b>          | \$80,487 - \$86,211                 |
| <b>Classification</b>  | APS Level 5                         |
| <b>Position Number</b> | JCG/07991/23                        |
| <b>Agency Website</b>  |                                     |

## **Job Description** <https://defencecareers.nga.net.au/?jati=81DD3F3A-2113-BDC6-201C-D1ED4E953F1C>

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### **Duties**

#### **The Role**

The B vehicle Regional Fleet Manager is required to:

- Coordinate the delivery of preventative and corrective maintenance to allocated materiel logistics platforms and systems in accordance with legislative and organisational requirements.
- Monitor, analyse, develop, implement and maintain materiel logistics plans, processes and procedures related to the maintenance support system for allocated systems.
- Provide advice and support to the materiel logistics team to maintain the effectiveness and efficiency of the maintenance support system for allocated systems.
- Draft responses to complex correspondence, briefs and reports for higher delegate consideration.
- Build and sustain effective relationships with team members and actively participate in team work and group activities.
- Work collaboratively, operate as an effective team member and provide constructive feedback.
- Investigate and resolve problems using expertise, taking the initiative to identify alternative courses of actions.
- Interpret and comply with legislative, policy, regulatory frameworks and organisational objectives.

### **About our Team**

Material Maintenance within Joint Logistics Unit – South, is responsible for varying levels of Defence

Land Material maintenance in the South Australian region. You will be part of a commonwealth team

consisting of a peer group of technical managers and logistical support personnel.

The maintenance facilities and workforce are supported by Australian Industry Partner contractors including personnel managers, technical administrators, trades people and warehousing personnel.

All members work in a cohesive shared environment with a reputable team and customer focused culture.

## Our Ideal Candidate

The preferred candidate will have:

- A thorough and progressive understanding of vehicle fleet management principles whilst adhering to budgetary requirements.
- Experience using Computer Maintenance Management System (CMMS) to enhance Work Order management and trend analyse to optimise fleet availability, to support vehicle fleet management.
- Strong stakeholder focus and will require direct liaise with customers, suppliers and the maintenance contractor.
- The successful candidate will build and maintain positive relationships with key stakeholders to facilitate effective contract relationship management and achieve the most appropriate and desirable outcomes for the organisation.

## Eligibility

### Security Clearance:

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

## Notes

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

## About the Department of Defence

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## To Apply

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jason Smith, 08 7374 4535                                                                                                                                               |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=81DD3F3A-2113-BDC6-201C-D1ED4E953F1C">https://defencecareers.nga.net.au/?jati=81DD3F3A-2113-BDC6-201C-D1ED4E953F1C</a> |

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## Defence

Vacancy VN-0728678

### Department of Defence

Closing Date: Sunday 03 September 2023

Associate Secretary Group  
Defence Legal

|                        |                      |
|------------------------|----------------------|
| <b>Job Title</b>       | Senior Legal Officer |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Canberra ACT         |
| <b>Salary</b>          | -                    |
| <b>Classification</b>  |                      |
| <b>Position Number</b> | ASG/07343/23         |
| <b>Agency Website</b>  |                      |

**Job Description** <https://defencecareers.nga.net.au/?jati=3E248174-3777-539C-727D-D1D81CA6892B>

### Duties

#### The Role

Defence Legal (DL) is a multinational legal practice with a network of offices across all States and Territories and legal officers posted around Australia, in the United States, United Kingdom and other nations across the world. Defence Legal operates within a truly unique environment, within an operational tempo in support of the Defence of Australia and a complexity and breadth of legal matters that is not replicated in the Commonwealth.

Defence Legal offers a collegiate and family friendly environment, flexible work life balance, extensive training and mentoring, and a strong culture of collaboration, leadership and agility. We are seeking a collegiate and dynamic EL 1 Senior Legal Officer to fill an EL 1 vacancy in our Directorate of Administrative, Regulatory and Security Law (DARSL) within General Counsel – Defence Branch (GC-D). The role will work to the Director DARSL and contribute to DARSL products at a level appropriate to skills and experience. Responsibilities of this role include:

- Providing high quality, pragmatic legal advice to Defence clients on a diverse range of subjects, including statutory interpretation, administrative law, environmental law, work health and safety law, security law and general Commonwealth and State regulatory laws applicable to Defence.
- Delivering high quality legal services that meet client expectations, strategic priorities, business and legal risk, regulatory compliance requirements and professional standards.
- Developing and maintaining relationships within Defence to strengthen DL as a trusted advisor across Defence.
- Supervising and developing graduates, junior lawyers and support staff.
- Supporting other legal colleagues and contributing to the achievement of Directorate and GC-D Branch work priorities.
- Working with policy areas and others to resolve complex legal problems, including through development of new policy and/or legislation.
- Engaging with stakeholders outside of Defence.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA).

This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

### **About our Team**

The General Counsel-Defence is the lead legal adviser in strategic and specialist practice areas including: constitutional law; administrative law; employment law; public interest disclosure; health law, information and privacy law; work health and safety; regulatory compliance; environment, property and construction law; statutory interpretation; export control; foreign investment law; and general advising matters.

DARSL, which sits within General Counsel–Defence Branch, is a small but growing team which is responsible for providing advice on:

- The interpretation of legislation and the assessment of legal risks related to administrative decision making, policy and processes.
- Designing and drafting legislative instruments under legislation, departmental and other government policy.
- Drafting and interpreting domestic agreements and arrangements of a non-commercial nature such as Deeds and MoUs.
- The establishment and maintenance of governance that enable Defence to discharge its obligations under various regulatory regimes such as work health safety law, environmental law and security law; and
- Supervises access to external legal advice via the Whole of Australian Government Legal Services Panel where appropriate.

### **Our Ideal Candidate**

To be successful in this role you will need:

- Relevant experience in administrative law, regulatory regimes and/or general law related legal experience.
- A collaborative, positive, team focused and collegiate outlook.
- Strong analytical, problem solving, and communication skills.
- Good leadership, client engagement, relationship and team building skills.
- The ability to provide pragmatic, responsive and results focused advice; and
- The ability to manage competing priorities in a high tempo environment.

### **Eligibility**

#### **Security Clearance:**

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

### **Notes**

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

## About the Department of Defence

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## To Apply

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | David Bishop, 02 5130 4174                                                                                                                                              |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=3E248174-3777-539C-727D-D1D81CA6892B">https://defencecareers.nga.net.au/?jati=3E248174-3777-539C-727D-D1D81CA6892B</a> |

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## Education, Skills and Employment

Vacancy VN-0728631

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### Department of Education (EDUCATION)

Closing Date: Monday 04 September 2023

Higher Education  
Higher Education Access and Equity Various

|                        |                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Policy and Program Officers (APS 5 and APS 6)                                                       |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                                                        |
| <b>Location</b>        | Brisbane QLD, Adelaide SA, Sydney NSW, Canberra ACT, Melbourne VIC, Perth WA, Hobart TAS, Darwin NT |
| <b>Salary</b>          | \$83,908 - \$103,731                                                                                |
| <b>Classification</b>  | APS Level 5;APS Level 6                                                                             |
| <b>Position Number</b> | 23/2343; 23/2307                                                                                    |
| <b>Agency Website</b>  | <a href="https://www.education.gov.au/">https://www.education.gov.au/</a>                           |

## Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU>

The Higher Education Access and Equity Branch is responsible for delivering high impact policy and programs to improve higher education outcomes for students from under-represented backgrounds. There are multiple roles available across new and existing teams within the Branch, encompassing policy implementation, stakeholder engagement and program management.

Reporting to the Assistant Director, the Policy and Program Officers are responsible for supporting delivery of work within one of the below listed teams.

### Suburban University Study Hubs team

As a new function, the Suburban University Study Hubs team is responsible for delivery of one of five of the measures announced by the Australian Government in response to the Australian Universities Accord process. Based on the existing Regional University Study Hubs model, the new suburban hubs will support students to access tertiary education in their local communities. The team will manage policy development and program implementation including delivering competitive grant processes, Ministerial briefing and media opportunities, and establishment and ongoing management of funding arrangements for new hubs.

### Higher Education Program Management team

The Higher Education Program Management team delivers a range of programs and projects to support students from low socio-economic status areas, regional and remote backgrounds, First Nations students and students with disability to access, participate and succeed in higher education. The team's workload is diverse with programs operating at different stages of implementation, delivery and evaluation. The team works closely with universities, peak organisations and Services Australia to undertake program improvement and monitoring activities. The team also manages a range of other higher education projects including capital infrastructure, Prime Ministerial libraries, and teaching and learning initiatives.

### Equity Policy team

The Equity Policy team works closely with stakeholder groups, experts and other Commonwealth agencies to reduce the disparity in education outcomes for under-represented students, which includes students with disability. The team drives strategic research and translation projects that are building the evidence base for successful equity initiatives. Our strategic research agenda supports delivery of the Australian Universities Accord process and the new National Agreement on Closing the Gap. We provide policy and secretariat support for the Equity in Higher Education Panel and manage the National Centre for Student Equity in Higher Education.

## Duties

Responsibilities of the **APS 5 Policy and Program Officer** may include:

- Developing program design and materials with guidance from senior team members
- Organising workshops and meetings to support stakeholder engagement
- Supporting delivery of grant rounds in line with legislative, policy and probity requirements.
- Program management including stakeholder liaison, finance, progress monitoring and reviewing milestone reporting.
- Contributing to broader monitoring and reporting activities to ensure program objectives are met.
- Undertaking research and data analysis to identify trends and issues relevant to both programs and policy.
- Producing written briefing papers and correspondence for the Minister, departmental officers and working groups.

Responsibilities of the **APS 6 Senior Policy and Program Officer** may include:

- Contributing to program design and stakeholder engagement activities including discussion papers, guidelines and organisation of workshops and meetings.
- Overseeing development of grant round and procurement materials and managing contracts with suppliers to ensure objectives are met.
- Supporting delivery of grant rounds in line with legislative, policy and probity requirements.
- Day-to-day program management, including strategic planning to ensure key milestones are met, development of reporting templates, providing oversight of program finances and reviewing milestone reporting.

- Contributing to broader monitoring and reporting activities to ensure program objectives are met.
- Supervising junior staff including upskilling and providing guidance as needed.
- Undertaking independent research and data analysis to identify trends and issues relevant to both policy and programs.
- Independent delivery of high quality Ministerial and executive briefing and correspondence

## Eligibility

**Citizenship:** 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.

**Security Clearance:** This is a designated security assessed position. The successful candidate will have the 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 Department of Education (EDUCATION)

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

## To Apply

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|                                |                                                                                                                   |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Erin Pynor, (02) 6240 9207                                                                                        |
| <b>Agency Recruitment Site</b> | <a href="https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU">https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU</a> |

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## Department of Education (EDUCATION)

Closing Date: Monday 04 September 2023

Higher Education  
Higher Education Access and Equity Various

|                        |                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Director, Various Roles                                                                             |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                                                        |
| <b>Location</b>        | Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Hobart TAS, Darwin NT |
| <b>Salary</b>          | \$136,498 - \$163,848                                                                               |
| <b>Classification</b>  | Executive Level 2                                                                                   |
| <b>Position Number</b> | 23/2342                                                                                             |
| <b>Agency Website</b>  | <a href="https://www.education.gov.au/">https://www.education.gov.au/</a>                           |

### Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU>

The Higher Education Access and Equity Branch is responsible for delivering high impact policy and programs to improve higher education outcomes for students from under-represented backgrounds. There are multiple roles available across new and existing teams within the Branch, encompassing policy implementation, stakeholder engagement and program management.

Reporting to the Assistant Secretary, the Director is responsible for managing delivery of work within one of the below listed teams.

#### Suburban University Study Hubs team

As a new function, the Suburban University Study Hubs team is responsible for delivery of one of five of the measures announced by the Australian Government in response to the Australian Universities Accord process. Based on the existing Regional University Study Hubs model, the new suburban hubs will support students to access tertiary education in their local communities. The team will manage policy development and program implementation including delivering competitive grant processes, Ministerial briefing and media opportunities, and establishment and ongoing management of funding arrangements for new hubs.

#### Higher Education Program Management team

The Higher Education Program Management team delivers a range of programs and projects to support students from low socio-economic status areas, regional and remote backgrounds, First Nations students and students with disability to access, participate and succeed in higher education. The team's workload is diverse with programs operating at different stages of implementation, delivery and evaluation. The team works closely with universities, peak organisations and Services Australia to undertake program improvement and monitoring activities. The team also manages a range of other higher education projects including capital infrastructure, Prime Ministerial libraries, and teaching and learning initiatives.

#### Regional Education Commissioner Policy Secretariat team

The Commissioner is an independent champion for the education needs of students in regional communities. The Commissioner brings a national focus and direction to regional and remote education with a remit across a student's educational lifespan. The team works closely with the Commissioner to identify and support successful outcomes for regional students, communities and institutions, providing research and policy advice. The team leads the department's responses to other Commonwealth agency and jurisdictions' policies relating to regionalisation, as well as liaising with stakeholders such as states and territories. The team also provides day-to-day support for the Commissioner including media and communications, event and stakeholder management, and delivery of cross-sector research projects.

### Duties

Responsibilities of the Director may include:

- Leading a team to shape and deliver policy and program outcomes in line with Government priorities.

- Extensive stakeholder engagement, including liaising with senior executives, Ministers and other key stakeholders, to inform policy development and to resolve challenging program or contractual matters.
- Strategic planning to support delivery of competing policy and program priorities, including further potential outcomes of the Australian Universities Accord process.
- Overseeing best practice program, risk and assurance activities to ensure compliance with legislative, policy and financial requirements.
- Managing team building, culture and staff capability initiatives to ensure a supportive and high performing environment.

## Eligibility

**Citizenship:** 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.

**Security Clearance:** This is a designated security assessed position. The successful candidate will have the 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 Department of Education (EDUCATION)

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

## To Apply

|                                |                                                                                                                   |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Rajan Martin, (02) 6240 8910                                                                                      |
| <b>Agency Recruitment Site</b> | <a href="https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU">https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU</a> |

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## Education, Skills and Employment

Vacancy VN-0728687

### National Gallery of Australia

Closing Date: Sunday 03 September 2023

Collections and Exhibitions  
Exhibitions

|                        |                                                     |
|------------------------|-----------------------------------------------------|
| <b>Job Title</b>       | Operations and Maintenance Technician               |
| <b>Job Type</b>        | Part-Time, Non-Ongoing                              |
| <b>Location</b>        | Parkes ACT                                          |
| <b>Salary</b>          | -                                                   |
| <b>Classification</b>  | APS Level 5                                         |
| <b>Position Number</b> | Several                                             |
| <b>Agency Website</b>  | <a href="https://nga.gov.au">https://nga.gov.au</a> |

### Job Description

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

The role of Operations and Maintenance Technician will operate and maintain Jordan Wolfson's *Body Sculpture* robotic work of art during its world premiere exhibition.

The Operations and Maintenance Technician will report directly to the Senior Operations and Maintenance Technician who will provide on-the-job training prior to opening and continued support during the exhibit. The training will teach the junior technician how to operate this highly specialised robotic work of art. Once the junior technician passes the internal certification process, they will gain the title Operations and Maintenance Technician and join a close-knit team of eight technicians to assume more responsibility during the display period and performance cycle of *Body Sculpture*. The Operations and Maintenance Technician will bear witness to innovative technology while playing an intrinsic role in the presentation, care, and operations of the National Gallery of Australia's first robotic work of art.

The Operations and Maintenance Technician will undertake daily routine checks on the motion control systems, safety and kill-switch systems and the mechanical and robotic components to ensure optimal performance and prevent unplanned downtime; they will provide clear feedback of the status of all systems to ensure the work of art can maintain the schedule of performance.

The training and orientation period will begin in November 2023 in preparation for the opening week beginning 4 December 2023, the exhibition will run until 28 April 2024. During the exhibition period The Gallery is open every day of the year (except Christmas Day) and technicians will be expected to work a set roster including weekdays and weekends. There will be an opportunity for successful candidates to agree to hours (10-35hrs per week).

This position is responsible for the maintenance and operation of *Body Sculpture* by artist Jordan Wolfson.

This position of Operations and Maintenance Technician is a non-ongoing, part time role within the Exhibitions team and reports to the Exhibitions Manager.

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 5 work level standards, you will:

- Be accountable and closely monitor software applications, motion control technology and integrated sensors to ensure the function and safety systems perform at maximum capabilities during the scheduled operation of Jordan Wolfson's *Body Sculpture*.
- Undertake scheduled maintenance routines and constant preventive maintenance of mechanical and hardware systems to help avoid unplanned downtime, provide a clear picture status report, and maintain and replace parts to ensure and optimise the work of art meets the demands of a performance schedule.
- Develop documentation systems to inform National Gallery operation instructions, policies and procedures during the commissioning phase and ongoing operational support of the robotic work of art.
- Apply initiatives, contribute to change and to the improvement in quality and efficiency of procedures working within a small highly skilled team.
- Observe National Gallery codes of conduct, safety regulations as stipulated by the *Body Sculpture* User Manual and Australian and ACT work health and safety legislation for the safety and wellbeing of yourself, your team, the Gallery staff and the visiting public.
- The debut of this high-profile work will involve ongoing and intensive documentation requiring candidates to be comfortable being filmed, photographed, and potentially interviewed.

## Eligibility

To be eligible for this role you must

- hold an Australian Citizenship, and
- satisfy a police check.

Role specific mandatory qualifications certification and/or registrations include:

- Working with Vulnerable People Check (ACT) (or ability to obtain)
- Provide a valid First Aid certificate (or ability to obtain)

## 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 as well.

To apply for this role please forward your application to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

## About the National Gallery of Australia

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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

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|                                |                                                                                   |
|--------------------------------|-----------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jane Wild, +61 2 6240 6450                                                        |
| <b>Agency Recruitment Site</b> | <a href="https://nga.gov.au/about-us/jobs/">https://nga.gov.au/about-us/jobs/</a> |

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## Foreign Affairs and Trade

Vacancy VN-0728595

### Department of Foreign Affairs and Trade

Closing Date: Friday 28 June 2024

|                        |                                                                 |
|------------------------|-----------------------------------------------------------------|
| <b>Job Title</b>       | 2023-24 Media and Communications Section 26 Employment Register |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                        |
| <b>Location</b>        | Canberra ACT                                                    |
| <b>Salary</b>          | -                                                               |
| <b>Classification</b>  | APS Level 6;Executive Level 1                                   |
| <b>Position Number</b> | TBA                                                             |
| <b>Agency Website</b>  |                                                                 |

### Job Description

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

#### Overview

Do you want to work in an agency that has one of the most diverse, responsive and critically important roles in the APS? Do you want to work in an agency that directly influences, manages, and drives Australia's overseas diplomatic agenda?

The Department of Foreign Affairs and Trade manages Australia's international presence – a network of over 120 embassies, high commissions, consulates-general and representative offices across five continents – and we have over 6,000 staff located in Australia and overseas.

Our staff are the diplomats, negotiators, consular officers, and advisers developing and delivering Australia's foreign, trade and development policy on behalf of Australia and Australians.

#### Who We Are

At the very heart of everything we do as a department are our people. Our people represent Australia to the world, promoting and protecting our international interests to ensure our security and prosperity globally. It's important to us that our people reflect the rich and diverse cultures, experience, and background of the broader Australian community that we represent. That is why we

are committed to fostering a diverse and inclusive workplace where all employees are respected for who they are and encouraged to contribute to their full potential.

## Duties

### Who we are looking for

We are seeking existing ongoing APS employees, or those with current security clearances, who are interested in a temporary or permanent transfer to DFAT to work in our Media and Communications Delivery Branch.

**Media officers** work in consultation with divisions across the department, our overseas posts and State and Territory offices, to lead DFAT's engagement with the media and support our Ministers as the key spokespeople for the portfolio. Media officers provide specialist media advice, coordinate responses to media enquiries, facilitate media background briefings, prepare and review media products, support DFAT's response to international crises, provide media support for domestic and overseas Ministerial visits, and provide media training to DFAT staff.

**Strategic communications and social media officers** help communicate DFAT's policies and priorities to domestic and international audiences. We work across DFAT and with other government agencies to develop and implement communications strategies for foreign, trade and development policy, and our consular priorities. We also support our overseas embassies, high commissions and consulates to connect with their audiences, and with Australians overseas. This includes through DFAT's central social media channels and our network of overseas social media accounts. We also work across the department to ensure clear, coordinated and effective communications on our foreign, trade and development policies.

**Speechwriters** write speeches for portfolio Ministers and the Senior Executive officers.

**Website publishing officers** manage the content on DFAT intranet, DFAT website and ministerial websites. They lead the department in the implementation of best practice web standards, ensure adherence to internal and whole-of-government digital publishing policies and provide training and advice on accessibility and writing for online audiences.

**Digital content producers** manage the production of content such as photographs, video, animation, livestream event coverage and social media reels. They cover key departmental, media and public events and work closely with Ministers and the Senior Executive. In all roles, we require a mixture of communications and policy officers who are comfortable engaging at all levels across the department, including our overseas posts and with other agencies, and foreign ministries.

Your application will remain valid until 30 June 2024. Applications are not carried over after this time. If you previously applied for the 2022-23 Media and Communications Permanent/Temporary Section 26 Transfer Register you will be required to submit a new application.

## Eligibility

### Eligibility

Applicants must be an ongoing APS employee and where an offer for Temporary Section 26 is made, your home agency will be required to agree to release you.

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.

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level clearance security clearance (or Baseline, Negative Vetting Level 1 or Positive Vetting (PV) where positions are designated as such in the DFAT Security Framework or PV organisational chart, respectively). Loss of a security clearance at any time may lead to termination of employment. Employment with the department can, however, commence on lower-level clearances or without a clearance, in some circumstances, and the department will work with you to facilitate this if you are successful.

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

**\*\*Please note that this opportunity is only available to ongoing Australian Public Service employees\*\***

## Notes

### Who to contact

Enquiries about the Media and Communications Permanent/Temporary Section 26 Transfer Register should be directed to the DFAT Recruitment Team via [People.Assist@dfat.gov.au](mailto:People.Assist@dfat.gov.au)

**\*\*Please note that this opportunity is only available to Australian Public Service employees\*\***

## About the Department of Foreign Affairs and Trade

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### To Apply

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|                                |                                                                                               |
|--------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | DFAT Recruitment Team, 02 6162 2222                                                           |
| <b>Agency Recruitment Site</b> | <a href="https://www.dfat.gov.au/careers/careers">https://www.dfat.gov.au/careers/careers</a> |

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## Health

Vacancy VN-0728655

### Aged Care Quality and Safety Commission

Closing Date: Sunday 31 December 2023

Approvals and Serious Incidents Notifications  
Approvals and Serious Incidents Notifications

|                        |                                                                                  |
|------------------------|----------------------------------------------------------------------------------|
| <b>Job Title</b>       | Non-ongoing (Temporary) Employment Register Senior SIRS Assessor                 |
| <b>Job Type</b>        | Full-Time, Non-Ongoing                                                           |
| <b>Location</b>        | Brisbane QLD, Surry Hills NSW, Parramatta NSW, Darwin NT, Perth WA, Canberra ACT |
| <b>Salary</b>          | \$79,854 - \$86,359                                                              |
| <b>Classification</b>  | APS Level 5                                                                      |
| <b>Position Number</b> | Several                                                                          |
| <b>Agency Website</b>  |                                                                                  |

### Job Description

<https://www.agedcarequality.gov.au/about-us/careers/temporary-employment-register>

---

The Aged Care Quality and Safety Commission (the Commission) offers interesting and challenging work, focused on improving the lives of older people. As the single independent regulator of Australian Government-funded aged care services, the Commission plays a central role in maintaining the integrity of the aged care system. The Serious Incident Response Scheme (SIRS) is an initiative to help prevent and reduce the risk and occurrence of incidents of

abuse and neglect of older Australians receiving Commonwealth-subsidised aged care and services. It commenced in residential aged care on 1 April 2021 and was extended to home services on 1 December 2022.

The SIRS has 2 key components:

- incident management responsibilities
- reportable incident obligations.

The 8 types of reportable incidents that must be reported to the Commission include:

- Unreasonable use of force
- Unlawful sexual contact or inappropriate sexual conduct
- Psychological or emotional abuse
- Stealing or financial coercion by a staff member
- Neglect
- Inappropriate use of restrictive practices
- Unexplained absence from care / missing consumers
- Unexpected death.

The aim of SIRS is to:

- build the capability of providers to prevent or reduce the occurrence of serious incidents and improve quality and safety
- require providers to review incident information to drive improvements in quality and safety
- enable the Commission to better detect, triage and respond to risk across all its functions by utilising SIRS notifications alongside the range of intelligence held by the Commission.

SIRS Team delivers on the aim by:

- assessing the actual or potential risk to the safety, health, wellbeing and quality of life of a consumer and provider capacity and capability to address the risk.
- acting in a timely, proportionate and coordinated manner if a provider is not demonstrating capability
- educating providers using the intelligence gathered from notifications.
- ensuring notifications are recorded accurately into the business systems to produce meaningful intelligence.

For more information on the SIRA program go to [www.agedcarequality.gov.au/sirs](http://www.agedcarequality.gov.au/sirs)

We have exciting employment opportunities for the right people to register for our **Temporary Employment Register (TER)**. The TER assists the Commission to access appropriately skilled and experienced individuals for temporary positions (up to a possible maximum period of 2 years) and is open for candidates to register an interest in temporary employment as Senior SIRS Assessors. Candidates should be aware this is a register only and that you will only be contacted regarding your application if a vacancy arises that matches your skills, qualifications and/or experience.

Employment at the Commission offers generous employment conditions and career pathways both internally and externally, supported through our commitment to the development of staff capabilities that are sought after by other public sector regulators.

## Duties

Reporting to the team leader your main responsibilities will be:

- Work independently and providing guidance to assess sensitive and at times confronting information as to the risk to the consumer within prescribed timeframes
- Searching and analysing the Commission's business systems to conduct quality risk assessments with an informed decision about the trust in the provider and potential trends
- Communicating with aged care providers if further information is required to inform an assessment by phone or in writing
- Exercising judgement to make decisions governed by the application of rules, regulations, best practice principles or the agency's operating instructions and procedures
- Under limited supervision perform objective and systematic research and analysis to obtain accurate conclusions based on evidence
- Documenting, in an accurate and timely manner, assessments and information received in respect to a notification
- Interpret legislation, policy, procedures, and guidelines to prepare complex matters for escalation to other areas of the Commission for further action
- Build and sustain relationships; liaises with a range of internal and external stakeholders
- Contribute to the priorities of the team and effectively manage your workload
- Have accountability for tasks and decisions and supports colleagues in achieving their goals through the provision of guidance and quality assurance
- Commitment to agreed productivity goals
- Attend, and participate in, team meetings or training when required

## Eligibility

- Ability to analyse and draw accurate conclusions based on available information using guidelines and other job aids
- Demonstrated ability to take personal responsibility for accurate completion of work that adheres to guidelines and other procedures
- Commitment, energy, and drive to see goals are achieved
- The ability to learn and build proficiency across different IT systems
- Ability to remain positive and respond to work pressure in a calm manner
- Willingness to seek and act on feedback
- Demonstrated good communication skills including, preparing reports and briefings.
- Demonstrated capability in making regulatory decisions.

## Other considerations when applying:

- Capacity to travel, as you may be leading team members in other sites, however where possible we will look to match Senior SIRS Assessors with localised teams
- Willingness be flexible with your working hours if you lead team members in varying time zones.
- Willingness to meet vaccination requirements to perform regulatory activities that require vaccination such as, entry to a residential aged care service.

## Notes

Salary offered will be between \$79,854 and \$86,359 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with a possibility of extension to a maximum of two years.

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information please visit [www.apsc.gov.au/citizenship-aps](http://www.apsc.gov.au/citizenship-aps)

## How to Apply?

1. Navigate to 'Current Vacancies' section of the careers page and locate the relevant Temporary Employment Register. 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.

**Provide a 600-word pitch setting out why you want the role and your skills and capabilities along with a brief resume**

## Contact Officer:

Please contact our recruitment team on (02) 9633 3262 or [recruitment@agedcarequality.gov.au](mailto:recruitment@agedcarequality.gov.au) for assistance with accessing our website or with lodging your application. For further information, please contact Giovanna Stonehouse, Assistant Director, on 03 9100 7018 or via email at [Giovanna.Stonehouse@agedcarequality.gov.au](mailto:Giovanna.Stonehouse@agedcarequality.gov.au)

## Diversity and Inclusion

The diversity of our staff is very important to us. We welcome and actively encourage applications from all Australian citizens to achieve a workforce that reflects our community.

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](#)

## Further information:

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

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

## About the Aged Care Quality and Safety Commission

---

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. 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 is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life. We aim to build confidence and trust in aged care, empower consumers, promote best practice service provision, promote quality standards and hold providers to account for their performance against the expected standards of care. We seek to promote an aged care system that develops safer systems of care, inculcates a culture of safety and quality, and learns from mistakes, while providing the oversight that can assure the community that aged care services are operating as they should, including working on continuous improvement. Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website [www.agedcarequality.gov.au](http://www.agedcarequality.gov.au)

## To Apply

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|                                |                                                                                                                                                                                   |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Giovanna Stonehouse, 03 9100 7018                                                                                                                                                 |
| <b>Agency Recruitment Site</b> | <a href="https://www.agedcarequality.gov.au/about-us/careers/temporary-employment-register">https://www.agedcarequality.gov.au/about-us/careers/temporary-employment-register</a> |

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## Health

Vacancy VN-0728657

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### Aged Care Quality and Safety Commission

Closing Date: Sunday 31 December 2023

Aged Care Quality and Safety Commission  
Approvals and Serious Incidents Notifications

|                        |                                                                                |
|------------------------|--------------------------------------------------------------------------------|
| <b>Job Title</b>       | Non-ongoing (Temporary) Employment Register Team Leader SIRS                   |
| <b>Job Type</b>        | Full-Time, Non-Ongoing                                                         |
| <b>Location</b>        | Surry Hills NSW, Brisbane QLD, Parramatta NSW, Hobart TAS, Darwin NT, Perth WA |
| <b>Salary</b>          | \$89,394 - \$100,849                                                           |
| <b>Classification</b>  | APS Level 6                                                                    |
| <b>Position Number</b> | Several                                                                        |
| <b>Agency Website</b>  |                                                                                |

## Job Description <https://www.agedcarequality.gov.au/about-us/careers/temporary-employment-register>

The Aged Care Quality and Safety Commission (the Commission) offers interesting and challenging work, focused on improving the lives of older people. As the single independent regulator of Australian Government-funded aged care services, the Commission plays a central role in maintaining the integrity of the aged care system.

The Serious Incident Response Scheme (SIRS) is an initiative to help prevent and reduce the risk and occurrence of incidents of abuse and neglect of older Australians receiving Commonwealth-subsidised aged care and services. It commenced in residential aged care on 1 April 2021 and was extended to home services on 1 December 2022.

The SIRS has 2 key components:

- incident management responsibilities
- reportable incident obligations.

The 8 types of reportable incidents that must be reported to the Commission include:

- Unreasonable use of force
- Unlawful sexual contact or inappropriate sexual conduct
- Psychological or emotional abuse
- Stealing or financial coercion by a staff member
- Neglect
- Inappropriate use of restrictive practices
- Unexplained absence from care / missing consumers
- Unexpected death.

The aim of SIRS is to:

- build the capability of providers to prevent or reduce the occurrence of serious incidents and improve quality and safety
- require providers to review incident information to drive improvements in quality and safety
- enable the Commission to better detect, triage and respond to risk across all its functions by utilising SIRS notifications alongside the range of intelligence held by the Commission.

SIRS Team delivers on the aim by:

- assessing the actual or potential risk to the safety, health, wellbeing and quality of life of a consumer and provider capacity and capability to address the risk.
- acting in a timely, proportionate and coordinated manner if a provider is not demonstrating capability
- educating providers using the intelligence gathered from notifications.
- ensuring notifications are recorded accurately into the business systems to produce meaningful intelligence.

For more information on the SIRA program go to [www.agedcarequality.gov.au/sirs](http://www.agedcarequality.gov.au/sirs)

We have exciting employment opportunities for the right people to register for our **Temporary Employment Register (TER)**. The TER assists the Commission to access appropriately skilled and experienced individuals for temporary positions (up to a possible maximum period of 2 years) and is open for candidates to register an interest in temporary employment as Senior SIRS Assessors. Candidates should be aware this is a register only and that you will only be contacted regarding your application if a vacancy arises that matches your skills, qualifications and/or experience.

Employment at the Commission offers [generous employment conditions](#) and career pathways both internally and externally, supported through our commitment to the development of staff capabilities that are sought after by other public sector regulators.

## Duties

Reporting to an Assistant Director (EL1) in the SIRS Operations, you will be responsible for:

- leading a team of 4-5 team members, including exercising HR delegations
- building and sustaining capability of team members to undertake their roles effectively, efficiently and safely
- creating a positive and collaborative culture that encourages and acts on feedback
- making regulatory decisions as outlined in the operational delegation instrument
- representing your team in decision making forums internal governance forums to identify and implement improvements to the operation of the SIRA program
- encouraging innovation and manage and lead team/s through changes in business and process improvement
- contributing to business planning, design of training, developing job aids and other supports
- build and maintain effective working relationships with other teams in the Commission to identify and respond to risk.

## Eligibility

- Ability to work in an environment where you are responsible for leading a team responding to sensitive and at times confronting information.
- Demonstrated leadership experience building the capability of team members to undertake their roles effectively, efficiently, collaboratively and safely.
- Experience exercising HR delegation and sound understanding of the Enterprise Agreement and standard guidelines and procedures.
- Sound understanding of the Commission's risk frameworks and guidelines and SIRA specific legislation, guidelines and procedures.
- Demonstrated strong communication skills including, preparing reports and briefings.
- Demonstrated ability to build internal partnerships to deliver on the SIRA program.
- Demonstrated experience inputting into governance forums to identify and implement improvements.
- Demonstrated capability in making regulatory decisions.
- Commitment, energy and drive to see that goals are achieved.
- Ability to remain positive and responds to pressure in a calm manner.

Other considerations when applying:

- Capacity to travel, as you may be leading team members in other sites, however where possible we will look to match Team Leaders with localised teams
- Willingness be flexible with your working hours if you lead team members in varying time zones.
- Willingness to meet vaccination requirements to perform regulatory activities that require vaccination such as, entry to a residential aged care service.

## Notes

Salary offered will be between \$89,394 and \$100,849 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with a possibility of extension to a maximum of two years.

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information please visit [www.apsc.gov.au/citizenship-aps](http://www.apsc.gov.au/citizenship-aps).

## How to Apply?

1. Navigate to 'Current Vacancies' section of the careers page and the relevant Temporary Employment Register. 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.

**Provide a 600-word pitch setting out why you want the role and your skills and capabilities along with a brief resume**

**Contact Officer:**

Please contact our recruitment team on (02) 9633 3262 or [recruitment@agedcarequality.gov.au](mailto:recruitment@agedcarequality.gov.au) for assistance with accessing our website or with lodging your application. For further information, please contact Giovanna Stonehouse, Assistant Director, on 03 9100 7018 or via email at [Giovanna.Stonehouse@agedcarequality.gov.au](mailto:Giovanna.Stonehouse@agedcarequality.gov.au).

**Diversity and Inclusion**

The diversity of our staff is very important to us. We welcome and actively encourage applications from all Australian citizens to achieve a workforce that reflects our community.

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](#)

**Further information:**

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

For more information on the Australian Public Service, please visit

<http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4> and <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>.

## About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. 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 is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life. We aim to build confidence and trust in aged care, empower consumers, promote best practice service provision, promote quality standards and hold providers to account for their performance against the expected standards of care. We seek to promote an aged care system that develops safer systems of care, inculcates a culture of safety and quality, and learns from mistakes, while providing the oversight that can assure the community that aged care services are operating as they should, including working on continuous improvement. Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website [www.agedcarequality.gov.au](http://www.agedcarequality.gov.au)

## To Apply

|                                |                                                                                                                                                                                   |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Giovanna Stonehouse, 03 9100 7018                                                                                                                                                 |
| <b>Agency Recruitment Site</b> | <a href="https://www.agedcarequality.gov.au/about-us/careers/temporary-employment-register">https://www.agedcarequality.gov.au/about-us/careers/temporary-employment-register</a> |

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## Health

Vacancy VN-0728692

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

Closing Date: Monday 04 September 2023

ACSQHC  
ACSQHC National Standards

|                        |                                                                                                       |
|------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Senior Project Officer, Pathology Accreditation Scheme                                                |
| <b>Job Type</b>        | Full-Time, Non-Ongoing                                                                                |
| <b>Location</b>        | Sydney NSW                                                                                            |
| <b>Salary</b>          | \$111,929 - \$127,657                                                                                 |
| <b>Classification</b>  | Executive Level 1                                                                                     |
| <b>Position Number</b> | 20021606                                                                                              |
| <b>Agency Website</b>  | <a href="https://www.safetyandquality.gov.au/careers">https://www.safetyandquality.gov.au/careers</a> |

### Job Description

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

The Senior Project Officer will be responsible for leading the work on the assigned work plan deliverables and the development of resources for diagnostic imaging or pathology as required as well as contributing to broader activities to support the National Standards Program. This will include undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

### Duties

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

1. With the Manager and Director, lead the planning and conceptualisation of strategies and national guidance to support the National Standards Program.
2. Review, analyse and summarise published literature, data, policy papers and other published material to inform policy and program direction and prepare high-quality written reports, briefs and other documents for a range of audiences on complex healthcare issues.
3. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress; providing recommendations about managing risk, and identifying and resolving problems.
4. Keep knowledge of strategic and clinical issues current and investigate how they may be addressed by the Commission.
5. Provide secretariat support to the work of relevant committees and expert groups managed by the program.
6. Consult with experts and stakeholders including development of consultation strategies and coordination of formal consultation processes to achieve the objectives of the Commission.
7. Liaise, and foster productive working relationships with other agencies, clinical organisations, consumer groups, government authorities, industry bodies and contractors and participate in, and present to, committee meetings, forums and workshops on relevant topics.

8. Participate on the roster of the Commission Advice Line available to health services seeking practical and technical advice when implementing the National Safety and Quality Health Service (NSQHS) Standards.
9. Maintain knowledge of relevant legislative and reporting requirements, Australian and International standards, quality assurance procedures and best practice models.
10. Undertake work activities with an awareness of their possible impact on strategic, political or operational outcomes for the agency/program.
11. Provide public health and/or health informatics expertise across a broad range of activities as required.
12. Engage with risk, including the conduct of risk assessment and risk management activities for area of responsibility.
13. Other duties as required and directed.

## Eligibility

The successful candidate will have:

- Excellent policy development and project management experience relevant to safety and quality.
- Demonstrated high level research and analytical skills.
- Demonstrated excellent writing skills, including the ability to write high quality documents for a variety of audiences and in different formats.
- Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders.
- Strong interpersonal skills including ability to cultivate productive working relationships with a range of stakeholders.
- Demonstrated ability to work independently, as well as part of a small team

## Notes

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

- A CV summarising your relevant experience and qualifications and referee details (one of which must be your current supervisor)
- A statement addressing your suitability against each of the selection criteria (no more than 250 words per selection criteria).

Candidates must be Australian citizens to be eligible to apply.

Questions about the role can be directed to Margaret Banks (02) 9126 3684.

Closing date for applications is **midnight, Monday 4 September 2023**.

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

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

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The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients,

and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

## To Apply

|                                |                                                                                                       |
|--------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Margaret Banks, (02) 9126 3684                                                                        |
| <b>Agency Recruitment Site</b> | <a href="https://www.safetyandquality.gov.au/careers">https://www.safetyandquality.gov.au/careers</a> |

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## Health

Vacancy VN-0728693

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

Closing Date: Monday 04 September 2023

ACSQHC  
ACSQHC Intergovernment Relations

|                        |                                                                                                       |
|------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Senior Project Officer, Intergovernment Relations                                                     |
| <b>Job Type</b>        | Full-Time; Part-Time, Ongoing                                                                         |
| <b>Location</b>        | Sydney NSW                                                                                            |
| <b>Salary</b>          | \$111,929 - \$127,657                                                                                 |
| <b>Classification</b>  | Executive Level 1                                                                                     |
| <b>Position Number</b> | 20044797                                                                                              |
| <b>Agency Website</b>  | <a href="https://www.safetyandquality.gov.au/careers">https://www.safetyandquality.gov.au/careers</a> |

## Job Description

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

The Senior Project Officer is responsible for leading specified projects that the Program manages from time to time, in particular leading the work of the Patient Safety Reporting project, with a focus on development of strategies, standards and tools to support the measurement, monitoring and reporting of safety and quality in health care information relevant to consumers. The role will also

contribute to broader activities to support the Intergovernment Relations program. This will include undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

## Duties

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

1. With the Director and Manager, lead the planning and conceptualisation of strategies and national guidance to support Intergovernment Relations projects, including the Patient Safety Reporting project.
2. Analyse and interpret a variety of health data and information, including synthesis into a cohesive narrative.
3. Advise on strategy, risk management and stakeholder engagement in relation to the key program areas.
4. Undertake the complete range of procurement and project and contract management activities.
5. Prepare high-quality written reports, briefs and other documents for a range of audiences
6. Liaise with and foster productive relations with other agencies, clinical organisations, consumer groups, government authorities, the private health sector, industry bodies and contractors.
7. Consult with and provide advice to colleagues, including Commission executive, about progress of key programs and their strategic implications.
8. Manage and provide secretariat for advisory groups.
9. Other duties as required and directed.

## Eligibility

The successful candidate will have:

- Excellent policy development and project management experience relevant to safety and quality, health care.
- Demonstrated high level research and analytical skills.
- Demonstrated excellent writing skills, including the ability to write high quality documents for a variety of audiences and in different formats.
- Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders.
- Demonstrated understanding of the Australian healthcare system and a sophisticated understanding of the key elements of healthcare safety and quality.

## Notes

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

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

Candidates must be Australian citizens to be eligible to apply.

Questions about the role can be directed to Catherine Katz (02) 9126 3574.

Closing date for applications is **midnight, Monday 4 September 2023**.

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

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

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

## To Apply

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|                                |                                                                                                       |
|--------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Catherine Katz, (02) 9126 3574                                                                        |
| <b>Agency Recruitment Site</b> | <a href="https://www.safetyandquality.gov.au/careers">https://www.safetyandquality.gov.au/careers</a> |

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## Health

Vacancy VN-0728697

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

Closing Date: Monday 04 September 2023

ACSQHC  
ACSQHC eHealth and Medication Safety

|                        |                                                                                                       |
|------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Data Warehouse Modeller and Analyst, eHealth and Medication Safety                                    |
| <b>Job Type</b>        | Full-Time, Non-Ongoing                                                                                |
| <b>Location</b>        | Sydney NSW                                                                                            |
| <b>Salary</b>          | \$111,929 - \$127,657                                                                                 |
| <b>Classification</b>  | Executive Level 1                                                                                     |
| <b>Position Number</b> | 20044798                                                                                              |
| <b>Agency Website</b>  | <a href="https://www.safetyandquality.gov.au/careers">https://www.safetyandquality.gov.au/careers</a> |

## Job Description

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

The Data Warehouse Modeller and Analyst will report to the Information Communication Technology (ICT) Manager and be a member of the ICT Team. The ICT team provides technical support to the MedicineInsight program, and the Commission broadly. This relates to the management and maintenance of technical infrastructure and assets used to support improvements in healthcare safety and quality, including the quality use of medicines.

These projects aim to support the feedback of safety and quality data to multiple levels of the health system including consumers, clinicians, administrators and funders.

## Duties

Duties of the Data Warehouse Modeller and Analyst will include, but are not limited to, the following:

1. Work with the MedicineInsight team to design and build the Data Warehouse solution ensuring it continues to operate at optimal levels and incorporates ongoing enhancements to deliver a rich robust quality dataset supporting government policy, researchers and the health of the Australian population.
2. Work in partnership with internal MedicineInsight stakeholders to understand business needs, determine data and business requirements and generate viable solutions.
3. Design the data models for the different layers of the Warehouse and maintain associated documentation and design, develop and implement data warehouse logical model and physical database structures based on Data Vault 2.0 methodology.
4. Translate requirements into business documentation, design and ETL specifications.
5. Have the ability to communicate key design decisions to DW colleagues and business stakeholders. Also have the ability to provide subject matter expertise to DW colleagues during phases of the Software Development Life Cycle.
6. Maintain conceptual, logical and physical data models along with corresponding metadata.
7. Understand the full end-to-end MedicineInsight solution including flow of data between Data Warehouse into the downstream products/systems and support and uphold all privacy principles and security requirements associated with the Commission being custodians of the MedicineInsight patient health data.
8. Validate business data rules and constructs for accuracy and completeness. Build business rules into Warehouse as required.
9. Assist in the design and build of MedicineInsight products including reports and dashboards in Power BI.
10. Contribute to testing activities validating data assets are as intended.
11. **Other duties as per the position description.**

## Eligibility

The successful candidate will have:

- Demonstrated data warehouse knowledge including source data analysis, data profiling, data quality management, metadata and master & reference data management.
- Solution design experience with large scale, multiple business solutions.
- Database and/or data warehouse data modelling, design and build experience, working on medium to large-sized systems.
- Demonstrated ability to problem solve complex issues whilst maintaining the data integrity and business confidence in the system.
- Ability to manage and prioritise multiple activities to meet deadlines.
- Demonstrated ability to develop and maintain good relationships with internal and external stakeholders.

## Notes

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

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

Candidates must be Australian citizens to be eligible to apply.

Questions about the role can be directed to Damen Pearce (02) 9126 3547 until Thursday 24 August 2023 or email [ACSQHCHR@safetyandquality.gov.au](mailto:ACSQHCHR@safetyandquality.gov.au).

Closing date for applications is **midnight, Monday 4 September 2023**.

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

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

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

## To Apply

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|                                |                                                                                                       |
|--------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Damen Pearce, (02) 9126 3547                                                                          |
| <b>Agency Recruitment Site</b> | <a href="https://www.safetyandquality.gov.au/careers">https://www.safetyandquality.gov.au/careers</a> |

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## Health

Vacancy VN-0727814

### Department of Health and Aged Care

Closing Date: Sunday 03 September 2023

Service Delivery Division  
QLD NT Branch Health Northern Territory Section

|                        |                                                        |
|------------------------|--------------------------------------------------------|
| <b>Job Title</b>       | Assistant Director - Health Northern Territory Section |
| <b>Job Type</b>        | Full-Time, Ongoing                                     |
| <b>Location</b>        | Darwin NT                                              |
| <b>Salary</b>          | \$111,940 - \$127,670                                  |
| <b>Classification</b>  | Executive Level 1                                      |
| <b>Position Number</b> | 23-SDDIV-19260                                         |
| <b>Agency Website</b>  |                                                        |

### Job Description

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

This is an exciting opportunity to be part of a team delivering the Australian Government's objectives of better health and wellbeing in the Northern Territory. You will work collaboratively with a range of stakeholders in the health system including external providers, communities and staff in policy, program, regulatory and corporate areas of the Department to achieve the Government's health priorities.

We are seeking an enthusiastic professional who demonstrates personal drive as well as excellent communication skills and empathy. The successful applicant will understand the key issues for First Nations peoples, will have excellent stakeholder engagement skills and build strong working relationships with external service providers and teams across the Department.

### Duties

The Department of Health and Aged Care is looking for an inspiring person with very well-developed stakeholder engagement skills to join our Northern Territory team.

As an Assistant Director of Health programs in the Northern Territory, you will report to the Director and will jointly provide direction to a small team on a range of government commitments in Indigenous Health, Primary Health Care, Alcohol and Other Drugs and Mental Health programs. This includes:

- Stakeholder, service engagement and support
- Promoting and navigating innovative service delivery, commonwealth programs and funding
- Working in partnerships with NT Government, NT Primary Health Network, Indigenous communities, peak bodies and community-controlled organisations, supporting the delivery of policy and programs that reflect Australian Government & community priorities and brokering local solutions to delivery agreed outcomes
- Represent the Department at various stakeholder engagement activities throughout the Northern Territory, and
- Analyse local health care data to understand the current and emerging health care needs of Northern Territorians.

## Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check.
- Completion of a medical declaration and pre-employment medical (where required).
- Providing evidence of qualifications (where required); and
- Obtaining and maintaining a security clearance at the required level.

## Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 23-SDDIV-19260 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

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

## About the Department of Health and Aged Care

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

## To Apply

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|                                |                                                                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Kelly King, 08 8919 3422                                                                                                                          |
| <b>Agency Recruitment Site</b> | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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## Health

Vacancy VN-0728412

### Department of Health and Aged Care

Closing Date: Monday 04 September 2023

Office of Drug Control Division  
Office of Drug Control Branch Narcotics Control Section

|                        |                                                 |
|------------------------|-------------------------------------------------|
| <b>Job Title</b>       | Departmental Officer, Narcotics Control Section |
| <b>Job Type</b>        | Full-Time, Ongoing                              |
| <b>Location</b>        | Canberra ACT                                    |
| <b>Salary</b>          | \$81,372 - \$88,000                             |
| <b>Classification</b>  | APS Level 5                                     |
| <b>Position Number</b> | 23-ODCDIV-19599                                 |
| <b>Agency Website</b>  |                                                 |

### Job Description

<https://www.apsjobs.gov.au/s/external-link?url=https://www.health.gov.au/>

The position within the Office of Drug Control works with internal and external stakeholders, managing the processing of licences and permits for the import and export of prohibited goods, in order to align with Australia's obligations under the international drug conventions.

### Duties

- Assess applications for the import and export of controlled substances in accordance with Customs legislation and Australia's obligations under international drug conventions.
- Reconcile import/export activities for the preparation of data reports and compliance with import and export conditions.
- Build and sustain relationships with licence holders, state governments, other Commonwealth stakeholders and the International Narcotics Control Board (INCB) to ensure periodic reports are submitted within specified time periods.

- Develop guidance material and contribute to policy documents.
- Manage complex relationships with internal and external stakeholders.
- Develop and manage responses to stakeholders across industry.
- Work independently to manage the workflow and priorities of your immediate work area.

Eligibility

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

Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 23-ODCDIV-19599 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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

To Apply

|                         |                                                                                                                                                                   |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Halifax Bennett, (02) 6289 8613                                                                                                                                   |
| Agency Recruitment Site | <a href="https://www.apsjobs.gov.au/s/external-link?url=https://www.health.gov.au/">https://www.apsjobs.gov.au/s/external-link?url=https://www.health.gov.au/</a> |

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## Health

Vacancy VN-0728446

### Department of Health and Aged Care

Closing Date: Monday 04 September 2023

Office of Drug Control Division  
Office of Drug Control Branch Narcotics Control Section

|                 |                                   |
|-----------------|-----------------------------------|
| Job Title       | APS Level 6, Departmental Officer |
| Job Type        | Full-Time, Ongoing                |
| Location        | Canberra ACT                      |
| Salary          | \$91,092 - \$102,765              |
| Classification  | APS Level 6                       |
| Position Number | 23-ODCDIV-19614                   |
| Agency Website  |                                   |

### Job Description

<https://www.apsjobs.gov.au/s/external-link?url=https://www.health.gov.au/>

The position within the Office of Drug Control works with internal and external stakeholders, managing the processing of licences and permits for the import and export of prohibited goods, in order to align with Australia's obligations under the international drug conventions.

### Duties

- Assist with supervising a small team engaged in permit processing functions. Manage workflows to achieve target timeframes and ensure quality outputs. Provide mentoring, peer review and technical advice to staff.
- Formulate written and verbal advice for internal and external stakeholders on complex regulatory and policy issues relating to drug controls and other prohibited import controls.
- Exercise delegations authorising the importation of drugs, consistent with the legislative requirements and the principles of best practice regulation.
- Consult, liaise and negotiate with industry, law enforcement agencies, other Government agencies and international agencies on reporting, policy and technical matters relating to the licit import, export, manufacture, and movement of controlled drug substances.
- Represent the department in a variety of forums involving internal and external stakeholders.
- Build and sustain relationships with manufacture licence holders, state governments, other Commonwealth stakeholders and the International Narcotics Control Board to ensure periodic reports are submitted within specified time periods.

- Manage complex relationships with internal and external stakeholders.
- Work independently to manage the workflow and priorities of your immediate work area.

## Eligibility

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

## Notes

- Applications close 11:30pm AEST
- Applicants should quote reference number 23-ODCDIV-19614 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

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## To Apply

|                         |                                                                                                                                                                   |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Halifax Bennett, (02) 6289 8613                                                                                                                                   |
| Agency Recruitment Site | <a href="https://www.apsjobs.gov.au/s/external-link?url=https://www.health.gov.au/">https://www.apsjobs.gov.au/s/external-link?url=https://www.health.gov.au/</a> |

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## Health

Vacancy VN-0728579

### Department of Health and Aged Care

Closing Date: Monday 04 September 2023

Financial Management  
Financial Business Support Finance Business Partners

|                 |                                                                                                  |
|-----------------|--------------------------------------------------------------------------------------------------|
| Job Title       | APS Level 5/6 - Finance Business Partner (Several Positions)                                     |
| Job Type        | Full-Time;Part-Time, Ongoing                                                                     |
| Location        | Perth WA, Woden ACT, Sydney NSW, Darwin NT, Adelaide SA, Hobart TAS, Melbourne VIC, Brisbane QLD |
| Salary          | \$81,372 - \$102,765                                                                             |
| Classification  | APS Level 5;APS Level 6                                                                          |
| Position Number | 23-FMDIV-19746                                                                                   |
| Agency Website  |                                                                                                  |

### Job Description

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

The Department of Health and Aged Care is looking to fill Finance Business Partner (FBP) roles at the APS5 and APS6 levels. FBPs support customers in their decision-making through tailored strategic financial advice.

### Duties

FBPs at the **APS Level 6** are expected, under limited direction, to:

- Assist with providing strategic and operational financial advice to Group management and to the CFO.
- Assist with the delivery of timely, accurate and value-add advice across a range of funding sources.
- Work with stakeholders to link financial activities to their business plans and priorities.
- Assist with the development of opportunities to improve services to clients and corporate stakeholders.
- Provide financial information and advice to support the preparation of statutory reporting obligations, briefs, and audit activities.
- Build and maintain professional working relationships and collaborate with stakeholders to assist in achieving the department's outcomes and deliver on our strategic priorities.
- Assist with providing financial performance information against agreed metrics with supporting value-add commentary.

FBPs at the **APS Level 5** are expected, under limited direction, to:

- Assist with providing strategic and operational financial advice to Group management and to the CFO.
- Assist with the delivery of timely, accurate and value-add advice across a range of funding sources.
- Work with their Line Manager to assist with the linking of financial activities to stakeholders business plans and priorities.
- Assist their Line Manager with the development of opportunities to improve services to clients and corporate stakeholders.
- Assist their Line Manager in providing financial information and advice to support the preparation of statutory reporting obligations, briefs, and audit activities.

- Help to build and maintain professional working relationships and collaborate with stakeholders to assist in achieving the department's outcomes and deliver on our strategic priorities.
- Assist with providing financial performance information against agreed metrics with supporting value-add commentary.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level. **Notes**

Applications close **11:30pm AEST**.

Applicants are asked to quote reference number **23-FMDIV-19746** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires **a minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

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To Apply

|                         |                                                                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Steven Janek, 02 6289 9588                                                                                                                        |
| Agency Recruitment Site | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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

## Industry, Science, Energy and Resources

Vacancy VN-0728703

**Australian Institute Of Marine Science**

Closing Date: Thursday 21 September 2023

|                        |                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Experimental Scientist – Coral ecology & restoration                                                      |
| <b>Job Type</b>        | Full-Time, Ongoing                                                                                        |
| <b>Location</b>        | Townsville QLD                                                                                            |
| <b>Salary</b>          | \$90,321 - \$124,181                                                                                      |
| <b>Classification</b>  | APS Level 6; Executive Level 1                                                                            |
| <b>Position Number</b> | 21776                                                                                                     |
| <b>Agency Website</b>  | <a href="https://www.aims.gov.au/docs/about/about.html">https://www.aims.gov.au/docs/about/about.html</a> |

**Job Description** <https://www.aims.gov.au/about/careers-aims/experimental-scientist-coral-ecology-and-restoration>

### 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 us as an Experimental Scientist, you will lead and facilitate research that contributes to an interdisciplinary research program, that is working on testing and developing tools for coral restoration and adaptation. As an experienced scientist, you will work with limited direction to manage projects, resources and logistics that ensures the success of experiments both in aquaria and in the field and identify/engage with opportunities for collaborative research as they arise. The scope of your role includes:

- Leading and contributing to the design and execution of research that improves the understanding of methods to improve the effectiveness of restoration interventions,
- Overseeing and participating in aquarium and field experiments, including the collection and analysis of laboratory and field data,

- Preparing scientific papers, technical reports and oral presentations to communicate research to broad audiences,
- Supervising and providing direction to technical staff, HDR students, interns and volunteers, and
- Engaging with Traditional Owners and external stakeholders to promote the relevance and value of AIMS research activities and fostering productive and collaborative relationships.

## Eligibility

### About you

You will have a PhD in Marine Biology, Ecology or relevant discipline or a master's in science with equivalent level of relevant experience, that supports your extensive experience coordinating and conducting marine science research and track record of successful multidisciplinary collaborations in the laboratory and field. You will be familiar using a variety of laboratory methods and biological and ecological sampling and monitoring techniques in remote locations and have superior analytical skills using open source and scripting environment.

You will have well developed written and verbal communication skills and a collaborative style of working to effectively communicate with various key stakeholders both internal and external to AIMS, and be comfortable presenting scientific data in publications, reports and presentations. Your experience writing and editing scientific publications will support this, as will your project management experience to support leading research activities.

## 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 4 to 5 salary (\$90,321 to \$124,181 per annum) plus 15.4% superannuation (depending on skills and experience)
- Full-time, Permanent 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
- Relocation assistance available

### 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. AIMS may be able to consider sponsorship for international applicants for this role, however, please note that visa processing times can impact the ability for AIMS to consider sponsorship for vacancies. AIMS must meet the requirements of the Department of Home Affairs immigration policies and processes, including the necessity to test the local labour market for suitable applicants. This includes international talent pool members who are Australian visa holders who have relevant working rights.*
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](http://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](http://www.aims.gov.au).

**Position enquiries** can be directed to Dr Muhammad Abdul Wahab, Research Team Leader at [M.AbdulWahab@aims.gov.au](mailto:M.AbdulWahab@aims.gov.au). Applications must be made through our website per above.

**Closing date:** THURSDAY, 21 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

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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

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|                                |                                                                                                                                                                                                               |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Dr Muhammad Abdul Wahab, 0747534444                                                                                                                                                                           |
| <b>Agency Recruitment Site</b> | <a href="https://www.aims.gov.au/about/careers-aims/experimental-scientist-coral-ecology-and-restoration">https://www.aims.gov.au/about/careers-aims/experimental-scientist-coral-ecology-and-restoration</a> |

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## Industry, Science, Energy and Resources

Vacancy VN-0728715

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**Australian Institute Of Marine Science**

Closing Date: Sunday 10 September 2023

|                        |                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Contract Administrator                                                                                    |
| <b>Job Type</b>        | Full-Time, Ongoing                                                                                        |
| <b>Location</b>        | Townsville QLD                                                                                            |
| <b>Salary</b>          | \$113,275 - \$124,818                                                                                     |
| <b>Classification</b>  | APS Level 5;APS Level 6                                                                                   |
| <b>Position Number</b> | 21101                                                                                                     |
| <b>Agency Website</b>  | <a href="https://www.aims.gov.au/docs/about/about.html">https://www.aims.gov.au/docs/about/about.html</a> |

## Job Description

<https://www.aims.gov.au/about/careers-aims/contract-administrator>

### 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.

## Duties

### About this exciting opportunity

As a Contract Administrator, you'll play a key role in delivering projects as part of AIMS's capital works program (both new installations and refurbishments) across AIMS facilities in Townsville, Darwin and Perth, providing high level project support that ensures effective and timely management of project tasks, completion of project documentation and that project costs are monitored and controlled. Operating as secretary to the tender board you will ensure compliance with relevant policies and Austender requirements. This will be a broad role working to:

- Act as key liaison point for contractors, responding to requests and providing information and advice on compliance, procedural or other matters relating to capital and construction contract services,
- Deliver high level administrative and project support to capital projects, ensuring best practice governance approaches, monitoring of project tasks, maintenance of budget tracking tools and processing invoices,
- Facilitate successful procurement of goods and services, including developing requirement briefs and evaluation of tenders,
- Undertake project planning and monitoring of project deliverables, meeting schedules, and reporting on cost performance, and
- Ensure compliance with Building Code 2013 and Commonwealth Procurement rules.

## Eligibility

### About you

An experienced contracts administrator for construction projects, you will have a strong understanding of the construction process and experience with Infrastructure project management, supported by your Project Management qualifications. Your experience in similar roles will ensure your familiar and capable to prepare consultant design briefs, tender documentation and expressions of

interest, interpret technical drawings, and support the procurement of goods and services.

You will have obtained substantial experience in undertaking capital works in and around operational facilities and will have the proven capabilities for creating and updating project schedules and budgets, and to identify and manage project delays and cost overruns. Using your well-honed interpersonal and written communication skills, you will liaise confidently with a range of internal and external stakeholders, and work efficiently in a small client focused team in a fast-paced environment.

## 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 5 salary (\$113,275 to \$124,181 per annum) plus 15.4% superannuation
- Full-time, Permanent 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
- Relocation assistance available

## 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. *AIMS strongly encourages all employees to be fully vaccinated against COVID-19. Whilst it is not currently a mandatory requirement for this role, AIMS reserves the right to review its position and policy on mandatory vaccinations. It may therefore become a mandatory requirement for this role in the future.*

## 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](http://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](http://www.aims.gov.au).

Position enquiries can be directed to Andrew Blair, Facilities and Supply Manager at [a.blair@aims.gov.au](mailto:a.blair@aims.gov.au). Applications must be made through our website per above.

**Closing date:** SUNDAY, 10 SEPTEMBER 2023 (midnight, AEST).

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---

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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

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|                                |                                                                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Andrew Blair, 0747534444                                                                                                                          |
| <b>Agency Recruitment Site</b> | <a href="https://www.aims.gov.au/about/careers-aims/contract-administrator">https://www.aims.gov.au/about/careers-aims/contract-administrator</a> |

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## Industry, Science, Energy and Resources

Vacancy VN-0728709

### Australian Nuclear Science and Technology Organisation

Closing Date:Friday 01 September 2023

Chief Operating Officer Group  
Legal Services

|                        |                                                                                                   |
|------------------------|---------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Senior Commercial & Strategic Projects Counsel                                                    |
| <b>Job Type</b>        | Full-Time;Part-Time, Non-Ongoing                                                                  |
| <b>Location</b>        | Lucas Heights NSW                                                                                 |
| <b>Salary</b>          | -                                                                                                 |
| <b>Classification</b>  |                                                                                                   |
| <b>Position Number</b> | PD-1978                                                                                           |
| <b>Agency Website</b>  | <a href="https://www.ansto.gov.au/about/what-we-do">https://www.ansto.gov.au/about/what-we-do</a> |

### Job Description

<https://careers.ansto.gov.au/>

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## Position Overview

- 24-month Fixed Term | Full Time or 4 days per week | Competitive remuneration package, including 15.4% superannuation
- Sutherland Shire | Inclusive and Diverse Organisation | Flexible working supported
- Provide commercial legal input to extract value from ANSTO scientific activities
- Exciting opportunity to work with a supportive in-house legal team

## About the Opportunity

This role will work in a high performing in-house team to assist in the provision of detailed practical legal advice and support across a range of commercial and strategic project transactions, including complex international transactions, intellectual property transactions and other large scale projects. Reporting to the General Counsel, this role will take carriage of supporting contract drafting, contractual negotiation as well as providing advice on relevant legal matters arising for the transaction. This role will work in a highly collaborative manner with senior lawyers in the team, and will need to build strong working relationship with key clients and others across the business. It will provide input into commercial, sales and procurement strategies, and provide advice on identifying legal risks and developing strategies to mitigate them. The Senior Commercial and Strategic Projects Counsel will also be required to lead initiatives which support proactively the improvement programs relating to contracting efficiencies and intellectual property management.

## About You

"We are looking for someone to join our small but mighty team who will bring extensive experience in working in project delivery teams to support diverse and complex commercial transactions and intellectual property management. It is key that you are able to provide practical, high quality, commercially focused independent legal advice. Strong analytical skills, a commercial and solutions-oriented mindset and exceptional communication skills are critical. We also value highly your ability to have a focus on improvements and your strong desire to contribute ideas, and bring joy, a sense of humour and curiosity to work." - **Felicity Dougherty, ANSTO General Counsel**

## About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

## Benefits of Working with Us

ANSTO employees are passionate about what they do. We enjoy being part of an organisation making a difference in the lives of Australians.

We support and reward our employees through eligibility for:

- Training, development and mentoring opportunities
- Performance based salary increases
- Work-life balance with generous leave entitlements and flexible conditions

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

## Duties

- Provision of policy, structuring and governance advice as required, focusing on the above areas. This may include areas relating to information handling (including FOI and privacy), human resources, and compliance.
- Provide specialist legal input into the management of commercial and intellectual property related litigation and tribunal matters, conducting and managing litigation claims and appearing in proceedings where ANSTO interests are represented. Where necessary brief external lawyers and barristers.
- Proactively identifying legal risks to the business and developing strategies to mitigate the risks to ensure that all operations are conducted within acceptable risk limits, compliant with relevant legislation and address the costs and benefits of proposed solutions to ensure the best possible outcome for ANSTO.
- Advice on interpretation of and compliance with legislation relevant to the conduct of business and commercialisation activities and intellectual property management.
- Providing expert strategic legal expertise, advice and support in relation to commercial and strategic legal issues including complex commercial transactions, contracts, legal structures, legal strategies and intellectual property arrangements to enable ANSTO to compete for revenue and reputation building activities both internationally and nationally.

Please [click here](#) to view the Position Description.

## Eligibility

For further technical information relating to this position please refer to the [Position Description](#) or contact Felicity Dougherty via email on [felicityd@ansto.gov.au](mailto:felicityd@ansto.gov.au) For all other queries please contact Talent Acquisition on (02) 9717 9369.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

**Application closing date: 11:59PM Friday, 1st September 2023**

***All applicants must be Australian citizens.***

*In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.*

## Notes

## About the Australian Nuclear Science and Technology Organisation

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The Australian Nuclear Science and Technology Organisation, (ANSTO) is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year. To find solutions ANSTO operates much of Australia's landmark infrastructure including one of the world's most modern nuclear research reactors, OPAL; a comprehensive suite of neutron beam instruments; the Australian Synchrotron; the National Imaging Facility Research Cyclotron; and the Centre for Accelerator Science.

## To Apply

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|                         |                                                                           |
|-------------------------|---------------------------------------------------------------------------|
| Position Contact        | Felicity Dougherty, 9717 9550                                             |
| Agency Recruitment Site | <a href="https://careers.ansto.gov.au/">https://careers.ansto.gov.au/</a> |

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

## Industry, Science, Energy and Resources

Vacancy VN-0728534

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### Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 03 September 2023

Chief Finance Officer  
External Budgets Costings & Procurement External Budgets

|                        |                                                                         |
|------------------------|-------------------------------------------------------------------------|
| <b>Job Title</b>       | External Budgets – Assistant Manager                                    |
| <b>Job Type</b>        | Full-Time, Ongoing                                                      |
| <b>Location</b>        | Canberra ACT                                                            |
| <b>Salary</b>          | \$113,231 - \$120,249                                                   |
| <b>Classification</b>  | Executive Level 1                                                       |
| <b>Position Number</b> | 513758                                                                  |
| <b>Agency Website</b>  | <a href="https://www.industry.gov.au/">https://www.industry.gov.au/</a> |

## 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 team

The External Budgets Team within the External Budgets, Costings and Procurement Branch is responsible for the provision of budget advice to internal and external stakeholders, liaison with Department of Finance on budget matters and maintenance of estimates in Central Budget Management System. The team is also responsible for the preparation of financial information for external budget documents, including the Portfolio Budget Statements and Portfolio Additional Estimates Statements.

## Our ideal candidate

We are seeking expressions of interest from existing Executive Level 1 or high performing APS Level 6 candidates to join our team. The position requires a motivated individual with a professional attitude, who can balance time effectively to deliver on time-critical tasks, while also contributing to process improvements. Experience in budgets, analysis and stakeholder engagement would be an advantage.

Our ideal candidate will have demonstrated experience and exposure to a wide range of external budgeting and reporting matters and responsibilities, including an understanding of the Commonwealth resource management framework and the Budget and Cabinet processes. We are looking for someone who is enthusiastic about and understands the importance of providing

accurate and timely advice to stakeholders across various levels.

The successful candidate should demonstrate experience and/or the capability to develop skills in the following areas:

- Manage the development and/or coordination of briefings, correspondence and submissions relating to the Budget process and assistance in responding to ad hoc queries and briefing requests;
- Manage the preparation of financial information in key budget documents such as the Portfolio Budget Statements and Portfolio Additional Estimates Statements, and input into relevant Budget Papers;
- Provide provide strategic and technical advice, on complex and sensitive matters including the Budget Process Operational Rules, Australian Government Resource Management Framework and financial reporting and accounting guidance.
- Ability to supervise and manage staff, including understanding of relevant workplace legislation, policies and procedures and the ability to apply and communicate this knowledge;
- Excellent skills in Microsoft suite of programs, particularly Excel and Word;
- Problem solving and ability to interpret complex materials and communicate key messages across a range of stakeholders;
- Identify and analyse problems, propose solutions and deliver outcomes;
- Commitment to a culture of teamwork, excellence and continuous improvement. Focus on providing good customer service;
- Attention to detail with good analytical, problem solving and research skills;
- Organised and possessing strong written and verbal communication skills; and
- Building and maintaining strong working relationships with internal and external stakeholders.

## **Duties**

The role will involve working with others to support the strategic direction and required outcomes of the Team's work which include:

- Manage the development and maintenance of external budget estimates within the Central Budget Management System (CBMS) and General Estimates Update System (GEUS and BARS on TM1 platform)
- Manage and maintain supporting worksheets for external budgets at each budget milestone
- Manage the coordination of budget processes and documentation
- Review and advise on improvements to policies and procedures to support the various models and processes
- Manage the preparation of briefings and senate estimate packs for executive stakeholders
- Effective stakeholder engagement a range of internal and external stakeholder groups

## **Eligibility**

- Degree in commerce, accounting, finance, business or a related field (essential);
- Accounting qualification CPA, CA or equivalent (highly desirable); and
- To be eligible for employment in the APS and the department, applicants must be Australian Citizens.

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

## Notes

This recruitment process is being used to fill multiple positions. A merit pool may be established to fill future ongoing and non-ongoing Executive Level 1 vacancies should they become available within 18 months from the date advertised.

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](mailto: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

|                                |                                                                                                       |
|--------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Orlando Xie, 02 6243 7638                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://careers.industry.gov.au/en/listing/">https://careers.industry.gov.au/en/listing/</a> |

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**Department of Industry, Science and Resources  
(DISR)**

Closing Date: Sunday 03 September 2023

Australian Space Agency  
Australian Space Agency

|                        |                                                                         |
|------------------------|-------------------------------------------------------------------------|
| <b>Job Title</b>       | Senior Governance and Coordination Officer, Australian Space Agency     |
| <b>Job Type</b>        | Full-Time, Ongoing                                                      |
| <b>Location</b>        | Canberra ACT, Adelaide SA                                               |
| <b>Salary</b>          | \$91,444 - \$99,167                                                     |
| <b>Classification</b>  | APS Level 6                                                             |
| <b>Position Number</b> | 513764                                                                  |
| <b>Agency Website</b>  | <a href="https://www.industry.gov.au/">https://www.industry.gov.au/</a> |

**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 team

The Australian Space Agency (The Agency) provides government leadership on civil space capability to improve the lives of Australians and strengthen our society. The Agency ensures that Australia's space activities contribute to our national interest and broader Government objectives, including the outcomes of improved national security, economic resilience, social cohesion and environmental sustainability.

The Agency's functions are to:

- Leadership of policy and coordination of civil space activities across government
- Shape and grow national space capability, including delivery of Agency programs

- Lead Australia's international space engagement and collaboration to support Australian foreign policy objectives.

## The opportunity

The Senior Governance and Coordination Officer will work as part of the Divisional Coordination Unit (DCU), within the Australian Space Agency.

The Divisional Coordination Unit is responsible for supporting the efficient functioning of the Australian Space Agency in accordance with its strategic goals by supporting the Deputy Head of Agency (DHoA), whole of agency coordination activities, Adelaide and Canberra office operations, wellness and change management activities.

The Executive Coordination and Enabling Unit encompasses three teams:

- Governance and Coordination whose purpose is to lead streamlined and strategic whole of agency coordination activities and provide Agency Executive Committee secretariat support.
- People and Enabling whose purpose is to partner with leadership to implement strategies that will attract and develop employees and build a high-performance culture, as well as support the efficient operational functioning of the Agency.
- Deputy Head of Agency (DHoA) support whose purpose is provide strategic advice and administrative support to the DHoA and oversight of the DCU.

The Senior Governance and Coordination Officer will be responsible for providing coordination and governance support to the Agency to ensure coordination, parliamentary, Executive secretariat, business planning and reporting objectives are achieved.

## Our ideal candidate

Our ideal candidate will have:

- High attention to detail and excellent written and verbal communication skills when communicating with stakeholders at all levels.
- Sound organisational skills, including coordinating and prioritising work, while adapting a proactive and flexible approach to competing priorities.
- Strong understanding of parliamentary process, timelines and requirements to support the Agency's executive.
- The ability to work with limited direction and high level of professional judgement.
- Demonstrated strong stakeholder engagement skills with proven ability to building and maintain working relationships with diverse internal and external stakeholders.
- Well-developed interpersonal skills that foster trust and cooperation, and a proven ability to work effectively and with integrity within a dynamic environment.
- The ability to work collaboratively and contribute to the combined success of the team
- High level of integrity, discretion and professionalism.

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**

As Senior Governance and Coordination Officer your duties may include, but are not limited to:

### **Coordination**

- Managing the Agency's coordination inbox, including triaging requests for input, seeking Executive clearance and record keeping for reporting purposes.
- Coordinating cross-Agency coordination activities and identifying the appropriate contacts to support Agency outcomes.
- Negotiating with internal leads to resolve complex coordination matters.
- Supporting the Assistant Director, Governance and Coordination in Agency business planning activities, including coordinating input for quarterly departmental reporting and internal Agency reporting purposes.
- Leading internal coordination efforts for the Agency's annual external reporting document.
- Managing the Agency's general enquiries inbox and phone line, including triaging requests for input, upkeeping standard words and standard operating procedures and record keeping for reporting purposes.

### **Parliamentary**

- Managing the triage, escalation and resolution of ministerial correspondence, submissions and briefings using PDMS, as a unit coordinator for the Agency.
- Providing support and training to Agency staff on using PDMS.
- Supporting the Assistant Director, Governance and Coordination with coordinating parliamentary activities involving the Agency, including Senate Estimates preparation and Questions on Notice.

### **Executive secretariat**

- Supporting the Assistant Director, Governance and Coordination in managing secretariat for the Agency's Executive Committee which meets monthly.
- Preparing and quality assuring executive briefs, correspondence, reports and updates as needed.
- Undertaking specialist research and analysis to inform best practice governance processes.

In addition to undertaking procedural, administrative and operational tasks that support and contribute to the objectives of the DCU, as needed.

## **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

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 Adelaide or Canberra based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

For further information about this job, please click [Apply Now](#) and 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)

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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](mailto: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

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|                                |                                                                                                       |
|--------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Rachel Stone, 08 8406 4794                                                                            |
| <b>Agency Recruitment Site</b> | <a href="https://careers.industry.gov.au/en/listing/">https://careers.industry.gov.au/en/listing/</a> |

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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## Industry, Science, Energy and Resources

Vacancy VN-0728694

### Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 03 September 2023

Chief Finance Officer  
External Budgets Costings and Procurement External Budgets

|                        |                                                                         |
|------------------------|-------------------------------------------------------------------------|
| <b>Job Title</b>       | External Budgets Officer                                                |
| <b>Job Type</b>        | Full-Time, Ongoing                                                      |
| <b>Location</b>        | Canberra ACT                                                            |
| <b>Salary</b>          | \$91,444 - \$99,167                                                     |
| <b>Classification</b>  | APS Level 6                                                             |
| <b>Position Number</b> | 513759                                                                  |
| <b>Agency Website</b>  | <a href="https://www.industry.gov.au/">https://www.industry.gov.au/</a> |

### 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 team

The External Budgets Team within the External Budgets, Costings and Procurement Branch is responsible for the provision of budget advice to internal and external stakeholders, liaison with Department of Finance on budget matters and maintenance of estimates in Central Budget Management System. The team is also responsible for the preparation of financial information for external budget documents, including the Portfolio Budget Statements and Portfolio Additional

Estimates Statements.

## **Our ideal candidate**

We are seeking expressions of interest from existing APS 6 or high performing APS Level 5 candidates to join our team. The position requires a motivated individual with a professional attitude, who can balance time effectively to deliver on time-critical tasks, while also contributing to process improvements. Experience in budgets, analysis and stakeholder engagement would be an advantage.

You do not need to have experience in external budgets, but we are looking for someone who is enthusiastic about and understands the importance of providing accurate and timely advice to stakeholders across various levels.

The successful candidate should demonstrate experience and/or the capability to develop skills in the following areas:

- Excellent skills in Microsoft suite of programs, particularly Excel and Word;
- Problem solving and ability to interpret complex materials and communicate key messages across a range of stakeholders;
- Identify and analyse problems, propose solutions and deliver outcomes;
- Commitment to a culture of teamwork, excellence and continuous improvement. Focus on providing good customer service;
- An understanding of the Australian Government's financial framework and the accrual accounting principles in a public sector environment;
- Attention to detail with good analytical, problem solving and research skills;
- Organised and possessing strong written and verbal communication skills;
- Understanding of accounting theories and practices; and
- Maintaining productive working relationships with internal and external stakeholders.

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**

The role will involve working with others to support the strategic direction and required outcomes of the Team's work which include:

- Assist in the development and maintenance of external budget estimates within the Central Budget Management System (CBMS) and General Estimates Update System (GEUS and BARS in TM1 platform);
- Develop and maintain supporting worksheets for external budgets at each budget milestone;
- Assist in the coordination of budget processes and documentation;
- Review and rewrite policies and procedures to support the various models and processes;
- Assist in the preparation of briefings and senate estimate packs for executive stakeholders; and
- Effective stakeholder engagement with various internal and external stakeholders.

## Eligibility

- Degree in commerce, accounting, finance, business or a related field will be highly regarded;
- Accounting qualification CPA, CA or equivalent, or currently working towards will be desirable; and
- To be eligible for employment in the APS and the department, applicants must be Australian Citizens.

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

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.

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)

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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](mailto: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

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|                                |                                                                                                       |
|--------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Melissa Tang, 02 6102 8347                                                                            |
| <b>Agency Recruitment Site</b> | <a href="https://careers.industry.gov.au/en/listing/">https://careers.industry.gov.au/en/listing/</a> |

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## Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0728714

### Australian Maritime Safety Authority

Closing Date: Friday 01 September 2023

Corporate Services  
People and Property

|                 |                                                                           |
|-----------------|---------------------------------------------------------------------------|
| Job Title       | Advisor HR Strategy                                                       |
| Job Type        | Full-Time, Ongoing                                                        |
| Location        | Braddon ACT, Melbourne VIC, Brisbane QLD                                  |
| Salary          | \$115,565 - \$134,779                                                     |
| Classification  | Executive Level 1                                                         |
| Position Number | 1300                                                                      |
| Agency Website  | <a href="https://www.amsa.gov.au/about">https://www.amsa.gov.au/about</a> |

### Job Description

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

#### Duties

**Advisor HR Strategy (EL1 equivalent)**  
**\$115,565 - \$134,779 + 15.4% super**  
**Melbourne, Canberra, or Brisbane based**  
**Ongoing, Full-time**

- **Flexible work opportunities**
- **Diverse position within a collaborative team**
- **Opportunity to lead and implement change**

We know it's not just about the salary, so we offer a range of attractive benefits:

- **A flexible work policy guided by an 'if not, why not' approach**
- **Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement**
- **Attractive leave provisions, 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**

- **Having your leave entitlements and service recognised (if joining from the APS)**

## WHAT OUR PEOPLE SAY

*"The last few years have been a testament to the type of workplace AMSA is, always adapting to change and putting their employees first. As well as the pandemic, in the last 2 years I have become a single mother, my own mother passed away and I bought a house. The support I have received, and the flexibility and stability that AMSA has provided, and continues to provide, has allowed me to get through this time without the worry of my job being at risk. Through all this AMSA has been my rock - the constant in my life that gave me a focus and opportunity to throw myself into work when I need it the most. " Sarah - Communications*

## ABOUT THE ROLE

Are you a Strategy Advisor looking for a new challenge? You will be responsible for developing and delivering high quality people strategies and initiatives that support AMSA's Strategic Workforce Plan 2022-2027. The Advisor HR Strategy will work closely with HR team and stakeholders throughout AMSA to deliver initiatives within the Workforce Plan through leading the design and implementation of innovative HR strategies to produce positive business outcomes.

## SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Tertiary level qualifications in the disciplines of Human Resource Management, Commerce/Business, Psychology, or equivalent workplace experience.
- Extensive experience as a HR professional, with proven track record developing a broad range of strategic HR initiatives to support business objectives.
- Excellent analytical skills, including the ability to evaluate information and develop meaningful insights into AMSA's workforce.
- Strong verbal and written communication skills, with the ability to clearly communicate complex concepts and influence change.
- Demonstrated ability to engage with, and build and sustain relationships with key stakeholders, internally and externally.
- Demonstrated knowledge of contemporary human resources practices, and a commitment to ongoing personal and professional development.

For more information about this role, please refer to the position description. Candidates will also be assessed against the focus capabilities as outlined in the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2016-2019](#).

## 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 **1 September 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 Fei Choi on 02 6279 5811.

If you have any questions about the recruitment process please contact Human Resources on [recruitment@amsa.gov.au](mailto: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

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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

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|                                |                                                                                                 |
|--------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Fei Choi, 02 6279 5811                                                                          |
| <b>Agency Recruitment Site</b> | <a href="https://www.amsa.gov.au/about/careers-us">https://www.amsa.gov.au/about/careers-us</a> |

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## Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0728672

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

Closing Date: Monday 04 September 2023

|                        |                                                                                                                                                                                                                                  |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | EL1 Assistant Director (Various Roles)                                                                                                                                                                                           |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                                                                                                                                         |
| <b>Location</b>        | Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS |
| <b>Salary</b>          | \$113,631 - \$119,891                                                                                                                                                                                                            |
| <b>Classification</b>  | Executive Level 1                                                                                                                                                                                                                |
| <b>Position Number</b> | 43615                                                                                                                                                                                                                            |
| <b>Agency Website</b>  | <a href="https://www.infrastructure.gov.au/">https://www.infrastructure.gov.au/</a>                                                                                                                                              |

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### Job Description

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

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\$113,631 - \$119,891 per annum plus 15.4% superannuation

EL1 IFA Salary - \$125,352 - \$129,256

*Salaries in the department are provided through its Enterprise Agreement and supporting s.24(1) Determination. They may also be provided through Individual Flexibility Arrangements (IFA).*

*The department has an Individual Flexibility Arrangement (IFA) Framework applicable to employees at the APS6 and Executive Levels. Employees at these classifications may be eligible to receive salaries set out in the IFA Framework which are above those set out in the Enterprise Agreement and supporting s.24(1) Determination.*

*These IFAs can be negotiated prior to commencement and the IFA will be provided to staff on commencement with the department.*

*For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact [IFA@infrastructure.gov.au](mailto:IFA@infrastructure.gov.au)*

We are looking for people with policy experience to lead projects in the Platforms and News Branch of the Online Safety, Media and Platforms Division. The work you do will support the Minister for Communications to deliver meaningful policies which have a direct impact on the Australian community, and industry sectors. As an Assistant Director in the Platforms and News Branch you will work on some of the Government's most challenging, topical, interesting and highprofile policy challenges.

Work in these areas requires tactful, forward thinking and collaborative approaches to engaging across Commonwealth agencies and with key industry stakeholders, as well as a nuanced understanding of the how the evolving media environment will impact the everyday lives of Australians into the future. In the various roles across the Branch you will engage with a range of high profile, cross-cutting policy issues and contribute to the development and implementation of policy evidence-based responses, including regulatory and legislative reform.

There are a number of vacancies across the branch and this recruitment process will also be used to establish a merit list for a period of 18 months, for future EL1 opportunities in the Online Safety, Media and Platforms Division and the department, both ongoing and non-ongoing.

We welcome applications from experienced EL1s and high performing APS6 who are ready for a promotion. We have positions available in the following areas:

### *Information Integrity*

The Information Integrity Section provides policy advice on disinformation, misinformation, electoral integrity, foreign interference and other issues of national interest in the communications, media and online services sectors. The section represents the portfolio on the Electoral Integrity Assurance Taskforce (EIAT), and has policy oversight of the Australian Code of Practice on Disinformation and Misinformation

### *News and Journalism*

The News & Journalism Section provides policy advice to support the delivery of quality public interest journalism to Australian communities via trusted news sources. This includes the impacts of disruption, particularly digital, on the state of the current media market, the identification of mechanisms to promote sustainability of the news publishing sector and better equipping Australians to engage critically with news and information.

Key areas of responsibility include the sustainability of Australian media businesses, News Media Bargaining Code, the print and digital news media sector, public interest journalism, Media Literacy and Press Freedom.

### *Digital Platforms Market Issues*

The Digital Platforms Market Issues Section is responsible for overarching strategy for digital platforms policy, with a particular focus on how the business models of platforms impact the consumer and business experience. The section examines the nature, dynamics, characteristics and trends of digital platforms markets, to identify risks and challenges. The section coordinates across government to identify and outline clear and sequenced policy and regulatory priorities over the short, medium and longer term.

### **Duties**

We are looking for people with a keen interest in media and technology environments who have the ability to work diligently with abstract, complex and emerging issues; operate responsively when needed as well as with initiative on long term projects; and contribute to a dynamic team environment. We place a high importance on leadership and management ability, as well as personal and professional integrity.

We are looking for individuals with strong experience in strategic policy, and who are enthusiastic about relationship building. Successful candidates will be motivated leaders with core capabilities including:

- Exercises strong initiative and sound judgement
- Manages and delivers on own and team deliverables and ensures quality of outputs
- Presents information in a clear, concise and articulate way and supports others in the team to present information effectively
- Thinks strategically and provides a high standard of policy advice on complex issues, drawing on research and analysis
- Engage with risk and show personal courage by providing impartial and forthright advice.
- Develops, supports and manages complex relationships with internal and external stakeholders, to achieve outcomes, and anticipate and respond to needs and expectations
- Leads staff by providing a positive work environment, clear direction, constructive feedback, and building capability.

### **Eligibility**

#### **Eligibility requirements**

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

- **Citizenship:** Candidates must be an Australian citizen to be eligible for employment with the department.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline. Holding a Negative Vetting 1 or 2 clearance would be beneficial for some of the branch's work. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

## Notes

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

## 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        | Sally O'Donnell, (02) 6271 7534                                                                                                               |
| Agency Recruitment Site | <a href="https://www.infrastructure.gov.au/department/careers/index.aspx">https://www.infrastructure.gov.au/department/careers/index.aspx</a> |

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## Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0728673

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

Closing Date: Monday 04 September 2023

|                 |                                                                                                                                                                                                                                  |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | APS6 Senior Policy Officer (Various Roles)                                                                                                                                                                                       |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                                                                                                                                         |
| Location        | Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS |
| Salary          | \$88,466 - \$99,155                                                                                                                                                                                                              |
| Classification  | APS Level 6                                                                                                                                                                                                                      |
| Position Number | 43616                                                                                                                                                                                                                            |
| Agency Website  | <a href="https://www.infrastructure.gov.au/">https://www.infrastructure.gov.au/</a>                                                                                                                                              |

### Job Description

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

\$88,466 - \$99,155 per annum plus 15.4% superannuation

APS6 IFA Salary - \$100,925 - \$105,788

*Salaries in the department are provided through its Enterprise Agreement and supporting s.24(1) Determination. They may also be provided through Individual Flexibility Arrangements (IFA).*

*The department has an Individual Flexibility Arrangement (IFA) Framework applicable to employees at the APS6 and Executive Levels. Employees at these classifications may be eligible to receive salaries set out in the IFA Framework which are above those set out in the Enterprise Agreement and supporting s.24(1) Determination.*

*These IFAs can be negotiated prior to commencement and the IFA will be provided to staff on commencement with the department.*

*For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact [IFA@infrastructure.gov.au](mailto:IFA@infrastructure.gov.au)*

We are looking for talented and enthusiastic policy professionals to join our Platforms and News Branch. The work you do will support the Minister for Communications to deliver meaningful policies which have a direct impact on the Australian community, and industry sectors.

As a Senior Policy Officer in the Platforms and News Branch you will work on some of the Government's most challenging, topical, interesting and high-profile policy challenges. Work in these areas requires tactful, forward thinking and collaborative approaches to engaging across Commonwealth agencies and with key industry stakeholders, as well as a nuanced understanding of the how the evolving media environment will impact the everyday lives of Australians into the future.

In the various roles across the Branch you will engage with a range of high profile, cross-cutting policy issues and contribute to the development and implementation of policy evidence-based responses, including regulatory and legislative reform. There are a number of vacancies across the branch and this recruitment process will also be used to establish a merit list for a period of 18 months, for future opportunities in the Online Safety, Media and Platforms Division and the department, both ongoing and non-ongoing.

We welcome applications from experienced APS6s and high performing APS5s who are ready for a promotion. We have positions available in the following areas:

#### *Information Integrity*

The Information Integrity Section provides policy advice on disinformation, misinformation, electoral integrity, foreign interference and other issues of national interest in the communications, media and online services sectors. The section represents the portfolio on the Electoral Integrity Assurance Taskforce (EIAT), and has policy oversight of the Australian Code of Practice on Disinformation and Misinformation

#### *News and Journalism*

The News & Journalism Section provides policy advice to support the delivery of quality public interest journalism to Australian communities via trusted news sources. This includes the impacts of disruption, particularly digital, on the state of the current media market, the identification of mechanisms to promote sustainability of the news publishing sector and better equipping Australians to engage critically with news and information.

Key areas of responsibility include the sustainability of Australian media businesses, News Media Bargaining Code, the print and digital news media sector, public interest journalism, Media Literacy and Press Freedom. Successful candidates placed in this section may have the opportunity to undertake secondments to community organisations to support work related to media literacy.

## Digital Platforms Market Issues

The Digital Platforms Market Issues Section is responsible for overarching strategy for digital platforms policy, with a particular focus on how the business models of platforms impact the consumer and business experience. The section examines the nature, dynamics, characteristics and trends of digital platforms markets, to identify risks and challenges. The section coordinates across government to identify and outline clear and sequenced policy and regulatory priorities over the short, medium and longer term.

Successful candidates placed in this section may have the opportunity to undertake secondment outside the Department to support whole of government engagement on digital platform policy.

## Duties

We are looking for people with a keen interest in media and technology environments who have the ability to work diligently with abstract, complex and emerging issues; operate responsively when needed as well as with initiative on long term projects; and contribute to a dynamic team environment. We place a high importance on leadership and management ability, as well as personal and professional integrity.

Our ideal candidates will demonstrate sound judgement, and have demonstrated skills and experience in contributing to policy development and providing policy advice. Confident communication skills and an ability to manage competing priorities is also required. Successful candidates will be self-starters with:

- experience and/or skills relevant to policy roles, or a demonstrated capacity to apply existing skills or experience to this work
- strategic thinking and analytical skills
- ability to achieve results and managing work projects effectively with competing priorities and tight deadlines, with a capacity to learn quickly and adapt to new situations
- ability in working with, applying and/or developing legislation
- ability to support productive working relationships internally, across the APS and with external stakeholders

## Eligibility

### Eligibility requirements

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

- **Citizenship:** Candidates must be an Australian citizen to be eligible for employment with the department.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline level. Holding a Negative Vetting 1 or 2 clearance would be beneficial for some of the branch's work. You must be willing to disclose all relevant and

required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

## Notes

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

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

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

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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

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|                                |                                                                                                                                               |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Sally O'Donnell, (02) 6271 7534                                                                                                               |
| <b>Agency Recruitment Site</b> | <a href="https://www.infrastructure.gov.au/department/careers/index.aspx">https://www.infrastructure.gov.au/department/careers/index.aspx</a> |

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# Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0728725

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

Closing Date: Monday 11 September 2023

|                 |                                                                                     |
|-----------------|-------------------------------------------------------------------------------------|
| Job Title       | APS3-APS6 Legislation Officer, Airports Branch                                      |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                            |
| Location        | Canberra ACT                                                                        |
| Salary          | \$64,622 - \$99,155                                                                 |
| Classification  | APS Level 3;APS Level 4;APS Level 5;APS Level 6                                     |
| Position Number | 43653                                                                               |
| Agency Website  | <a href="https://www.infrastructure.gov.au/">https://www.infrastructure.gov.au/</a> |

## Job Description

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

\$64,622 - \$99,155 per annum plus 15.4% superannuation

APS6 IFA Salary - \$100,925 - \$105,788

Salaries in the department are provided through its Enterprise Agreement and supporting s.24(1) Determination. They may also be provided through Individual Flexibility Arrangements (IFA).

The department has an Individual Flexibility Arrangement (IFA) Framework applicable to employees at the APS6 and Executive Levels. Employees at these classifications may be eligible to receive salaries set out in the IFA Framework which are above those set out in the Enterprise Agreement and supporting s.24(1) Determination.

These IFAs can be negotiated prior to commencement and the IFA will be provided to staff on commencement with the department.

For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact [IFA@infrastructure.gov.au](mailto:IFA@infrastructure.gov.au)

## The opportunity we have available

We are offering an opportunity to join the Airports Law Design Section (at the APS3 to APS6 level, depending on experience). Our section is a mix of lawyers and generalists with expertise in policy development, legislative design, regulation, and aviation policy. We take policy proposals and convert them into law by:

- preparing drafting instructions for the government's legislative drafters, the Office of Parliamentary Counsel;
- seeking legal advice;

- supporting our colleagues to work through a myriad of policy issues, as well as working on some policy issues ourselves;
- engaging in wide consultation and stakeholder management; and
- applying expertise in parliamentary processes, including engagement with scrutiny committees.

There are opportunities for people with a range of backgrounds and capabilities – while we have ‘law’ in our name, your non-legal skills could also be a huge asset, especially if you have expertise in demand/slot management, legislation or regulatory design. You will be supported to develop capabilities across our functions, and have broad exposure to governance processes and aviation policy.

The team is based in Canberra City, but for an outstanding candidate we may be able to negotiate a mix of work from one of the department’s other offices (e.g. in Brisbane, Melbourne or Sydney) and home-based work. We currently have one expected vacancy, but suitable applicants will be placed in a merit pool for future consideration for roles in the Airports Branch and broader department.

## Duties

### Who are we looking for?

The person we are looking for can:

- **Communicate effectively** in a variety of settings, concisely, accurately and sensitively.
- **Foster collaborative relationships**, work flexibly and collaboratively in a dynamic team and work in partnership with stakeholders to achieve desired outcomes.
- **Adapt to change**, demonstrating resilience and the ability to deal with ambiguity.
- Demonstrate a **strong commitment to integrity and accountability**.

Relevant skills, knowledge or prior experience in **demand/slot management, legislation, or regulatory design** is highly desirable.

## Eligibility

### Eligibility requirements

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

- **Citizenship**: Candidates must be an Australian citizen to be eligible for employment with the department.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department’s preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Vetting level. You must be willing to disclose all relevant and

required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

*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        | Phoebe Jones, (02) 6274 6584                                                                                                                  |
| Agency Recruitment Site | <a href="https://www.infrastructure.gov.au/department/careers/index.aspx">https://www.infrastructure.gov.au/department/careers/index.aspx</a> |

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## Office of the eSafety Commissioner

Closing Date: Sunday 03 September 2023

Regulatory Operations Group  
Education, Prevention, and Inclusion

|                        |                                                                                       |
|------------------------|---------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Executive Manager                                                                     |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                                       |
| <b>Location</b>        | Melbourne VIC, Sydney NSW                                                             |
| <b>Salary</b>          | \$219,329 - \$235,075                                                                 |
| <b>Classification</b>  | Senior Executive Service Band 1                                                       |
| <b>Position Number</b> | 2399-2023-1                                                                           |
| <b>Agency Website</b>  | <a href="https://www.esafety.gov.au/about-us">https://www.esafety.gov.au/about-us</a> |

## Job Description

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

As Executive Manager of Education, Prevention and Inclusion, you will lead a branch overseeing multiple functions and sections, including: Gender and Technology, Communities, Children Youth and Families, Education Sectors, Grants and Education Providers and Awareness and Capability.

## Duties

You will provide high level leadership, strategic direction, and program delivery and advice across a range of diverse issues relating to multiple new and existing online safety measures. You will also possess an excellent knowledge of the online safety education environment and have demonstrated experience in overseeing the creation and implementation of educational programs and curriculum development.

## Eligibility

To be eligible for employment with eSafety, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on [The Australian Government Security Vetting Agency \(AGSVA\) website](#).

## Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of eSafety. Non-ongoing opportunities may be offered as a specified term.

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

## About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australian's at risk from online harms and to promote safer, more positive online experiences.

## To Apply

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|                                |                                                                               |
|--------------------------------|-------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Toby Dagg, (02) 9334 7724                                                     |
| <b>Agency Recruitment Site</b> | <a href="https://www.acma.gov.au/careers">https://www.acma.gov.au/careers</a> |

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## Prime Minister and Cabinet

Vacancy VN-0728695

### Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Monday 04 September 2023

Collections Services group Collection Care, Conservation, Preservation and Digitisation

|                        |                                                               |
|------------------------|---------------------------------------------------------------|
| <b>Job Title</b>       | Assistant Director - Preservation and Digitisation            |
| <b>Job Type</b>        | Full-Time, Ongoing                                            |
| <b>Location</b>        | Acton ACT                                                     |
| <b>Salary</b>          | \$100,147 - \$109,855                                         |
| <b>Classification</b>  | Executive Level 1                                             |
| <b>Position Number</b> | 9995178                                                       |
| <b>Agency Website</b>  | <a href="https://aiatsis.gov.au/">https://aiatsis.gov.au/</a> |

## Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

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Collection Care, Conservation, Preservation and Digitisation (CCPD) is part of the Collections Services Group and is responsible for the care, conservation, and preservation of AIATSIS collection material. Specifically, the Preservation and Digitisation Unit is responsible for the preservation digitisation of audiovisual, photographic, manuscript and published print and, art and object collections. The digitisation teams manage the pipeline of preservation work and carry out preservation using cameras, scanners, playback systems and software to comply with standards set by the National Archives of Australia and in line with international best practice. The unit is also responsible for the creation of digital content to support exhibitions, displays and other projects for the

Institute.

## Duties

The Assistant Director Preservation Digitisation undertakes complex tasks and works under limited direction. They provide specialist knowledge in collection preservation digitisation and engage independently with a broad range of internal and external stakeholders. Independent decision making related to their area of responsibility is required.

The functions of the role are to:

- Manage the AIATSIS Preservation Digitisation program to sector standards: This includes:
  - providing expert knowledge and advice on collection digitisation across art and object, print and manuscript, moving image, audio, and pictorial media
  - leading a team to implement the preservation digitisation of collection material
  - coordinating the work of digitisation teams in meeting the requirements for the creation of digital content to support the delivery of projects, exhibitions and displays
- Manage the operation of the Preservation Digitisation teams, including identifying areas for staff development and monitoring and reporting on the unit's work outputs
- Collaborate with the Director to prioritise and allocate resources to meet Program and collection services KPIs pertaining to the preservation digitisation of collection material
- Implement Continuous Improvement programs to ensure the ongoing efficient delivery of preservation digitisation and content creation
- Evaluate, write, and implement processes and protocols in accordance with the AIATSIS Collection Digitisation Policy.
- Co-ordinate and carry-out special projects by undertaking research of a complex nature
- Engage with stakeholders and donors regarding the preservation and digitisation of Aboriginal and Torres Strait Islander cultural materials
- Contribute to the achievement of AIATSIS goals and objectives, including providing advice and representing the unit at internal and external meetings and forums.

This position will be filled using the Affirmative Measure provision, which allows for the targeted recruitment of Indigenous Australians into the Australian Public Service. The vacancy is only open to Aboriginal and/or Torres Strait Islander people. The filling of this employment opportunity is intended to constitute an Affirmative Measure under section 8(1) of the *Racial Discrimination Act 1975*.

## Eligibility

### Our ideal candidate

The ideal candidate will have:

- An advanced understanding of how digital preservation of a major specialist collection can meet the needs of Aboriginal and Torres Strait Islander peoples and researchers. This includes familiarity with contemporary best practice in the preservation digitisation of Indigenous collections and adherence to cultural protocols to respect.
- Be an enthusiastic, motivated individual with strong technical credentials
- Demonstrated deep experience in the implementation of preservation digitisation programs across a variety of media formats
- Demonstrated experience in implementing Continuous Improvement methodologies
- Demonstrated leadership skills, with the ability to build and maintain the capability and capacity of a focused team, including the provision of effective mentorship for First Nations staff
- Prior experience in program delivery and/or project management in relation to the maintenance, care and sharing of Indigenous cultures and/or heritage
- Capacity to develop and maintain positive relationships with key stakeholders including Aboriginal and Torres Strait Islander stakeholders, donors, and arts and culture sector workers
- Bring proven liaison and negotiation skills and the ability to communicate effectively in a variety of formats
- A demonstrated capacity to effectively prioritise and coordinate activities across the business area and to respond to change in a flexible manner

- Work in genuine partnership with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.
- Model inclusive behaviours and challenges and deal promptly with inappropriate behaviour.

## Cultural Capability

The ideal candidate:

- Understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the Institute is responsible for delivering
- Have an authentic and respectful interest in Aboriginal and Torres Strait Islander cultures, policy, and implementation matters
- Engage with Aboriginal and Torres Strait Islander employees in a sensitive and equitable manner
- Take the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples' points of view and experiences.

## Notes

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

## About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

## To Apply

|                                |                                                                                                                             |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Gregory Oakes, (02) 6246 1143                                                                                               |
| <b>Agency Recruitment Site</b> | <a href="https://aiatsis.gov.au/about/work-us/current-vacancies">https://aiatsis.gov.au/about/work-us/current-vacancies</a> |

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## Services Australia

Closing Date: Monday 04 September 2023

Fraud Control and Investigations  
Fraud Investigation Investigations

|                        |                                                                                                                                                       |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Senior Criminal Investigator; Senior Administrative Investigator                                                                                      |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                                                                                                       |
| <b>Location</b>        | Adelaide SA, Brisbane QLD, Greenway ACT, Melbourne VIC, Parramatta NSW, Perth WA, Townsville QLD, Wallsend NSW                                        |
| <b>Salary</b>          | \$87,735 - \$101,451                                                                                                                                  |
| <b>Classification</b>  | APS Level 6                                                                                                                                           |
| <b>Position Number</b> | EXT-APSL-2023-1316                                                                                                                                    |
| <b>Agency Website</b>  | <a href="https://www.servicesaustralia.gov.au/organisations/about-us/careers">https://www.servicesaustralia.gov.au/organisations/about-us/careers</a> |

## Job Description

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

Services Australia (the agency) operates a sophisticated fraud and corruption detection program, with data analytics and profiling that includes near real-time detection of fraud. The agency investigates matters of fraud and misconduct and may pursue disciplinary, administrative, and civil or criminal sanctions where appropriate.

The agency is looking for experienced investigators to join its investigations workforce as leaders for serious and complex fraud investigations. Investigations experience is required.

We are looking to fill the following positions across the Division:

- APS6 Senior Administrative Investigator
- APS6 Senior Criminal Investigator

## Duties

- Leading a multi-disciplinary team to manage criminal operations and investigations in accordance with Commonwealth frameworks, Australian Government Investigations Standards and legislation.
- Coordinating, undertaking and managing taskings for investigation activities such as search warrants, collection of witness statements, interviews and enquiries to obtain information and evidence.
- Preparing electronic briefs of evidence for referral to relevant parties, and giving evidence in criminal and civil courts as an agency representative.
- Preparing a range of documents including investigation plans, reports, correspondence, affidavits and statements as a subject matter expert, and guiding other staff in the preparation of these documents.
- Managing and reviewing investigation progress, applying sound decision making and providing recommendations for resolution.
- Reviewing other investigator's work, providing feedback and coaching and mentoring in all aspects of investigations.

- Maintaining awareness of potential fraud risks, identify trends and escalate/report on control weaknesses.
- Collaborating with partner agencies, state and territory law enforcement and non-government organisations to undertake investigations and/or disruption activities.

## Eligibility

Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain)

Desirable Qualifications: The successful candidate will have, or be able to obtain within 12 months, a Cert IV of Government (Investigations).

To be eligible for employment with Services Australia, applicants must be an Australian citizen.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

## Notes

Some travel may be required due to the nature of the role.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

## About the Services Australia

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We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

## To Apply

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|                                |                                                                                                                                                           |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Barb Smith, 07 4412 2716                                                                                                                                  |
| <b>Agency Recruitment Site</b> | <a href="https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext">https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext</a> |

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## Social Services

Vacancy VN-0728676

### National Disability Insurance Agency

Closing Date: Sunday 03 September 2023

Chief Transformation Officer Division  
Contact Centre Branch NCC Forecasting Performance

|                 |                                                                   |
|-----------------|-------------------------------------------------------------------|
| Job Title       | EL1 Assistant Director National Contact Centre Workforce Planning |
| Job Type        | Full-Time, Ongoing; Non-Ongoing                                   |
| Location        | Geelong VIC, Dandenong VIC, Richmond NSW, Robina QLD, Midland WA  |
| Salary          | \$111,652 - \$122,202                                             |
| Classification  | Executive Level 1                                                 |
| Position Number | 1346_08/23_EXT                                                    |
| Agency Website  | <a href="https://www.ndis.gov.au">https://www.ndis.gov.au</a>     |

### Job Description

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

## A new role awaits

Looking for a challenging and rewarding career opportunity in the Contact Centre sector? The NDIA is currently seeking a talented and motivated EL1 Assistant Director Workforce Planning in our National Contact Centre (NCC). This is a fantastic opportunity to leverage your contact centre workforce planning experience and make a real impact in the lives of people with disabilities.

The NCC is the main communication channel for people to connect with the NDIA. Our team responds to enquiries from participants, prospective participants, providers, organisations, and the public. In addition to managing outbound call campaigns and internal IT support, the NCC handles various processing workloads.

In this leadership role you will have responsibility over three APS6 level staff, consisting of forecasters and schedulers. This role offers hybrid work arrangements, allowing you to balance remote work with essential in-office presence. You'll oversee a total of 800 call centre agents both insourced and outsourced, while managing workforce planning for a nationwide team spanning multiple states.

Our ideal candidate will have extensive experience with workforce planning in a fast-paced call

centre environment including forecasting, scheduling and rostering. You will have a talent for leading engagement across business areas, understanding performance drivers, and managing communication practices. You will have experience and understanding of workforce management platforms and how they are used to deliver a workforce planning function.

You will be an excellent communicator, act with integrity and show care for the people you work with. You will have comprehensive experience in building and maintaining productive relationships with external and internal stakeholders at all levels and demonstrated analytical skills to identify areas for improvement and implement action plans accordingly. Prior experience working or providing services for Government Agencies is highly desirable.

## Duties

As a vital member of our dynamic team, you'll play a pivotal role, ensuring seamless operation of our call centre. You will have the opportunity to work on a diverse range of tasks, including:

- Leading a multi-functional team in a contact centre environment
- Capacity and recruitment planning to maintain strategic capacity
- Engaging internal and external stakeholders, fostering collaboration
- Delivering end-to-end workforce planning including rostering, scheduling and forecasting

## Eligibility

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

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

## Notes

This position will be offered as ongoing or non-ongoing.

If the position is offered as non-ongoing, this will be for a specified term of up to 18 months, with the possibility of extension up to three years.

Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

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

## About the National Disability Insurance Agency

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

## To Apply

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|                                |                                                                                                           |
|--------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Helen Hanton, 07 4720 8640                                                                                |
| <b>Agency Recruitment Site</b> | <a href="https://www.ndis.gov.au/about-us/careers-ndia">https://www.ndis.gov.au/about-us/careers-ndia</a> |

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## Social Services

Vacancy VN-0728688

### National Disability Insurance Agency

Closing Date: Sunday 03 September 2023

Chief Financial Officer Division  
Procurement and Corporate Services

|                        |                                                               |
|------------------------|---------------------------------------------------------------|
| <b>Job Title</b>       | EL2 Director Procurement                                      |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                               |
| <b>Location</b>        | Braddon ACT, Geelong VIC, Brisbane QLD                        |
| <b>Salary</b>          | \$131,599 - \$149,410                                         |
| <b>Classification</b>  | Executive Level 2                                             |
| <b>Position Number</b> | 1183_07/23_EXT                                                |
| <b>Agency Website</b>  | <a href="https://www.ndis.gov.au">https://www.ndis.gov.au</a> |

### Job Description

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

## Our participants, Our people, Our purpose

Currently, there are around 4.3 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms in the country since Medicare. As an Agency, we support more than 600,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the disability support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean a peace of mind for every Australian.

## **A new role awaits**

Join the dynamic team at NDIA Procurement and Corporate Services Branch as an experienced EL2 Director Procurement! We're on the lookout for a dedicated professional who can drive procurement functions with both strategic and operational significance to the NDIA.

The NDIA Procurement and Corporate Services Branch is committed to providing essential corporate, procurement and property services to support various business areas. The Procurement team takes the lead in partnering with business units to effectively source goods and services that drive our operations. The team ensures alignment with the Commonwealth Procurement Rules (CPR), and NDIA policy to ensure value for money outcomes for the Agency.

## **Your NDIA Experience**

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

At NDIA you will have access to higher superannuation and above market leave entitlements, competitive remuneration and working conditions that support a positive work life balance and work for a progressive agency focussed on ongoing professional development and learning.

## **Duties**

### **Where you can add value**

As the EL2 Director Procurement, you'll lead strategic sourcing initiatives and work collaboratively with business areas to procure goods and services for the Agency. You will have the opportunity to lead a team and enhance team capabilities whilst building and sustaining productive relationships and driving engagement with stakeholders.

Additionally, you will be responsible for:

- Review NDIA Procurement policies for better user experience and improved NDIS participant outcomes.
- Delivering a business partnering model for Procurement across the Agency.
- Managing the training plan for communication NDIA procurement activities.
- Lead identification of procurement needs and contribute to planning within the Procurement Team.
- Develop and overseeing the Annual Procurement Plan, ensuring projects milestones are met.

## **Enough about us, let's talk about you**

To be successful in this role you will have a demonstrated high-level experience to work effectively with procurement and contract management guidelines, procedures, and frameworks. You will have excellent verbal communication and writing skills with experience writing a range of government documents to a high standard.

We're expecting you to be a highly collaborative and influential communicator, who can build trust and meaningful relationships across the Agency. You will demonstrate a forward-thinking approach, with the ability to develop and lead in build a solutions-focussed and high performing procurement team. You bring with you a positive and eager attitude, and most importantly you act with integrity and show care for the people you work with.

## Eligibility

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

**Applications for this role close 11:30pm, 1st September, 2023.**

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

*NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families. NDIA will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.*

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

The health and safety of workers, Participants and other visitors in our offices is our highest priority. Some roles within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory vaccinations.

## Notes

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

## About the National Disability Insurance Agency

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

## To Apply

|                                |                                                                                                           |
|--------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Arly Fogarty, 07 5501 6568                                                                                |
| <b>Agency Recruitment Site</b> | <a href="https://www.ndis.gov.au/about-us/careers-ndia">https://www.ndis.gov.au/about-us/careers-ndia</a> |

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## Treasury

Vacancy VN-0728696

### Australian Securities and Investments Commission

Closing Date: Sunday 03 September 2023

|                        |                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Senior Asset Accountant                                                                             |
| <b>Job Type</b>        | Full-Time, Ongoing                                                                                  |
| <b>Location</b>        | Sydney NSW, Melbourne VIC, Canberra ACT                                                             |
| <b>Salary</b>          | -                                                                                                   |
| <b>Classification</b>  | Executive Level 1                                                                                   |
| <b>Position Number</b> | 1740600                                                                                             |
| <b>Agency Website</b>  | <a href="https://asic.gov.au/about-asic/what-we-do/">https://asic.gov.au/about-asic/what-we-do/</a> |

### Job Description

[https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in\\_organid=16529&in\\_jnCounter=225705980](https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=225705980)

- ASIC is seeking a full time Senior Asset Accountant to join their Finance Team
- Permanent position based in Sydney, Melbourne or Canberra
- Salary starting from \$114,351 (plus 15.4% superannuation) depending on experience

A future with ASIC means that your work will contribute to ASIC's vision for a fair, strong and efficient financial system for all Australians. We value what you will bring. We value those with sharp, analytical minds and are open to challenging the way things are done.

## **The team**

The Statutory Reporting team is responsible for managing ASIC's external reporting and statutory reporting requirements, including financial statements, audit processes and ASIC's compliance with the Public Governance Performance and Accountability Act (PGPA Act) and Australian Accounting Standards.

The Finance team provides a range of financial support and analysis services to all ASIC internal and external stakeholders.

## **The role**

You will be accountable for this role by:

- Providing accounting advice on capital projects/expenditure.
- Reviewing project expenditure to determine whether to capitalise or expense each item/project and liaise with relevant teams across ASIC as required.
- Developing and maintaining ASIC's fixed asset registers and Right of Use (ROU) register and reconciling the general ledger monthly.
- Managing depreciation schedules.
- Reconciling and monitoring work in progress levels to ensure timely transfers to the asset register and ensuring capitalisations comply with relevant accounting standards.
- Maintaining ASIC's Fixed Asset Accounting Policies, Guideline and procedures and Preparation of fixed asset information for inclusion in Annual Financial Statements.
- Undertaking and assisting with month end processes including the timely preparation of journals and reconciliation files.
- Coordinating the annual stocktake process and processing outcomes in the fixed asset register.
- Working closely with the Finance Business Partners and teams across ASIC to plan and manage the accounting lifecycle and replacement or upgrade of Information Technology and Property related assets including on-going revaluations.
- Ensuring the successful and accurate completion of financial reporting obligations to the Department of Finance in line with mandated deadlines.
- Partnering with other teams within Finance to deliver a coordinated and seamless service to business units and projects.
- Improving work practices, policies, processes including streamlining tasks and building process efficiency.

## **Duties**

### **About you**

- Tertiary qualifications in accounting or related discipline and will have or be working towards a CA or CPA membership.
- Demonstrated experience in public or private sector capital accounting, management accounting, budget or forecasting practices.
- Demonstrated stakeholder management experience including building and developing productive relationships both internally and externally.
- Expertise using MS Excel for analysing financial information.
- Experience with delivering insightful reporting and analysis of financials from large Financial Systems such as PeopleSoft Financials, Hyperion, Technology One or SAP.
- Experience developing and using registers to track financial information.

- Experience at analysing complex financial and management accounting information and simplifying the information for business users.
- Analytical skills with the ability to organise, analyse and disseminate financial information with strong attention to detail and accuracy.
- Demonstrated strong written and verbal communication skills, including the ability to communicate complex concepts and influence decision-makers.

About ASIC

ASIC is Australia's corporate, markets, financial services and consumer credit regulator. Our vision is for a fair, strong and efficient financial system for all Australians.

A future with ASIC means that your work will contribute to achieving ASIC's vision.

ASIC is an equal opportunity employer seeking people who want to make a difference. ASIC is committed to a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander decent are encouraged to apply.

To work with us, you need to be an Australian citizen, and be prepared to complete an ASIC Suitability and Baseline Assessment which is issued ASIC's Security team.

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

Applications for this role will close at 11:59pm on Sunday, 3rd September 2023.

Eligibility  
Notes

About the Australian Securities and Investments Commission

To Apply

|                         |                                                                                                                                                                                                                             |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Zaynah Dastoor, 0435 700 074                                                                                                                                                                                                |
| Agency Recruitment Site | <a href="https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&amp;in_jnCounter=2">https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&amp;in_jnCounter=2</a> |

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## Parliamentary Department

Vacancy VN-0728535

### Department of Parliamentary Services

Closing Date: Monday 04 September 2023

Finance and Property  
Property Services Maintenance Services

|                        |                                                                                                                                                                                                         |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Assistant Maintenance Officers                                                                                                                                                                          |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                                                                                                                                                         |
| <b>Location</b>        | Canberra ACT                                                                                                                                                                                            |
| <b>Salary</b>          | -                                                                                                                                                                                                       |
| <b>Classification</b>  | APS Level 1                                                                                                                                                                                             |
| <b>Position Number</b> | JR31528                                                                                                                                                                                                 |
| <b>Agency Website</b>  | <a href="https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar">https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar</a> |

### Job Description

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

The Department of Parliamentary Services (DPS) is recruiting motivated, adaptable and innovative candidates for several PSL 1 Assistant Maintenance Officers within Property Services Branch. Mechanical Services is a Business Unit within Maintenance Services Section, responsible for the Heating, Ventilation and Air Conditioning (HVAC) and Hydraulic systems and Mechanical Plant and Equipment of the building.

Maintenance Services section is the maintenance authority for Parliament House and is responsible for repairs and maintenance of the building's structure, fabric, finishes, landscape and all engineering services such as air-conditioning, power, lighting, hydraulic services and movement systems.

As part of the Mechanical or Building Fabric Services team, the successful applicant will be required to contribute to the overall service delivery of the Business Unit by undertaking tasks including, but not limited to under the direction of the Assistant Director Mechanical/Fabric Services and/or designated officer(s) assist in operating, monitoring, cleaning, servicing, and maintaining the building fabric, plant and equipment, fixtures, and fittings recording and reporting on required work, assisting with project investigations and completing training and other physical tasks. The role requires working with a wide variety of clients, internal and external to the Parliament, in a dynamic work environment where priorities and deadlines that frequently change.

The team provides assistance to tradespersons as required, including setting up work area, collecting tools and equipment, cleaning up after tasks are completed.

Our ideal candidate will:

Have knowledge of trade activities and the ability to provide assistance and support to tradesmen in various trade disciplines under supervision

Demonstrate understanding of WH&S principles and how these apply to a maintenance work group.

Have good numeracy, oral and written communication skills to effectively record job related information on a computer-based recording system and the ability to effectively use communications equipment.

Supports productive working relations.

Display personal drive and integrity.

Communicate with influence

## 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:

- go onto an out of hours call out schedule.
- obtain forklift licence and traffic controller card, construction induction card, elevated work platform and scaffold ticket, is highly desirable.
- hold a current Australian driver's licence.
- 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

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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

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|                                |                                                                                                                             |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Andrew Corkery, 02 6277 5344                                                                                                |
| <b>Agency Recruitment Site</b> | <a href="https://career10.successfactors.com/career?company=DPS">https://career10.successfactors.com/career?company=DPS</a> |

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## Parliamentary Department

Vacancy VN-0728550

### Department of Parliamentary Services

Closing Date: Monday 18 September 2023

Corporate Services  
Corporate Operations Culture and Change Management

|                        |                                                                                                                                                                                                         |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Workforce Planning and Reporting Advisor                                                                                                                                                                |
| <b>Job Type</b>        | Full-Time, Ongoing                                                                                                                                                                                      |
| <b>Location</b>        | Canberra ACT                                                                                                                                                                                            |
| <b>Salary</b>          | -                                                                                                                                                                                                       |
| <b>Classification</b>  | APS Level 6                                                                                                                                                                                             |
| <b>Position Number</b> | JR31610                                                                                                                                                                                                 |
| <b>Agency Website</b>  | <a href="https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar">https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar</a> |

### Job Description

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

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 6 Workforce Planning and Reporting Advisor within Corporate Operations Branch.

The Workforce Planning and Reporting section has primary responsibility for workforce strategy, planning, reporting and analytics. The section works in collaboration with business partners to co-design people focussed solutions to achieve organisational outcomes.

As a Workforce Planning and Reporting Advisor you will analyse data and information to contribute to the resolution of HR issues. You will use your analytical skills to inform workforce planning initiatives.

To be successful in this role, you will have an investigative mindset and problem-solving focus with the ability to analyse data, uncover trends, and tell a compelling data-driven story.

Our ideal candidate will :

Be flexible and adaptable within a changing environment

Have strong organisational and time management skills to manage competing priorities and deadlines

Have excellent verbal and written communication skills

### Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

### Eligibility

The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance

### Notes

At DPS, we 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

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## To Apply

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|                         |                                                                                                                             |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Sara Lapinskie, 02 6277 9711                                                                                                |
| Agency Recruitment Site | <a href="https://career10.successfactors.com/career?company=DPS">https://career10.successfactors.com/career?company=DPS</a> |

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## Employment and Workplace Relations

Vacancy VN-0728630

### Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 03 September 2023

People and Communication Division  
Organisation Design Branch Various

|                        |                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Assistant Directors – Workforce Strategy and Inclusion                                              |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                            |
| <b>Location</b>        | Sydney NSW, Canberra ACT, Perth WA, Melbourne VIC, Brisbane QLD, Adelaide SA, Darwin NT, Hobart TAS |
| <b>Salary</b>          | \$115,996 - \$128,200                                                                               |
| <b>Classification</b>  | Executive Level 1                                                                                   |
| <b>Position Number</b> | 23/2359                                                                                             |
| <b>Agency Website</b>  | <a href="https://www.dewr.gov.au/">https://www.dewr.gov.au/</a>                                     |

### Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

We are seeking Assistant Directors for multiple vacancies in the Organisation Design Branch. These roles will be responsible for leading teams, providing professional advice, delivering complex projects and contributing to strategic planning as part of our executive leadership team. We are looking for innovators who are able to apply judgment to their work and to work with others across the department to achieve outcomes.

In addition to the roles detailed below, we will be establishing a merit pool for filling similar vacancies in the next 18 months.

Roles are available in the following streams:

- Workforce Planning
- Workforce Strategy
- Diversity and Inclusion

For further information, please refer to the Job Information Pack **Duties**

Reporting to a Director in the Organisation Design Branch, our Assistant Directors are responsible for:

- Overseeing the delivery of strategies, frameworks and programs to deliver meaningful and measurable outcomes to DEWR people and culture

- Leading, coaching and developing a team to build expert capability by fostering a culture of curiosity, respect and excellence
- Contributing to branch leadership including work planning, resource management and aligning priorities with business outcomes
- Providing complex advice and problem solving on strategic workforce management matters
- Recommending strategic direction for people and culture initiatives in line with broader Australian Public Service (APS) programs, such as the APS Reform priorities and actions
- Engaging and collaborating with key stakeholders to identify issues and opportunities, developing and consulting on solutions, and establishing partnerships to implement and embed initiatives
- Fostering a positive risk culture through understanding and engaging with risk, briefing up on key issues and recommending risk treatments as required
- Contributing to innovation and leading a team that continuously evaluates and improves ways of working, taking an agile approach to managing change
- Representing the work section at relevant meetings, Committees or networks.

## 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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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

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|                                |                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Laura Gray, 02 6240 2594                                                                                            |
| <b>Agency Recruitment Site</b> | <a href="https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR">https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR</a> |

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## Employment and Workplace Relations

Vacancy VN-0728637

### Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 03 September 2023

People and Communication Division  
Organisation Design Branch Various

|                        |                                                                                                                       |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Assistant Directors – Workforce Strategy and Inclusion -<br>Affirmative Measures: Indigenous & Torres Strait Islander |
| <b>Job Type</b>        | Full-Time; Part-Time, Ongoing; Non-Ongoing                                                                            |
| <b>Location</b>        | Darwin NT, Canberra ACT, Sydney NSW, Melbourne VIC,<br>Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS                |
| <b>Salary</b>          | \$115,996 - \$128,200                                                                                                 |
| <b>Classification</b>  | Executive Level 1                                                                                                     |
| <b>Position Number</b> | 23/2431                                                                                                               |
| <b>Agency Website</b>  | <a href="https://www.dewr.gov.au/">https://www.dewr.gov.au/</a>                                                       |

### Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

We are seeking Assistant Directors for multiple vacancies in the Organisation Design Branch. These roles will be responsible for leading teams, providing professional advice, delivering complex projects and contributing to strategic planning as part of our executive leadership team. We are looking for innovators who are able to apply judgment to their work and to work with others across the department to achieve outcomes.

In addition to the roles detailed below, we will be establishing a merit pool for filling similar vacancies in the next 18 months.

Roles are available in the following streams:

- Workforce Planning
- Workforce Strategy
- Diversity and Inclusion

For further information, please refer to the Job Information Pack **Duties**

Reporting to a Director in the Organisation Design Branch, our Assistant Directors are responsible for:

- Overseeing the delivery of strategies, frameworks and programs to deliver meaningful and measurable outcomes to DEWR people and culture

- Leading, coaching and developing a team to build expert capability by fostering a culture of curiosity, respect and excellence
- Contributing to branch leadership including work planning, resource management and aligning priorities with business outcomes
- Providing complex advice and problem solving on strategic workforce management matters
- Recommending strategic direction for people and culture initiatives in line with broader Australian Public Service (APS) programs, such as the APS Reform priorities and actions
- Engaging and collaborating with key stakeholders to identify issues and opportunities, developing and consulting on solutions, and establishing partnerships to implement and embed initiatives
- Fostering a positive risk culture through understanding and engaging with risk, briefing up on key issues and recommending risk treatments as required
- Contributing to innovation and leading a team that continuously evaluates and improves ways of working, taking an agile approach to managing change
- Representing the work section at relevant meetings, Committees or networks.

## 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

### Affirmative Measure – Aboriginal and Torres Strait Islander Employment

These positions are only open to Aboriginal and Torres Strait Islander peoples. This is consistent with Section 26 of the Australian Public Service Commissioner's Directions 2016. The filling of this employment opportunity constitutes a special measure under subsection 8(1) of the *Racial Discrimination Act 1975*.

#### Confirmation of Heritage

Candidates who are applying under Affirmative Measures must have their Aboriginal and Torres Strait Islander heritage confirmed.

A confirmation must stipulate that a person:

- is of Aboriginal and/or Torres Strait Islander descent; and
- identifies as an Aboriginal and/or Torres Strait Islander person; and
- is accepted as such by the community in which they live, or formerly lived.

Satisfactory evidence is considered a signed letter with a common seal, if this is not available, the department may accept a signed letter without a common seal or a statutory declaration from the candidate and a Community Elder.

The department has an Indigenous Liaison Officer (ILO) who is available to support you throughout the recruitment process. To speak to our ILO please email

[FirstNationsHR@dewr.gov.au](mailto:FirstNationsHR@dewr.gov.au).

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.

## About the Department of Employment and Workplace Relations (DEWR)

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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

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|                                |                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Laura Gray, 02 6240 2594                                                                                            |
| <b>Agency Recruitment Site</b> | <a href="https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR">https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR</a> |

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## Communications and the Arts

Vacancy VN-0728479

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### Australian Communications and Media Authority

Closing Date:Monday 04 September 2023

Corporate and Research  
Digital and Technology Services Digital and Data Product Team

|                        |                                                             |
|------------------------|-------------------------------------------------------------|
| <b>Job Title</b>       | Senior Test and Quality Assurance Analyst                   |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                              |
| <b>Location</b>        | Canberra ACT                                                |
| <b>Salary</b>          | \$87,686 - \$99,024                                         |
| <b>Classification</b>  | APS Level 6                                                 |
| <b>Position Number</b> | 2441-2023-1                                                 |
| <b>Agency Website</b>  | <a href="http://www.acma.gov.au">http://www.acma.gov.au</a> |

## Job Description

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

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As the Senior test and Quality Assurance Analyst, you will be part of an ongoing capability within Digital and Technology Services (DTS) to provide Quality Assurance services for new digital product developments and major enhancements.

## Duties

You will be involved in delivering testing activities and maintaining alignment with the branch's delivery strategy for new or enhanced applications. One of your key responsibilities will be to work with multi-disciplinary small application development and support teams, business analysts, data analytics specialists and end user representatives from each relevant business domain. During execution of the test phase of initiatives, you will play an active role, involving the planning and design of test cases. You will also participate where required to undertake test cases and report results, providing hands-on expertise.

## Eligibility

**To be eligible for employment with the ACMA, applicants must be an Australian citizen.**

The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

## Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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 Communications and Media Authority

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ACMA is Australia's regulator for broadcasting, the internet, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit [acma.gov.au](http://acma.gov.au) for more information on joining our team.

## To Apply

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|                                |                                                                               |
|--------------------------------|-------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Kiran Vemury, (02) 6219 5279                                                  |
| <b>Agency Recruitment Site</b> | <a href="https://www.acma.gov.au/careers">https://www.acma.gov.au/careers</a> |

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