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PS35 Weekly Gazette Thursday (Vacancy Notices) - 03 September 2026.pdf

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APSJobs - Weekly Vacancy Notices

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

The date of publication of this Gazette is PS35 Weekly Gazette Thursday (Vacancy Notices) - 03 September 2026.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

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

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Public Service Gazette - Vacancy Notices

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[Job No] ISSN 1835-2480

2025/2026 Christmas / New Year arrangements (Gazette)

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

The new dates are:

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

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

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

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

Vacancies

Vacancy VN-0772210

Australian Competition and Consumer Commission

Closing Date:Sunday 13 September 2026

Corporate
Executive Office

Job Title	Policy Advisor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$102,947 - $115,384
Future Merit Locations	Various locations - VIC
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 6
Position Number	EA2026/172
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to shape how competition policy is implemented, understood and advanced across Australia through high-quality policy analysis, assessments and reviews?**

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

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

About the National Competition Council

The National Competition Council (NCC) is entering an important new phase as Australia's independent national institution for competition reform. Under the revitalised National Competition Policy framework agreed by Australian governments, the NCC will help drive a renewed national focus on productivity, economic dynamism, regulatory reform and better outcomes for consumers, businesses and the broader community.

Through the Intergovernmental Agreement on National Competition Policy and the National Competition Policy Federation Funding Agreement, the Council plays a central role in assessing State and Territory reform progress, advising on the application of the National Competition Principles, undertaking thematic reviews, supporting public understanding of competition reform, and providing independent advice to the Commonwealth Treasurer. This expanded work program gives the NCC a unique opportunity to shape how competition policy is implemented, understood and advanced across Australia.

The APS6 Policy Advisor supports the delivery of the Council's National Competition Policy assessment, review and advisory functions. Working under the direction of an EL1, the role undertakes policy analysis, research and report preparation while managing discrete work packages.

Duties

- Support delivery of annual National Competition Policy assessments.
- Analyse evidence provided by jurisdictions against agreed reform commitments.
- Prepare briefing papers, assessment reports and Council papers.
- Undertake research and policy analysis for Treasurer-requested competition reviews.
- Support delivery of thematic reviews on National Competition Principles.
- Contribute to development of assessment methodologies, templates and guidance.
- Prepare ministerial briefs, correspondence and policy advice.

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

Eligibility
Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Chris Biesaga, 0467 746 585
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0772215

Australian Competition and Consumer Commission

Closing Date:Sunday 13 September 2026

Corporate
Executive Office

Job Title	Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	$83,383 - $98,617
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 4;APS Level 5
Position Number	EA2026/181
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to work at the intersection of strategy, governance and stakeholder engagement, providing an integral link between the ACCC, government departments and the Australian Parliament?**

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

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

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

Duties

- Support the coordination of strategic priorities, projects and activities across a range of ACCC work areas and consolidate information into clear products for decision-makers.
- Support the ACCC's engagement with the Australian Parliament, government departments and ministerial offices, including supporting the ACCC's appearances before Senate Estimates and Parliamentary inquiries.
- Prepare executive and Ministerial briefs, correspondence, reports, presentations, meeting papers and other executive materials.
- Undertake research and analysis to identify issues, risks and emerging opportunities relevant to the ACCC.
- Identify opportunities to improve coordination, processes and ways of working.
- Contribute to a positive, collaborative and outcomes-focused team environment.

Eligibility

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

- Knowledge of parliamentary and cabinet processes, or the ability to quickly gain this knowledge.
- Ability to demonstrate interest in the ACCC's role, current competition and consumer law issues and public policy.
- Strong communication and interpersonal skills including the ability to influence, negotiate and work collaboratively with team members and internal and external stakeholders.
- Strong organisational and coordination skills, with the ability to manage competing priorities, plan and manage your work and seek guidance when required.
- The ability to communicate complex issues simply, clearly and effectively in different mediums.
- Decision making using sound judgement, expertise and knowledge in line with agreed procedures.

As an APS 4, you will work under general direction, coordinate defined activities and use established processes and sound judgement to deliver quality outcomes. You will contribute to planning and escalate complex or sensitive issues when needed.

As an APS 5, you will work more independently, manage complex matters and provide advice within your area of responsibility. You will analyse competing priorities, develop recommendations for executives and escalate issues when needed.

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

Notes

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

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To Apply

Position Contact	Catherine Kennedy, 03 9910 9489
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0772220

Australian Competition and Consumer Commission

Closing Date:Sunday 13 September 2026

Data, Digital and Technology
Data and Intelligence Infocentre

Job Title	Public Information Officer/Senior Public Information Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$74,808 - $90,535
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 3;APS Level 4
Position Number	EA2026/179
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to play a key role in identifying emerging issues and trends while helping consumers and businesses understand their rights and obligations under the laws we enforce?**

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

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

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

Duties

- Handle initial phone and written contacts from consumers and businesses and provide information about their rights and obligations under the laws we enforce.
- Identify potentially concerning reports against the priorities and factors set out in the ACCC's Compliance and Enforcement Policy for further consideration.
- Complete assessments, make referrals and liaise with internal stakeholders.
- Apply documented guidelines and procedures, record information in the ACCC's database and engage with internal people.
- Undertake research tasks and participate in other ad hoc project and administrative work as required.

In addition to the above, the Senior Public Information Officer will:

- Have an understanding of the *Competition and Consumer Act 2010* (or the ability to attain such knowledge quickly).
- Undertake work of moderate complexity that is technical and/or sensitive in nature.
- Assist with training and on-boarding new team members.
- Provide guidance and support to Public Information Officers and their peers, including how to apply documented guidelines and procedures.

Eligibility

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

- Strong oral and written communication skills to deal politely and tactfully with the public, and represent the ACCC in a professional manner.
- The capacity to gather, refine and analyse data and to undertake basic research in line with guidance.
- An ability to work in a scheduled environment and contribute positively to priorities and objectives.
- The ability to work flexibly, collaborate effectively and contribute positively as part of a team.

Additionally, the Senior Public Information Officer will also require:

- An understanding of the ACCC's role, purpose and objectives, and the Competition and Consumer Act 2010 (or the ability to attain such knowledge quickly).
- A demonstrated ability to support junior team members in the workplace, including providing training and guidance.

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

Notes

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To Apply

Position Contact	Khush Dhanoa, 02 6243 3302
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0772204

Australian Electoral Commission

Closing Date:Sunday 13 September 2026

Operations Group
TAS State Operations

Job Title	Service Officer, TAS State Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS
Salary	$71,088 - $77,905
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 3
Position Number	2026-147 11310
Agency Website	https://www.aec.gov.au/

Job Description

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

The Hobart Area Office services the divisions of Clark and Franklin and is co-located with our State Office team. You will work closely with colleagues across our Burnie and Launceston offices, building strong relationships and regularly sharing information and expertise. We have a tight-knit team that values collaboration, professionalism and mutual support. As part of a national network of Service Officers, you will undertake a range of administrative and operational activities that support electoral roll maintenance and the delivery of electoral events.

The team typically consists of 5 to 10 employees; however, staffing levels increase significantly during electoral events as we engage a temporary workforce. This provides opportunities to work with people from diverse backgrounds. This may involve contributing to election-specific projects delivered in a fast-paced environment, with tight timeframes, increased public scrutiny and multiple interdependent priorities.

During electoral events, additional working hours may be required to support critical activities and meet fixed legislative deadlines.

At the AEC, you will develop strong connections with colleagues and supportive networks while contributing to the delivery of an impartial and independent electoral system with integrity.

Duties

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

We are seeking an enthusiastic and motivated Service Officer to support the delivery of Australia's electoral system. In this diverse role, you'll combine customer service, administration, project support and election delivery to help ensure Australians can participate in democracy with confidence.

As a Service Officer, you'll provide frontline support to the public, responding to enrolment enquiries and processing a variety of electoral enrolment applications. You'll use your attention to detail, sound judgement and problem-solving skills to help maintain the accuracy and integrity of the electoral roll.

Beyond enrolment services, you'll contribute to the delivery of key electoral projects and activities. This may include supporting recruitment processes, coordinating operational tasks and working across a range of teams to meet agency priorities. During electoral events, you'll have the opportunity to take on additional responsibilities, including coordinating event activities, training and supporting temporary election staff, leading small teams and contributing to the successful delivery of election operations. We provide the training, support and guidance you need to succeed and grow in the role.

You will thrive in this position if you enjoy delivering quality customer service while balancing competing priorities in a dynamic environment. Success in this role requires strong organisational skills, attention to detail, adaptability and a willingness to learn. You'll build positive working relationships, collaborate effectively with others and contribute to a supportive team culture. Most importantly, you'll bring a proactive approach and a commitment to achieving positive outcomes for the Australian community.

To excel you’ll have:

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

- Resilience and a positive approach, with the ability to adapt to changing priorities and operational requirements.
- Well-developed communication and interpersonal skills, with the ability to build productive working relationships and collaborate effectively with colleagues and stakeholders.
- The ability to provide accurate advice, exercise sound judgement, seek guidance when required and learn from feedback.
- A strong commitment to working collaboratively to achieve positive outcomes and contribute to the AEC's strategic objectives.
- The ability to deliver quality outcomes within agreed timeframes while working within established priorities, policy frameworks and resource constraints.

- Accountability for completing allocated tasks, making decisions within defined parameters and, during electoral events, reviewing work for temporary election workforce employees.
- The ability to resolve workplace issues with guidance and support from management when required.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Josh Andreassen, 03 6219 9132
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

Australian Electoral Commission

Closing Date:Sunday 13 September 2026

Operations Group
Command Centre and Protective Security Protective Security

Job Title	Senior Election Security and Operations Officer, Protective Security
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026-148 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

Command Centre and Protective Security (CC&PS) supports the AEC's mission by delivering election security and command centre capabilities that strengthen operational readiness and electoral integrity. The team leads protective security, situational awareness, incident management, and election security preparedness, working closely with AEC business areas and external partners to support the secure and effective delivery of Australia's electoral system.

Duties

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

As a Senior Election Project Officer, you will play a key role in supporting the AEC's operational readiness and electoral integrity through the delivery of election security and command centre activities.

Working within Command Centre and Protective Security, you will contribute to security preparedness, situational awareness, incident management, operational support, and the development of security policies and procedures. You will work collaboratively with colleagues across the AEC and external stakeholders to support election delivery in a dynamic and fast-paced environment. Your work will help identify and manage risks, coordinate operational responses, and drive continuous improvement across election security activities.

This role offers the opportunity to contribute to nationally significant outcomes while developing your expertise in election operations, protective security, stakeholder engagement and operational coordination.

To excel you'll have:

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

- Demonstrated experience delivering operational, project or security-related outcomes in a complex environment.
- Proven ability to manage complex tasks and enquiries, applying sound judgement and problem-solving skills.
- Ability to analyse information, identify key issues and contribute to clear, accurate and timely advice, reports, briefings or recommendations.
- Experience in applying established processes, frameworks, policies or procedures to support consistent and effective operational outcomes.
- Demonstrated ability to work under limited direction while managing priorities and meeting deadlines.
- Demonstrated communication and stakeholder engagement skills, including the ability to work collaboratively across teams.
- Demonstrated integrity, professionalism and discretion in handling sensitive information.

Desirable

- Experience supporting election operations, major events or large scale service delivery environments.
- Experience in, or familiarity with, command centre, situational awareness or incident management environments.
- Experience contributing to policy, procedural or SOP development.
- Exposure to protective security functions (e.g. physical security, incident management, workforce assurance).
- Relevant qualifications in protective security, risk management, emergency management or a related discipline.
- Knowledge of, or the ability to quickly gain knowledge of, Australian electoral processes and the AEC operating environment.

Eligibility

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

- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.

Notes

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

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To Apply

Position Contact	Tanya Evans, 02 5137 2951
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0772341

Australian National Maritime Museum

Closing Date:Sunday 20 September 2026

Fleet and Collection
Conservation

Job Title	Senior Conservator Exhibitions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Pyrmont
Classification	APS Level 6
Position Number	0085
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-

Job Description

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

About the Role

This is an exciting opportunity to play a leading role in preserving and presenting Australia's maritime heritage.

As the Senior Conservator Exhibitions, you will lead conservation outcomes for major exhibitions, incoming loans and collection projects, helping ensure nationally significant collection material is preserved, accessible and ready to be shared with audiences.

Working across exhibition, curatorial and collection teams, you will provide expert conservation advice and influence how collection objects are cared for, interpreted and displayed. You will lead complex conservation projects and treatments, applying contemporary conservation practices, ethics and professional standards to a diverse range of cultural heritage materials.

You will manage competing priorities across multiple projects, balancing preservation, access and exhibition requirements while delivering high-quality outcomes within agreed timeframes. Sound professional judgement, strong planning skills and the ability to build productive relationships will be central to your success.

As a senior member of the team, you will prepare conservation documentation, reports and professional advice that support informed decision-making. You will also work closely with staff, volunteers and stakeholders, sharing your expertise, providing guidance and contributing to the ongoing development of conservation practice across the Museum.

This is a unique opportunity to work with nationally significant collections, contribute to major exhibitions and help ensure Australia's maritime stories remain accessible for generations to come.

Duties

About You

You are an experienced conservation professional with:

- Strong expertise in the conservation of cultural heritage collections, exhibitions and loans.
- Extensive knowledge of contemporary conservation practice, ethics and professional standards, including those of the AICCM.
- Proven project management and organisational skills, with the ability to manage multiple priorities and deliver outcomes within deadlines.
- Experience preparing conservation documentation, reports and professional communications.
- Excellent communication and stakeholder engagement skills, with the ability to build relationships and work effectively across multidisciplinary teams

Mandatory Qualifications

- A recognised tertiary qualification in Materials Conservation and substantial experience in cultural heritage conservation, including at least five years' relevant professional experience, or an equivalent combination of qualifications and experience

- Current membership of the Australian Institute for the Conservation of Cultural Materials (AICCM)

Eligibility

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

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

Notes

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

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

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

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

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

Applications Close: 12pm AEST, Sunday 20 September 2026. No applications will be accepted by mail or email.

About the Australian National Maritime Museum

About the Australian National Maritime Museum As one of Sydney's most visited museums, the Australian National Maritime Museum shares our national maritime story across Australia and the world, online, onsite and through research, presentations and travelling exhibitions, and provides must-visit museum experiences that delight and inspire. We connect our visitors with the oceans and waterways that are the heartbeat of who we are. From deep time to modern Australian and beyond, we explore our past, our present and future as an island nation shaped by sea, offering a sustainable and cohesive vision for the future. The Museum welcomes over 2.5 million local, interstate and international visitors annually, and is supported by a thriving and passionate staff, membership, volunteer and education base. Find out more at https://sea.museum.

To Apply

Position Contact	Agata Rostek-Robak, 02 82418306
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20peop

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

Vacancy VN-0772267

Australian Security Intelligence Organisation

Closing Date:Monday 28 September 2026

Job Title	AE5 Team Member - Intelligence Response Centre
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$100,425 - $107,794
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5
Position Number	00120262027
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply. We are secretive about what we do, not what we value.

At a time when Australia's security environment is dynamic, diverse and degrading, our work is more important than ever. Join the mission and make a difference every day.

The opportunity

ASIO is looking for team members at the AE5 (APS5) level to fill multiple positions in our 24/7 Intelligence Response Centre (IRC) where you will help support ASIO's mission to protect Australia and Australians from threats to their security.

To be successful in this mission, we need people who are highly capable, dedicated, adaptable and resilient. The

IRC is responsible for monitoring, alerting and reporting on rapidly unfolding domestic and international security-related incidents during ASIO's out-of-hours operations. As an IRC officer you will strive to achieve best practice in assessing and responding to national security incidents and threats in support of ASIO's mission.

The role requires officers to undertake 12-hour shifts covering a mix of day, night, weekend and public holidays. Shift rosters are 4 shifts on and 4 days off, or 5 shifts on and 5 days off. Shift work positions attract a penalty rate of 38.95 per cent, with regular rosters available to enable officers to manage their work/life balance.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Duties

Role responsibilities

As an AE5 IRC officer, your role will include but may not be limited to:

· Supporting ASIO's operational activity outside business hours.

· Triaging and assessing time sensitive lead information from multiple sources.

· Responding to time critical threats and security incidents as they arise.

· Communicating with internal and external stakeholders.

· Delivering high quality intelligence outcomes to internal and external clients.

· Building professional relationships with external partners, including Department of Home Affairs,

Department of Foreign Affairs and Trade, Australian Federal Police and other government agencies.

· Managing a number of other investigative and analytical duties.

Eligibility

What you will bring

We invite applications from people with the following attributes:

· The ability to manage competing priorities and progress assigned work both individually and as part of a team.

· Commitment to achieving high quality outcomes in a dynamic high-volume and high tempo environment.

· The ability to work as part of a collaborative team.

· Good judgement and strong interpersonal skills.

· Excellent attention to detail.

· Strong oral and written communication skills.

· The ability to learn and build proficiency across different IT systems and software platforms.

· Analytical, research and liaison skills are desirable, however training will be provided.

You are not required to address each capability separately in your application. Consider providing examples that illustrate multiple capabilities at once.

Refer to ASIO's Core Capability Framework to understand what is expected at the AE5 level.

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

*A*SIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Reasonable adjustments

Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace. This may include reasonable adjustments to assessment methodologies to enable full participation.

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

· A competitive salary, including a Weighted Average Shift Penalty of 38.95 per cent.

· A 7.5 per cent service allowance for maintaining a TOP SECRET-Privileged Access security clearance.

· Employer superannuation contributions of 15.4 per cent.

· A variety of leave options, including 5 weeks annual leave for shift workers.

· Access to7 staff-led diversity and inclusion networks.

· Study assistance, including financial support and study leave for tertiary education.

· Access to an Employee Assistance Program (EAP).

Location

These positions are located in Canberra and applicants must be willing to relocate. Relocation assistance is provided to successful candidates where ASIO requires you to relocate.

How to apply

ASIO officers' identities are protected by law. Under section 92 of the ASIO Act, the only declared ASIO officers are the Director-General and Deputy Directors-General. To protect our people's identities, ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Click on '*Apply online'* to commence your application. Your application **must** be complete and include the following:

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements of the role.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role.
- Details of 2 referees, which must include a current or previous supervisor. ASIO will not contact your referees without advising you prior to doing so.

Before applying read the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the relevant capabilities and levels outlined in these frameworks.

Use of artificial intelligence in recruitment processes

ASIO does not use any form of artificial intelligence (AI) at any point in the recruitment process.

All applications are reviewed by a selection panel. We recognise some applicants may use AI technologies to draft applications or prepare for interviews. If you wish to use AI, we recommend doing this only for initial drafts and ensure that your application is personalised and accurately reflects your skills, experience and qualifications.

Additionally, be aware of the privacy policies of any AI tool you use. Be mindful of the information you are entering into AI tools (personal details, work history, etc) and how using it may link you to potential ASIO employment, noting that you are expected to be discrete and maintain confidentiality with your application.

If you are invited to attend interview, the use of AI tools and recording devices during interview is strictly prohibited. Should AI tools or recording services be detected, your application, and any future applications may be discontinued.

The recruitment selection process

Our selection process is rigorous and extensive. All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages may include application assessment, eligibility checks, online testing, skills-based assessment and interview.

We ask all applicants for their patience throughout the process.

Employment conditions

Employment is under the *Australian Security Intelligence Organisation Act 1979*. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the *Public Service Act 1999* and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Australian Workplace Equality Index

ASIO has achieved the Australian Workplace Equality Index (AWEI) Gold Standard in 2024, 2025 and 2026, recognising ASIO's inclusion work and positive culture. ASIO was the first Australian intelligence agency to achieve this status.

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 0262637888
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0772268

Australian Security Intelligence Organisation

Closing Date:Monday 28 September 2026

Job Title	AE4 - SIE(E)1-3
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$91,522 - $157,637
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	01020262027
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply. We are secretive about what we do, not what we value.

At a time when Australia's security environment is dynamic, diverse and degrading, our work is more important than ever. Join the mission and make a difference every day.

The opportunity

ASIO is seeking to fill several Trades positions, which support a range of essential services that enable ASIO to deliver on its mission. Our Trades experts apply their specialist skills to allow for proactive and preventive maintenance of ASIO’s headquarters, the Ben Chifley Building. You will use your trade and professional skills to help ensure ASIO’s accommodation is sustainable, secure, and fit for purpose.

ASIO values practical skills and experiences just as highly as formal qualifications and likewise values both breadth and depth of trade knowledge. We provide specialist training to our staff to equip them for the ASIO environment.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months

Duties

Role responsibilities

We are looking for a range of professionals including but not limited to:

Corporate trades

- Plumbers
- HVAC Specialists
- Fire Services Technicians
- Mechanical Engineer
- Mechanical Control Specialists
- Fitter/Turners
- Electricians
- Architects
- Draftsperson
- Maintenance Planner
- Digital Printer

Eligibility

What you will bring

We are seeking candidates with the following capabilities:

- Be licensed without restriction (or able to obtain) to practice your trade in the ACT.

· If a license is not required to practice, demonstrated training or experience in the field.

· Demonstrate sound judgement, including an ability to prioritise and multitask.

· Work as part of a close-knit team of trades specialists, including assisting other trades and functions as required.

· Demonstrate a customer-focused approach to your work.

In addition to the above, at the SIE(E) 1 (APS5) level you will:

· Have some post apprenticeship/training experience in your trade (or multiple trades).

In addition to the above, at the SIE(E) 2 (APS6) level you will:

· Have multiple years of experience in your trade (or multiple trades).

· Provide mentoring to less experienced trades and supervise other trades professionals.

· Provide superior technical expertise to ensure future plans are sound.

In addition to the above, at the SIE(E) 3 (EL1) level you will:

· Ensure the team’s smooth day-to-day operations to meet ASIO’s requirements.

· Be a highly experienced expert in your trade (and/or experienced in multiple trades).

· Have experience providing mentoring to junior and other trades professionals.

· Confidently provide detailed subject matter expertise and advice to management.

· Identify and suggest improvements and strategic change for consideration by management.

· Provide technical support to compliance and other executive/strategic reporting as required.

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

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Reasonable adjustments

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Notes

What we offer you

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· A 7.5 per cent service allowance for maintaining a TOP SECRET-Privileged Access security clearance.

· Employer superannuation contributions of 15.4 per cent.

· A variety of leave options, including 5 weeks annual leave for shift workers.

· Access to7 staff-led diversity and inclusion networks.

· Study assistance, including financial support and study leave for tertiary education.

· Access to an Employee Assistance Program (EAP).

Location

These positions are located in Canberra and applicants must be willing to relocate. Relocation assistance is provided to successful candidates where ASIO requires you to relocate.

How to apply

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Click on '*Apply online'* to commence your application. Your application **must** be complete and include the following:

· A written pitch of up to 500 words that addresses the required capabilities for the role. Use examples to demonstrate how your skills and experience meet the capabilities and your proficiency in these areas.

· A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you have undertaken.

· Details of 2 referees, which must include a current or former supervisor. ASIO will not contact your referees without advising you prior to doing so.

Before applying read the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the relevant capabilities and levels outlined in these frameworks.

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The recruitment selection process

Our selection process is rigorous and extensive. All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages may include application assessment, eligibility checks, online testing, skills-based assessment and interview.

We ask all applicants for their patience throughout the process.

Employment conditions

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Australian Workplace Equality Index

ASIO has achieved the Australian Workplace Equality Index (AWEI) Gold Standard in 2024, 2025 and 2026, recognising ASIO’s inclusion work and positive culture. ASIO was the first Australian intelligence agency to achieve this status.

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 0262637888
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0772363

Australian Signals Directorate

Closing Date:Sunday 20 September 2026

Job Title	ASD 4 & 5 Recruitment and On-boarding Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	$85,993 - $103,723
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	As per the Information Pack
Classification	APS Level 4;APS Level 5
Position Number	ASD/05104/26
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

The Opportunity

The People Branch within the Chief Operating Officer Division at ASD, is responsible for developing and implementing key people strategies, policies and programs that support delivery of the our strategic objectives.

The ASD Recruitment and On-boarding (R&O) Section within the People Branch plays a critical role in managing and coordinating recruitment to deliver REDSPICE growth. Working closely with internal stakeholders, the Section administers recruitment processes to ensure timely and effective placement of candidates across ASD. These recruitment pathways include ongoing and non-ongoing engagements, transfers, promotions and Entry Level Programs. The R&O Section also supports candidates throughout their on-boarding journey, providing guidance and assistance to ensure a seamless transition into the organisation.

Stakeholder engagement, customer service and strong communication skills are an essential part of this role as the Section is the central point of contact for various stakeholders. You will be required to communicate deadlines, issues and timeframes to both internal and external teams confidently.

We are seeking high-performing professionals who are adaptable, resilient and thrive in a dynamic environment to fill multiple ASD 4 & 5 Recruitment & On-boarding Officer positions within the Section.

In this role, you will be a part of a collaborative team that values professionalism, sound judgement and delivering high quality outcomes. You will be working closely with key stakeholders to ensure efficient delivery of end-to-end recruitment while maintaining focus on ASD’s strategic objectives.

Key Duties:

- Coordinating end-to-end recruitment activities.
- Build and maintain relationships with internal and external stakeholders to ensure efficiency throughout the process.
- Advertise job vacancies on various recruitment platforms.
- Assist with scheduling and coordinating interviews.
- Maintain candidate and recruitment records as per the agreed records management requirements.
- Action recruitment and on-boarding processes using eRecruit.
- Provide high-quality recruitment advice and support to stakeholders on recruitment policies, processes and best practice.
- Support managers and employees throughout the on-boarding process.
- Build and maintain positive relationships with candidates.

- Monitor on-boarding progress and follow up on outstanding requirements.
- Develop and maintain talent pools for future recruitment needs.

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

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

Duties

An ideal candidate for ASD 4 & 5 Recruitment & On-boarding Officers role will demonstrate interest in and/or experience within Human Resources, Administration, Customer Service or Service Delivery including skills such as:

ASD 4:

- Understanding of recruitment, onboarding and merit pool management.
- The ability to exemplify the ASD Values with the proven ability to exercise sound judgement, discretion and integrity including the ability to maintain confidentiality and privacy.
- Excellent communication and interpersonal skills (written and verbal)
- Strong stakeholder engagement skills and a demonstrated ability to work collaboratively with a range of people, including at an internal and external senior executive level.
- The proven ability to exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy.
- Demonstrable attention to detail, with the ability to take responsibility for own actions and accurate completion of work.
- The ability to work in a fast-paced environment, manage competing priorities and triage effectively while still ensuring key targets are met.

ASD 5:

- Demonstrable skills in recruitment, onboarding and merit pool management along with understanding of the recruitment legislation, policies and procedures
- Ability to contribute in planning and managing recruitment projects and activities
- The ability to exemplify the ASD Values with the proven ability to exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy.
- Excellent communication and interpersonal skills (both written and verbal).
- Strong stakeholder engagement skills and a demonstrated ability to work collaboratively with a range of people.
- Demonstrable attention to detail, with the ability to take responsibility for own actions and accurate completion of work.
- The ability to work in a fast-paced environment, manage competing priorities and triage effectively while still ensuring key targets are met both individually and as part of a team.

Eligibility

To be eligible for employment with ASD, you must meet all of the following eligibility criteria:

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

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

Notes

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0772264

Defence Housing Australia

Closing Date:Monday 14 September 2026

Service Operations
Service Delivery Regional Ops

Job Title	Regional Support Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Gungahlin ACT, Adelaide SA
Salary	$95,288 - $103,545
Future Merit Locations	Gungahlin, Adelaide
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 5
Position Number	493983
Agency Website	https://www.dha.gov.au/

Job Description

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

Join DHA as a Regional Support Officer and help deliver exceptional service while building a rewarding career. Apply now!

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related

services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

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

Duties

About your team

The Service Delivery Group is responsible for meeting DHA's delivery objectives in the provision of quality housing services including provisioning, stock management, housing allocation, living-in accommodation and repairs, maintenance and tenancy services.

About the role

Are you a highly organised professional who enjoys variety, problem solving and making a real impact? Defence Housing Australia is seeking a Regional Support Officer to provide high-level support to regional operations, work closely with leadership teams, and help deliver exceptional housing services to Australian Defence Force members and their families. In this dynamic role, you'll coordinate business activities, prepare executive correspondence and briefings, and build strong relationships with a wide range of stakeholders.

As the regional customer relations representative, you'll play a key role in managing complex stakeholder matters, resolving sensitive issues, supporting workplace improvements, and contributing to the efficient operation of regional offices. This is an excellent opportunity for someone who thrives in a fast-paced environment, can confidently manage competing priorities, and is passionate about delivering outstanding customer outcomes while driving continuous improvement.

This opportunity may be offered on either an Ongoing basis or as a Non-Ongoing engagement for up to 12 months, with the possibility of extension or ongoing employment.

A merit pool may also be established from this process to fill future vacancies.

Eligibility

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

Notes

Benefits for working at DHA include:

- 15.4% superannuation

- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- A dedicated Employee Assistance Program for you and your family to access in times of need
- ADF partner employment conditions when posting to a new location

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

How to apply

Apply now with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

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

Applications close: 11:55pm AEST 14 September 2026

Any questions? Please contact Luke Jorgensen – Director of Service Operations

0418 435 634 / luke.jorgensen@dha.gov.au

Order of Merit

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

Inclusion and Diversity

DHA is committed to building an inclusive and diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people

with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, ex-defence members, mature-aged employees and carers.

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

About the Defence Housing Australia

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

To Apply

Position Contact	Luke Jorgensen, 0418 435 634
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0772378

Defence Housing Australia

Closing Date:Thursday 17 September 2026

Leasing & Acquisitions
Property Leasing & Acquisitions Support Team

Job Title	Leasing & Acquisitions Support Team Leader
Job Type	Full-Time;Part-Time, Ongoing
Location	Gungahlin ACT, Parramatta NSW, Carrington NSW, Newstead QLD, North Fremantle WA
Salary	$104,793 - $120,411
Future Merit Locations	Gungahlin, Parramatta, Carrington, Newstead, North Fremantle
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 6
Position Number	493984
Agency Website	https://www.dha.gov.au/

Job Description

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

Ready to lead and make an impact? Join DHA's Leasing & Acquisitions Support Team and build a rewarding career with us.

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

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

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

Duties

About your team

The Leasing & Acquisitions team delivers the Approved Provisioning Schedule (APS) through new leases, lease extensions, and retail property acquisitions. The team plays a vital role in building and maintaining strong relationships with property owners, builders, and developers, ensuring timely access to housing in priority locations.

About the role

Defence Housing Australia (DHA) is seeking a motivated self-starter to lead the Leasing and Acquisitions Support Team. The ideal candidate will have a proven track record leading and motivating a geographically dispersed team with demonstrated achievements in administrative or support functions. This opportunity is available with flexibility to work from our Canberra, Sydney, Hunter, Perth or Brisbane offices.

Our ideal candidate will have a background in property or a related field, with experience in team leadership, administration, leasing, sales, and/or business development all desirable.

The role will be responsible for leading an administrative team which support the lease and acquisition functions to deliver multiple programs which contribute to provisioning properties for Defence members and their families.

If you are a motivated self-starter, a good team player and seeking a new role where your contribution is critical and valued, apply now.

For further information on the position, please refer to the attached Position Description.

Eligibility

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

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities

- A dedicated Employee Assistance Program for you and your family to access in times of need
- ADF partner employment conditions when posting to a new location

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

How to apply

Apply now with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

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

Applications close: 11:55pm AEST 17 September 2026.

Any questions? Please contact Katie Reid – Leasing and Acquisitions Support Manager

02 6270 6079 / katie.reid@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

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

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To Apply

Position Contact	Katie Reid, 02 6270 6079
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0772098

Department of Finance

Closing Date:Monday 14 September 2026

Property and Construction
Property Management and Projects Property Finance

Job Title	Assistant Director, Property Finance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$131,199 - $158,879
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2026/179
Agency Website	www.finance.gov.au

Job Description *https://financejobs.nga.net.au/cp/*

ABOUT THE BRANCH

The Property Management and Projects branch is responsible for whole of life property asset management and related advice to Australian Government agencies. Whole of life property asset management involves:

- Asset creation and utilisation through project planning and delivery as requested by Government.
- Ongoing management of the Finance owned estate, and implementation of conservation and sustainability strategies.
- Asset end-of-life strategies and disposals.

Finance's property portfolio is diverse, including the Commonwealth law courts and various special purpose properties such as the Ben Chifley Building, Australia's Post-entry Quarantine Facility, the Royal Australian Mint building, the Treasury Building, John Gorton Building and the Centres for National Resilience. Finance is assisted by its Property Service Provider to ensure strategic and effective ongoing management and maintenance of the Finance owned estate.

The Branch is also responsible for major capital works planning including to support agencies meet requirements under Budget Process Operating Rules, undertaking remediation projects and the divestment of property in accordance with the Commonwealth Property Disposal Policy.

The Branch also manages and reports on the Property Special Account.

Duties

ABOUT THE OPPORTUNITY

The role is within the Property Finance team which provides financial management to the Property and Construction Division and the Major Projects Division, to support effective planning and budgeting, implementation and reporting for the business. The team works closely with business areas to provide financial support including for the management of the Finance Owned Estate, delivery of remediation and divestment projects, other property and construction projects, and development of business systems. Most activities of the Divisions are managed through the Property Special Account.

The responsibilities and functions of the team include:

- Monthly financial reporting including the preparation of month-end accounts and providing Executive Board variance commentary.
- Work with branches and cost centre / project managers to provide cost centre and project expenditure and variance commentary reports.
- Work with Division Executives to develop and review budgets, forecasts and other financial information, ensuring available funding is effectively allocated to support division priorities.
- Manage the annual property valuation process.
- Work with Finance's Chief Financial Officer Branch and other stakeholders including auditors and governance committees in preparation of Finance's annual financial statements and other regulatory requirements.
- Review and update financial control systems and policies in accordance with Australian Accounting Standards, PGPA and departmental policies.

As a Finance Business Partner (Assistant Director) Property Finance Team, you will:

- Support the Director to manage the Division's budget in line with strategic priorities, risks and outcomes
- In collaboration with business areas, undertake budget development, integrated and aligned with the Division operational plan, and quarterly forecast management in support of comprehensive financial management.
- Lead the team to perform end of month activities, including journals preparation, transaction analysis, variance analysis, explanations and insights, and ad hoc reports production.
- Lead in monthly discussions with the business areas and provide ad hoc financial briefings to senior Division leaders.
- Support the Director in the financial accounting and management reporting functions for the Divisions.
- Together with the Director, lead the annual property valuation process.
- Work with Finance's CFO Branch in end of financial year processes including external audits, preparation of annual financial statements and other ad hoc requests.
- Ability to work collaboratively, with internal and external stakeholders to achieve outcomes.
- Contribute to the ongoing continuous improvement activities within the team.

Eligibility
Notes

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

About the Department of Finance

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through our professional and considered approach to providing advice, developing policy, delivering services and engaging with our clients and stakeholders. Finance's key areas of focus are: - Budget - Business Enabling Services - Commercial - Governance and Resource Management

To Apply

Position Contact	Catherine Rukundo, (02) 6215 2614
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0772161

Department of Finance

Closing Date:Sunday 13 September 2026

Property and Construction
Property Frameworks and Services Contract Management Team

Job Title	Program Support Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$92,127 - $103,372
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements
Classification	APS Level 5
Position Number	2026/182
Agency Website	www.finance.gov.au

ABOUT THE BRANCH

The Property Frameworks and Service Branch manages the Whole of Australian Government (WOAG) Property Services Coordinated Procurement (PSCP) Arrangements (the Arrangements) that cover leasing and facilities management services for Commonwealth domestic office accommodation and shopfronts.

The Branch is also responsible for policy, guidance and advice on Whole of Australian Government property policy and legislation. This includes the Commonwealth Property Management Framework (RMG 500), the Lands Acquisition Framework (RMG 501), Commonwealth Property Disposal Policy, and the Lands Acquisition Act 1989 and the Public Works Committee Act 1969.

Duties

ABOUT THE OPPORTUNITIES

We are seeking to fill Program Support Officer roles at the APS 5 level for the Property Services Procurement Arrangements, Contract Management Team.

The team is responsible for the implementation and management of the Property Services Coordinated Procurement Arrangements, which provide a Whole-of-Australian-Government approach to the delivery of Leasing Services and Facilities Management Services for Commonwealth domestic office accommodation and shop fronts.

DETAILED VACANCY INFORMATION

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

Eligibility

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

- RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at https://www.apsc.gov.au/recruitability.

Notes

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About the Department of Finance

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To Apply

Position Contact	Kristine Pulciani, 02 6215 3912
Agency Recruitment Site	https://financejobs.nga.net.au/?jati=7A574C35-474E-9448-FB55-ED384F

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Vacancy VN-0772183

Department of Finance

Closing Date:Sunday 13 September 2026

Business Enabling Services
Executive Office FAS Office

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$92,127 - $103,372
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 5
Position Number	2026/184
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Enterprise Systems and Services Division (ESSD) delivers critical corporate, digital, and shared services that enable the Department of Finance and client agencies to operate effectively.

The division is responsible for the delivery of enterprise systems and business services, including finance, payroll, human resources, ICT platforms, and major transformation initiatives, such as the Department's ERP uplift program.

The First Assistant Secretary (FAS) Executive Assistant is a key position within the division, providing high-level executive assistant support that enables the FAS to effectively lead the division and achieve its objectives.

THE OPPORTUNITY

- Organising seniors' commitments by managing workflows, meetings, diaries and calendars to ensure priorities and deadlines are met in a dynamic environment.
- Coordinating meetings, invitations, and visit logistics, including the preparation of relevant supporting materials

- Supporting the preparation and quality assurance of briefs, correspondence and ministerial or executive-facing material.
- Coordinating travel arrangements including bookings and expense acquittals
- Developing and maintaining strong working relationships with a range of key internal and external stakeholders to optimise outcomes for Finance and senior leaders
- Ensuring divisional priorities, deadlines and actions are effectively tracked and progressed.

Duties

OUR IDEAL CANDIDATE

Our ideal candidate will have:

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

Eligibility

ELIGIBILITY INFORMATION

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

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To Apply

Position Contact	Jamii-Lee Evans, (02) 6215 1963
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0772337

Department of Finance

Closing Date:Wednesday 16 September 2026

Ministerial and Parliamentary Services
PBR Policy & Projects Capital Works and Security

Job Title	Capital Works Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA
Salary	$92,127 - $103,372
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 5
Position Number	2026/187
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE DIVISION

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

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

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

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

• Permanent office accommodation to some senators, federal ministers or other office holders

• Visiting suites, meeting rooms and conference facilities available on a short-term basis for use by parliamentarians (and accompanying staff).

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

THE OPPORTUNITY

The Assistant Director Capital Works role involves leading and developing a small, geographically dispersed team, leading multiple projects from initiation through to delivery and completion, budget management, undertaking of complex procurement, contract management and associated administration.

The Assistant Director Capital Works must be capable of providing robust and well written briefs and minutes seeking approvals and authorisation. The role plays a critical role in essential stakeholder engagement working to build consensus and foster continuous improvement.

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

The key duties of this role are:

- Management and leadership of staff, supporting development and performance.
- Leading complex procurement processes and contract management critical to project delivery.
- Confidently navigating change and ambiguity to deliver outcomes.
- Support the provision of funding arrangements to enable the capital works program.
- Fostering productive and effective working relationships with key internal and external stakeholders to establish and meet project objectives.
- Monitoring and track project deliverables and outcomes including detailed reporting and briefs.
- Undertake negotiations with key stakeholders and consultants/suppliers on complex issues and communicate with influence.
- Apply sound judgement and use evidenced based decision making to provide recommendations to decision makers/delegates.
- Practically apply a well-rounded understanding of the relevant legislation and internal guidelines, including, but not limited to:
    - *Parliamentary Business Resources Act 2017*
    - *Public Governance, Performance and Accountability Act 2013*
    - Commonwealth Procurement Rules
    - Protective Security Policy Framework.

Duties

OUR IDEAL CANDIDATE

The successful candidate will have:

- Experience leading complex government projects and applying project management methodology to successfully achieve project objectives
- Ability to manage project administration, contract management and procurement and produce effective documentation to support government approval processes
- Experience with/knowledge of the construction and/or management of security zones and/or project management
- Demonstrated experience as an effective communicator, including verbal and written communication and presentation skills
- Ability to provide high-level stakeholder management with an appreciation for politically sensitive environments and experience managing com
- Flexibility in the approach to task management, with the capacity to triage urgent or complex matters
- Ability to interpret and practically apply legislation, regulations, corporate objectives, instructions and other material.

FINANCE PEOPLE CAPABILITY FRAMEWORK AND JOB SPECIFIC CAPABILITIES

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

Lead

- Show a strong, proactive service ethos, reach out to engage and cooperate with others, and lead this in your team.
- Show good judgement and political awareness. Work effectively across networks and diverse stakeholder groups.

Collaborate

- Manage relationships effectively. Respond to challenges with emotional control and empathy, behaving constructively under pressure.
- Build shared purpose through consultation. Show commitment to relationships, find common ground, and handle issues constructively with a focus on solutions.

Achieve

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

Think

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

Learn

- Deploy skills and resources flexibly to meet changing organisational needs.
- Maintain resilience, composure and embrace challenges. Stay positive, engaged and productive under pressure or after a setback, and support others to do the same.
- Take considered risks, learning from mistakes and helping others when mistakes occur.

Know

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

Eligibility

ELIGIBILITY INFORMATION

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
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- This role is being advertised as both ongoing and non-ongoing. A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

Notes

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To Apply

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

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Vacancy VN-0772367

Department of Finance

Closing Date:Wednesday 16 September 2026

Ministerial and Parliamentary Services
PBR Policy & Projects Capital Works and Security

Job Title	Assistant Director, Capital Works
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Perth WA, Melbourne VIC, Sydney NSW, Brisbane QLD, Adelaide SA, Hobart TAS, Darwin NT
Salary	$131,199 - $158,879
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2026/189
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE DIVISION

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

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

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

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

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

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

THE OPPORTUNITY

The Assistant Director Capital Works role involves leading and developing a small, geographically dispersed team, leading multiple projects from initiation through to delivery and completion, budget management, undertaking of complex procurement, contract management and associated administration.

The Assistant Director Capital Works must be capable of providing robust and well written briefs and minutes seeking approvals and authorisation. The role plays a critical role in essential stakeholder engagement working to build consensus and foster continuous improvement.

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

The key duties of this role are:

- Management and leadership of staff, supporting development and performance.
- Leading complex procurement processes and contract management critical to project delivery.
- Confidently navigating change and ambiguity to deliver outcomes.
- Support the provision of funding arrangements to enable the capital works program.
- Fostering productive and effective working relationships with key internal and external stakeholders to establish and meet project objectives.
- Monitoring and track project deliverables and outcomes including detailed reporting and briefs.
- Undertake negotiations with key stakeholders and consultants/suppliers on complex issues and communicate with influence.
- Apply sound judgement and use evidenced based decision making to provide recommendations to decision makers/delegates.
- Practically apply a well-rounded understanding of the relevant legislation and internal guidelines, including, but not limited to:
    - Parliamentary Business Resources Act 2017
    - Public Governance, Performance and Accountability Act 2013
    - Commonwealth Procurement Rules
    - Protective Security Policy Framework.

Duties

OUR IDEAL CANDIDATE

The successful candidate will have:

- Experience leading complex government projects and applying project management methodology to successfully achieve project objectives
- Ability to manage project administration, contract management and procurement and produce effective documentation to support government approval processes
- Experience with/knowledge of the construction and/or management of security zones and/or project management
- Demonstrated experience as an effective communicator, including verbal and written communication and presentation skills
- Ability to provide high-level stakeholder management with an appreciation for politically sensitive environments and experience managing com
- Flexibility in the approach to task management, with the capacity to triage urgent or complex matters
- Ability to interpret and practically apply legislation, regulations, corporate objectives, instructions and other material.

FINANCE PEOPLE CAPABILITY FRAMEWORK AND JOB SPECIFIC CAPABILITIES

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

Lead

- Show a strong, proactive service ethos, reach out to engage and cooperate with others, and lead this in your team.
- Show good judgement and political awareness. Work effectively across networks and diverse stakeholder groups.

Collaborate

- Manage relationships effectively. Respond to challenges with emotional control and empathy, behaving constructively under pressure.
- Build shared purpose through consultation. Show commitment to relationships, find common ground, and handle issues constructively with a focus on solutions.

Achieve

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

Think

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

Learn

- Deploy skills and resources flexibly to meet changing organisational needs.
- Maintain resilience, composure and embrace challenges. Stay positive, engaged and productive under pressure or after a setback, and support others to do the same.
- Take considered risks, learning from mistakes and helping others when mistakes occur.

Know

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

Eligibility

ELIGIBILITY INFORMATION

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

Notes

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

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

About the Department of Finance

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

To Apply

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

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Vacancy VN-0772148

Department of Home Affairs

Closing Date:Thursday 10 September 2026

Finance Division
Financial Operations Financial Framework

Job Title	Senior Taxation Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	142010
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/142010/

About our team

Join a team of knowledgeable professionals in Financial Operations Branch who are responsible for:

- Financial, asset and taxation accounting including the production of financial statements
- Financial governance frameworks and financial systems
- Travel, credit cards and accounts payable
- Financial learning and development

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

Our ideal candidate

Our ideal candidate is looking to join a great team of high-performing professionals working in a challenging and flexible environment. We're keen to have you join us if you:

- are a self-starter with technical expertise in Fringe Benefits Tax (FBT) and Goods and Services Tax (GST)
- have relevant qualifications and/or experience
- have high-level interpersonal, stakeholder engagement and communication skills
- are an enthusiastic team player.

Duties

Assist with preparation and lodgement of the department's annual FBT return and monthly BAS including:

- Benefit data quality assurance, developing and maintaining Excel worksheets, and collating supporting documentation
- Assist with preparation and lodgement of the monthly Business Activity Statement (BAS) for the department and National Emergency Management Agency and lodgement with the Australian Taxation Office
- Research and provide advice on FBT and GST
- Conduct Quality Assurance (QA) and detailed analysis of GST transactions
- Reconcile tax related general ledger accounts and prepare FBT and GST journals

Additional information

The following skills and experience are mandatory:

- Demonstrated knowledge of FBT requirements for large employers
- Demonstrated tax experience

The following qualifications are highly desirable:

- A tertiary qualification in Business/Commerce or Law or equivalent

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Meagan Stewart, 02 6198 7658
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/142010/

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Vacancy VN-0772317

Department of the Treasury

Closing Date:Wednesday 16 September 2026

Foreign Investment Division.
Investment Review Branch

Job Title	EL1 Foreign Investment Review Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$137,301 - $157,498
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements can be flexible in consultation with manager and operational requirements.
Classification	Executive Level 1
Position Number	23-2026
Agency Website	www.treasury.gov.au

Job Description

https://candidate.aurion.cloud/trea/production/portal1/

The Treasury is seeking EL1 officers who are interested in contributing to Australia's foreign investment screening framework. Several opportunities are available in the **Investment Review Branch** within Treasury's **Foreign Investment Division.**

Job overview:

Treasury's Investment Review Branch assesses foreign investment proposals against national interest, national security and regulatory considerations. The branch supports confidence in Australia's foreign investment framework while protecting Australia's national interest.

As an EL1 Investment Review Officer, you will lead the assessment of complex matters, prepare advice for the Treasurer, senior executives and the Foreign Investment Review Board, and support decisions on individual investment proposals. You will work with investors and advisers, Commonwealth, state and territory agencies, the National Intelligence Community, and teams across Treasury to identify issues, test information and develop practical approaches to managing risk.

This role is suited to officers who exercise sound judgement, communicate clearly and contribute to a high-performing regulatory environment.

Duties

- Lead and manage complex foreign investment assessments from allocation through to recommendation and decision.
- Analyse proposals against relevant legislation, policy settings, precedent, consultation outcomes and risk information.
- Prepare decision briefs, submissions and correspondence that clearly set out issues, options, risks and recommended outcomes.
- Coordinate consultation with investors, advisers and government stakeholders to test information and resolve issues relevant to the assessment.
- Support consistent decision-making by guiding case strategy, reviewing analysis and helping case officers strengthen their work.

Investment Review Officers at the EL1 level may also be required to:

- Contribute to operational improvement projects, including changes to processes, policy implementation, ICT systems and data use.
- Help teams identify risks early, consider mitigation options and maintain consistent approaches across related matters.
- Coach case officers through complex assessments while maintaining responsibility for their own caseloads.

- Exercise delegated decision-making responsibilities on foreign investment submissions, where required.

Successful applicants will demonstrate:

- Sound judgement and analytical capability, including the ability to identify key issues, assess risk and make balanced recommendations in complex regulatory matters.
- Strong written and verbal communication skills, including the ability to present clear, concise and persuasive advice for senior decision-makers.
- Confidence engaging with internal and external stakeholders, including the ability to build trust, test information and work through sensitive or contested issues.
- A practical and proportionate approach to risk, with the ability to develop solutions that are defensible, workable and consistent with legislative and policy settings.
- Strong organisational skills, resilience and discretion, including the ability to manage competing priorities and deliver high-quality work within timeframes.
- Leadership capability, including the ability to guide others, share expertise and contribute to a positive, collaborative and high-performing team culture.
- A commitment to continuous improvement, including an interest in strengthening processes, capability, data use and operational effectiveness.
- Professionalism, integrity and a strong commitment to supporting Australia’s national interest through effective foreign investment regulation.

Eligibility

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

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

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

Notes

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

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

About the Department of the Treasury

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

To Apply

Position Contact	Stephen Vereyken, 02 6263 4836
Agency Recruitment Site	https://candidate.aurion.cloud/trea/production/portal1/

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Vacancy VN-0772235

Future Fund Management Agency

Closing Date:Sunday 20 September 2026

Job Title	Chief Executive Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Minimum 3 days/week in office. Tuesday/Wednesday are anchor days
Classification	Senior Executive Service Band 2
Position Number	JR100362
Agency Website	www.futurefund.gov.au

Job Description

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

Lead one of Australia's most respected investment institutions

The Future Fund is Australia's sovereign wealth fund. Managing more than $355 billion on behalf of the Australian Government, we are one of the world's leading sovereign investment institutions.

Our purpose is to invest for the benefit of all Australians. Through disciplined long-term investing, we deliver on public investment mandates while helping strengthen Australia's long-term financial position.

Central to our success is a Total Portfolio Approach to investing, which brings a whole-of-portfolio perspective to decision-making and underpins the way we pursue long-term investment outcomes.

Globally respected for our investment capability and distinctive culture, we bring together exceptional people, rigorous thinking and a long-term perspective.

We are seeking an outstanding leader to become our next Chief Executive Officer (CEO). This is a unique opportunity to lead an institution of national significance and help shape its next chapter in an increasingly complex and rapidly changing world.

The Opportunity

Reporting to the Board, the Chief Executive Officer is responsible for leading the organisation and ensuring it remains a high-performing, globally respected sovereign investment institution. The CEO serves as the primary interface between the Board, Government stakeholders, regulators and the organisation, providing trusted leadership and advice in support of the Future Fund's purpose and mandates.

Working in close partnership with the Chief Investment Officer, the CEO will help ensure the organisation's investment capabilities, governance frameworks, operating model and culture continue to support exceptional long-term investment outcomes.

The CEO will guide the organisation through an increasingly complex and evolving environment, ensuring the Future Fund remains adaptive, innovative and well positioned to respond to shifts in technology, geopolitics, financial markets and the broader operating landscape.

Duties

Key responsibilities

As Chief Executive Officer, you will:

- Lead the development and execution of the Future Fund's strategic direction.
- Foster a high-performance culture aligned with the organisation's purpose, values and long-term objectives.
- Lead and develop the senior leadership team and strengthen organisational capability.
- Champion a culture that combines high performance with collaboration, accountability and inclusion.
- Ensure the Future Fund continues to attract, develop and retain exceptional investment and corporate talent.
- Aid and work collaboratively with the CIO to support investment excellence and effective implementation of investment strategy.
- Maintain strong governance, risk and accountability frameworks.
- Build trusted relationships with the Board, Government stakeholders and regulators.
- Drive organisational effectiveness, innovation and continuous improvement

Eligibility

About you

· You are an exceptionally accomplished senior executive with a track record of leading complex, high-performing organisations.

· You combine strategic judgement with strong operational leadership and are recognised for your ability to lead through complexity and change. You build credibility quickly with Boards and senior stakeholders and have the communication skills, judgement and presence to represent an organisation of national significance.

· You are known for developing exceptional teams and creating environments where talented people can perform at their best.

· Experience in investment management, treasury, financial services, sovereign wealth, superannuation, funds management or similarly complex environments.

· Most importantly, you will bring a commitment to public purpose, long-term stewardship and organisational excellence.

Why the Future Fund

This is a rare opportunity to lead a globally respected institution with a distinctive mandate and culture, working alongside some of Australia's most accomplished investment and corporate leaders.

You will have the opportunity to influence outcomes that matter to all Australians while shaping the next chapter of one of the country's most significant investment organisations.

Applications

The Future Fund is committed to building a diverse and inclusive workplace. We welcome applications from people with diverse backgrounds, experiences and perspectives.

The Future Fund has engaged Spencer Stuart to support the recruitment process for this appointment. Applications received may be shared with Spencer Stuart, with candidate consent, for the purposes of assessment, candidate management and consideration as part of the recruitment process.

Notes

About the Future Fund Management Agency

The Future Fund is Australia’s sovereign wealth fund, investing for the benefit of future generations of Australians. The Future Fund Board of Guardians, supported by the Future Fund Management Agency, invests the assets of seven public asset funds: the Future Fund, the Medical Research Future Fund, the Aboriginal and Torres Strait Islander Land and Sea Future Fund, the Future Drought Fund, the Emergency Response Fund and the DisabilityCare Australia Fund. Each fund has an investment mandate that is determined by the Australian Government under legislation. Our role is to generate strong, risk-adjusted returns over the long term.

To Apply

Position Contact	John Campanaro, 0386566400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0772205

Great Barrier Reef Marine Park Authority

Closing Date:Wednesday 16 September 2026

Marine Park Operations Environmental Assessment and Protection

Job Title	Assistant Director Permission Systems & Strategy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$121,312 - $132,962
Future Merit Locations	Canberra, Various locations - QLD, Townsville
Office Arrangement	On Site;Hybrid
Office Arrangement Details	This position is based in Townsville. While the agency supports workplace flexibility, remote working is not available for this role.
Classification	Executive Level 1
Position Number	1117
Agency Website	

Job Description

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

We are seeking an experienced policy and/or project management professional to join our team with broad skills in the delivery of regulatory permitting/licensing systems. The role combines strategic policy and legislative reform, risk-based service improvement, stewardship of current systems and reporting, and development of the business case and transition to a contemporary digital permits system under limited direction with reasonable autonomy and accountability.

What you'll bring

- You will be a team player, working closely and collaboratively with other areas of the Reef Authority, the Australian and Queensland government's Reef Joint Field Management Program, Traditional
- Owners and other Queensland and Commonwealth government partner agencies as well as a diverse network of stakeholders.
- You have sound judgement and are a natural problem solver, a doer and are known for seeing things through to completion.
- You can develop clear, evidence-based policies, guidelines and legislative proposals; navigate government approval processes; and negotiate jointly supported outcomes with partner agencies, ideally in an environmental management / marine protected area context.
- You enjoy leading and being part of a cohesive, high performing team.
- You provide quality risk-based advice to senior management and have a good understanding of government processes and requirements.
- You possess excellent communication skills and produce clear, concise and persuasive material for a variety of audiences.
- You are agile in managing evolving priorities and complex projects while maintaining delivery of core functions and longer-term strategic outcomes.

Duties

- Lead a multi-disciplinary team in a dynamic environment to deliver high quality outcomes, meet deadlines and achieve organisational goals.
- Drive contemporary policy, legislative frameworks and business systems to support a risk-based permissions and compliance program that is effective across the Commonwealth and State marine park jurisdictions for the Great Barrier Reef, including high quality and timely briefing and strategic advice to Senior Management
- Provide business ownership and strategic oversight of current permissions systems, data and reporting, including system performance, data quality, business continuity, reporting capability, governance, prioritisation of enhancements and coordination with ICT teams and service providers.
- Develop and maintain effective working relationships, including working collaboratively and persuasively, with Australian and Queensland government agencies, Traditional Owners, research institutions and industries that use the Great Barrier Reef.
- Demonstrate excellent verbal and written communication and interpersonal skills, with the ability to negotiate persuasively, and provide high quality briefs, reports, presentations and submissions.
- Ensure high team performance and encourage a productive, collegiate and happy team environment, modelling the Reef Authority's culture and behaviour standards.

Eligibility

Employment with the Reef Authority is subject to:

- Conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- Evidence of citizenship status.
- Evidence of qualifications required of the role.
- Evidence of a completed national police-check with no risks identified by the Reef Authority.
- The CEO of the Reef Authority, or their Delegate, approving a Notice of Engagement.
- The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

Notes

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Julia Chandler, 0447 682 764
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0772364

Great Barrier Reef Marine Park Authority

Closing Date:Wednesday 16 September 2026

Marine Park Operations Field Management Operations

Job Title	Compliance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$79,187 - $87,314
Future Merit Locations	Various locations - QLD, Townsville
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 4
Position Number	492
Agency Website	

Job Description

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

We are seeking an experienced compliance professional to join our small team. This position works as a part of the Compliance Assessment Team within the Reef Joint Field Management Program for the Great Barrier Reef World Heritage Area, which is jointly funded and managed by the Australian and Queensland Governments. This is an office-based role.

The Compliance Assessment Team undertakes key administrative functions including supporting the investigations and field operations teams within the Great Barrier Reef World Heritage Area. Field activities are delivered across the Great Barrier Reef Coast Marine Park (State) and Island National Parks (State), which are part of the Great Barrier Reef World Heritage Area.

The position has a team focus, providing support to the Reef Joint Field Management Program through the assessment of reported offences, the administration of supporting systems, and the management of information and databases to support field surveillance operations and investigations.

What you'll bring

- You thrive under pressure, have an eye for detail and don’t get flustered when faced with competing priorities.
- You will be proficient in administration tasks including drafting and reviewing internal and outbound correspondence, working with spreadsheets and databases including building queries and extracting data.
- You will have, or be able to quickly acquire, knowledge of environmental compliance and enforcement strategies.
- You have the ability to interpret and apply legislation and policy.
- You possess sound judgement and decision making skills.
- You enjoy being part of a cohesive team.

Desirable qualifications or equivalent experience

Knowledge of the multiple uses of, and the management framework for the Great Barrier Reef Marine Park and World Heritage Area, or the ability to apply knowledge gained in a similar environmental, marine or protected area setting.

Duties

What you'll do

- Assess reported offences occurring in the Great Barrier Reef World Heritage Area and undertake administrative tasks in relation to reports of offences.
- Perform accurate data entry into databases whilst undertaking quality assurance checks to ensure the accuracy, consistency and reliability of information.
- Monitor, extract and present data from databases, including the compliance database and vessel tracking system, and other systems to assist in the identification of offences, trends, and to provide support for field surveillance operations, investigations or other internal stakeholders.
- Assist in the roles of Exhibit Officer and Accountable Documents Officer by recording and managing evidence and documents relating to court proceedings and issuing, receiving and auditing accountable books.
- Provide broad general section support including assisting with projects and training as required.
- Engage and consult effectively with internal and external stakeholders.

Why join the Reef Authority?

At the Reef Authority, you'll build a meaningful career while helping protect one of the world's most iconic natural assets. We offer a supportive, flexible and purpose-driven workplace where your work has real impact.

You'll enjoy competitive APS employment conditions, including up to 15.4% employer superannuation, flexible working arrangements, wellbeing initiatives, professional development opportunities and a collaborative culture committed to protecting the Great Barrier Reef for future generations.

Eligibility

Employment with the Reef Authority is subject to:

- Conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- Evidence of citizenship status.
- Evidence of qualifications required of the role.
- Evidence of a completed national police-check with no risks identified by the Reef Authority.
- The CEO of the Reef Authority, or their Delegate, approving a Notice of Engagement.
- The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

Notes

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Jo Berry, 07 4726 0577
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0772176

National Capital Authority

Closing Date:Wednesday 16 September 2026

Executive Branch

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing
Location	Parkes ACT
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	89
Agency Website	https://www.nca.gov.au/about-us

Job Description

https://www.nca.gov.au/about-us/careers/current-vacancies/

The Chief Executive Branch is responsible for supporting the functions of the Authority and promoting the National Capital to the broader community. This Branch has sections involving executive support, major projects, media and communication.

The Executive Support team sits within the Chief Executive Branch and is responsible for providing high level support to the following senior executives:

- Chief Executive
- Chief Operating Officer
- Chief Planner

The Executive Assistant provides high-level administrative and coordination support to NCA senior executives, ensuring priorities are managed effectively and efficiently. The role requires strong organisational skills, attention to detail, and a client-focused approach to delivering high-quality support services.

Duties

Under general direction, key duties of the Executive Assistant will include, but are not limited to the following:

1. Provide high-level EA, administrative and coordination support to NCA Senior Executive Service (SES) officers, including managing complex calendars, coordinating meetings, and proactively managing competing priorities and commitments.
2. Support the planning and delivery of a range of meetings, including Board meetings, by coordinating travel and accommodation, and arranging venues, catering, and other logistical requirements.
3. Manage incoming and outgoing communications, including emails and telephone enquiries, acting as a key point of contact and ensuring timely and professional responses.
4. Contribute to the preparation and coordination of Senate Estimates briefs, Ministerial submissions, and parliamentary enquiries, as required.
5. Coordinate travel arrangements and process travel bookings and reconciliations in accordance with relevant policies and procedures.
6. Provide finance administration support, including corporate credit card acquittals, reimbursements and related transactions, ensuring compliance with relevant policies.
7. Assist in the preparation of documents by undertaking formatting, proofreading and quality assurance checks to ensure accuracy, consistency and presentation standards are met prior to submission.
8. Handle highly sensitive information with integrity and discretion.
9. Actively contribute as a collaborative member of the NCA, providing support across the organisation and undertaking additional duties as reasonably required.

Eligibility

Employees must be Australian citizens to be employed in the Australian Public Service (APS). All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s will be required to obtain and maintain a security clearance at a specified clearance level. The successful applicant/s must be willing to share all relevant and required information.

Notes

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

About the National Capital Authority

The National Capital Authority is the Australian Government agency dedicated to ensuring that Canberra is planned and designed in accordance with its significance as the National Capital. Our work encompasses urban planning, development approvals, events management, asset management, heritage, capital works, education and leasing and licencing of the diplomatic estate.

To Apply

Position Contact	Katrina Tumang, 6272 2975
Agency Recruitment Site	https://www.nca.gov.au/about-us/careers/current-vacancies/

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Vacancy VN-0772259

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Monday 14 September 2026

Strategic Regulation and Improvement
Perth Regulatory Stakeholder Engagement

Job Title	Regulatory Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$86,191 - $100,801
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Predominantly working in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	APS Level 4
Position Number	13528
Agency Website	https://www.nopsema.gov.au/

Job Description

https://www.nopsema.gov.au/about/careers

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity

and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred.

NOPSEMA also administers the functions of the Offshore Infrastructure Regulator (OIR), for the offshore renewables industry. This includes the regulation of work health and safety, infrastructure integrity, and environmental management for offshore renewable energy infrastructure activities.

Working with NOPSEMA provides an opportunity to make a real difference to people working in Australia’s offshore energy industry.

Role:

Reporting to the Director - Regulatory Stakeholder Engagement, the Regulatory Assistant provides high-quality administrative, co-ordination and project support to the Deputy Chief Executive Officer, Directors and team members within the Strategic Regulation and Improvement Division.

The role is central to the smooth operation of the Division, assisting to manage priorities, coordinate activities, support projects and maintain effective business processes in a dynamic and collaborative environment.

Why work for NOPSEMA?

As a highly skilled, agile, and competent regulator, our people are our number one asset. NOPSEMA offers competitive remuneration packages, five weeks annual leave, 18 personal leave days per annum, 18 weeks paid parental leave, 15.4% superannuation contribution and flexible working arrangements.

Guided by our values of professionalism, ethics, independence, leadership and collegiality the decisions we make and the actions we take affect individuals, businesses, communities and the environment. Our people can make a difference. Grow your career in the offshore energy sector. Be a part of Australia’s future and apply today.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nations people, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

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

If you are an experienced Regulatory Assistant, apply now and take the next step in your career with this exciting opportunity.

Further information:

For more information and to apply for this exciting opportunity visit:
https://nopsema.bigredsky.com/

Please note that the closing date for this position is **14 September 2026.**

Applications must be submitted by the closing date. Any applications received beyond the closing date will not be considered.

Please note this recruitment process will be valid for a period of 18 months and may be used to fill ongoing and non-ongoing positions within the Australian Public Service at this level or similar that arise over the 18-month period.

Duties

Key Responsibilities:

The work of the Regulatory Assistant is broad, varied and fast paced. You will work across the Strategic Regulation and Improvement Division, supporting senior leaders and teams through a mix of administrative, coordination, project and business support activities.

You will also:

• support the Deputy Chief Executive Officer, Directors and team members to manage commitments, prepare for meetings and maintain awareness of key deadlines and priorities.

• coordinate internal and external meetings, including scheduling, venue and technology arrangements, meeting documentation, minute taking and follow-up actions.

• provide administrative support for divisional projects and initiatives, including maintaining action registers, co-ordinating project meetings and supporting project deliverables.

• assist with procurement, consultant contract administration, travel, conference bookings, accommodation and expense reimbursements.

• prepare and format reports, presentations, correspondence and other business documents, and maintain accurate electronic records and filing systems.

• support divisional planning, workshops, events and team activities that contribute to the effectiveness and continuous improvement of the Division.

• undertake research, source information and liaise with internal and external stakeholders and contribute to a positive, professional and collaborative team environment.

We would like to hear from you if you have:

• demonstrated experience providing high-level administrative support service in a busy and dynamic environment.

• strong organisational skills, including the ability to manage competing priorities, meet deadlines and maintain high standards of accuracy and attention to detail.

• experience supporting projects, maintaining action registers or tracking deliverables, and contributing to the successful delivery of team and organisational priorities.

• sound judgement, initiative and problem-solving skills, with the ability to adapt to changing priorities and work independently when required.

• excellent written and verbal communication skills, including the ability to prepare correspondence and documentation and build positive working relationships with a diverse range of stakeholders.

• proficiency in Microsoft Office and other business systems together with a collaborative and customer-focused approach, with a demonstrated ability to contribute positively to team outcomes.

Eligibility

You will be required to pass a pre-employment medical assessment and maintain medical fitness.

You must pass and maintain a security clearance to the level 'Baseline’.

Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including national police clearance and declaration of conflict of interest.

NOPSEMA staff are prohibited from trading in oil and gas resources and/or offshore renewable electricity sector shares.

This position is open to Australian Citizens only.

Notes

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

About the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

NOPSEMA is Australia's independent regulator for health and safety, well integrity and environmental management for offshore petroleum and greenhouse gas storage activities in Commonwealth waters (comprising the first three nautical miles of the territorial sea) and in coastal waters where regulatory powers and functions have been conferred. For more information see nopsema.gov.au

To Apply

Position Contact	Human Resources and Safety Adviser, (08) 6188 8778
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0772334

Office of National Intelligence

Closing Date:Sunday 20 September 2026

NIC Enterprise
Quality Assurance Office

Job Title	Assistant Director - Quality Assurance Office
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT, Brisbane QLD, Melbourne VIC
Salary	$132,005 - $149,206
Future Merit Locations	Barton, Brisbane, Melbourne
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	046_09/26_NED_QAO
Agency Website	

Job Description

https://onicareers.nga.net.au/?jati=932479A3-62BC-B322-10D4-ED49C6337B9F

The Quality Assurance Office (QAO) assures the quality, consistency, and transferability of the highest-level security clearances across the Australian Government and supports the development of insider threat capabilities. We run a comprehensive audit and compliance program and actively engage with Australian Government agencies to provide high-quality insider threat advice and best-practice guidance. The branch is small and full of passionate and professional people who work hard to help protect our national security interests.

Duties

We are seeking Assistant Directors for two capability streams.

Assistant Director Assurance and Compliance Advice

- drive assurance initiatives to safeguard the integrity of Australia's highest-level security clearance
- evaluate personnel security assessment outcomes and processes to inform capability uplift and continuous improvement
- deliver expert advice to promote consistent, high-quality and transferable security clearances.

Assistant Director Insider Threat Capability

- develop leading-edge insider threat capability frameworks and guidance, drawing on international public and private sector best practice
- provide expert advice and support to agencies to strengthen insider threat prevention, detection and response capabilities
- lead strategic engagement and capability uplift initiatives.
- These are diverse roles that combine people leadership, policy development, stakeholder engagement and program delivery.

As an Assistant Director in either of the capability streams, you will also:

- manage and develop a high-performing team, setting priorities and administering the delivery of complex work programs
- provide authoritative advice on assurance and insider threat issues to internal and external stakeholders
- lead assurance and capability development activities, including case and program reviews and performance uplift initiatives
- develop, review and implement policies, frameworks, guidance and reporting that support QAO's legislated functions
- identify emerging risks, issues and opportunities and provide strategic advice and recommendations to strengthen assurance and capability outcomes
- develop and oversee reporting and business intelligence products to inform senior executive decision-making
- engage stakeholders across the NIC and broader Australian Government to support collaboration and continuous improvement
- represent QAO at inter-agency meetings, working groups and communities of practice
- help ensure branch capabilities remain contemporary, fit-for-purpose and aligned with evolving government priorities and policy settings.

Key attributes

The successful candidates will need to demonstrate:

- highly developed conceptual, analytical and critical thinking skills, with the ability to interpret complex information, exercise sound judgement and provide practical, evidence-based advice and recommendations.
- excellent stakeholder engagement skills, with a demonstrated ability to build trusted relationships and work collaboratively with government agencies and other stakeholders to achieve strategic outcomes.
- proven leadership capability, including the ability to lead and develop a small team, foster collaboration and create a positive, high-performing culture.

- excellent written and verbal communication skills, including the ability to prepare high-quality written materials for senior executives and committees, brief large groups when required and tailor branch and organisational messages for different audiences.
- a proven ability to quickly develop a working understanding of complex policies and frameworks and apply them to develop guidance, reach conclusions on compliance and provide advice.
- sound organisational skills, with the ability to lead multiple priorities, manage competing demands and deliver high-quality outcomes.

Desirable but not essential:

- experience working with or within the National Intelligence Community.
- demonstrable experience of three months or more in one or more of the following areas: compliance management, governance, performance auditing, oversight or investigations; security vetting, security policy development and application, personnel security or insider threat/risk management; or managing a quality assurance function.
- experience in one or more of the following areas: compliance management, governance, performance auditing or oversight, security policy development, security vetting or security clearance management practices.
- personnel or protective security training or qualifications (for example, Certificate IV in Government Security).

Eligibility

You must be an Australian citizen.

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

You must have a checkable background.

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

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

- To be eligible for employment with ONI, preferred applicants will be required to undergo a pre-employment screening assessment.

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

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

Notes

ONI is advertising these opportunities for filling in Barton ACT, Brisbane QLD, or Melbourne VIC. A merit pool will be established for filling these or similar vacancies in Barton ACT, Brisbane QLD, or Melbourne VIC.

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, recruit@oni.gov.au
Agency Recruitment Site	https://onicareers.nga.net.au/?jati=932479A3-62BC-B322-10D4-ED49C6

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Vacancy VN-0772262

Sport Integrity Australia

Closing Date:Sunday 13 September 2026

Corporate
Corporate Legal

Job Title	Senior Sport Operations Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$109,508 - $119,513
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	20030983
Agency Website	www.sportintegrity.gov.au

Job Description

https://www.sportintegrity.gov.au/about-us/employment

The Senior Sport Operations Officer is responsible for assisting with the delivery of an innovative and informed anti-doping testing for Australian sport.

The Senior Sport Operations Officer achieves this through leading a dedicated team ensuring compliance with mandatory requirements and fostering resilient and sustainable relationships with key stakeholders.

Duties

The duties of the Senior Sport Operations Officer include, but is not limited to:

- Assist in the development of an innovative and informed anti-doping testing program for Australian sport.
- Manage a team to implement Sport Integrity Australia’s Anti-Doping Testing Program
- Ensure compliance with international requirements such as the International Standard for Testing and Investigations.
- Lead the development and maintenance of sport risk profiles.
- Represent and contribute to relevant Sport Integrity Australia operational meetings on behalf of Sport Operations
- Assist with the development and implementation of anti-doping intervention strategies in partnership with key internal and external stakeholders.
- Prepare reports relating to the performance of Sport Operations activities and functions.
- Identify risk and sensitivities in Sport Operations activities and escalate as necessary.

- Manage relationships with professional sports, including the day-to-day administration of user-pays contracts.
- Add value to the anti-doping community.

The key accountabilities of the Senior Sport Operations Officer include, but is not limited to:

- Delivery of an innovative and informed anti-doping testing program for Australian
- Contribute to the activities of the Sport Operations Team in accordance with Sport Integrity Australia's legislative framework, the World Anti-Doping Code, and Sport Integrity Australia's operating model.
- Implement test planning services within the allocated resources.
- ımplement test planning services under contract within Australian Government requirements and in line with contract deliverables.
- Ensure that the APS Values and Code of Conduct are adhered to at all times.
- Endorse and encourage 'best practice' recordkeeping in accordance with Sport Integrity Australia's Record Keeping Policy and Information Governance Framework.
- Cooperate with the employer and comply with all relevant legislation and Sport Integrity Australia's health and safety policies, procedures and instructions and Sport Integrity Australia's ICT and Information Governance Framework.
- Work and act safely and take all reasonable care to protect personal health and safety and the health and safety of others.

Eligibility
Notes

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

About the Sport Integrity Australia

Sport Integrity Australia leads the Australian government's efforts to protect sport against threats to its integrity – doping, competition manipulation and the mistreatment and abuse of sports participants. Sport Integrity Australia is the cornerstone of the government's comprehensive sport integrity strategy: Safeguarding the Integrity of Sport. Our role is to provide advice and assistance to counter the use of prohibited substances and methods in sport, stop the abuse of children and other persons in a sporting environment, cease manipulation of sporting competitions and to protect members of sporting organisations and other persons in a sporting environment from bullying, intimidation, discrimination or harassment. Sporting organisations, and other stakeholders, benefit from the ability to deal with a single nationally coordinated organisation to address all sport integrity issues. Sport Integrity Australia offers guidance on integrity matters to sports that don't have developed integrity capabilities. Our focus is policy development, intelligence, investigations (primarily of doping cases), education, outreach and capability building. We are Australia's National Anti-Doping Organisation.

To Apply

Position Contact	Steve Northey, Steve.Northey@Sportintegrity.gov.au
Agency Recruitment Site	https://www.sportintegrity.gov.au/about-us/employment

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Agriculture, Water and the Environment

Vacancy VN-0772361

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Sunday 27 September 2026

APVMA
Office of the Executive General Counsel Communications

Job Title	Assistant Director External Affairs
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Armidale NSW
Salary	$131,301 - $149,140
Future Merit Locations	Canberra, Armidale
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements (including working from home) are outlined under the APVMA's Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	01222
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Are you a highly skilled external affairs professional with extensive leadership experience in a public sector agency? Do communication strategies, stakeholder engagement and media management excite you?

The APVMA’s Office of the Executive General Counsel program is seeking applications for an Assistant Director External Affairs to join our Communications team.

Located in either Canberra ACT or regional Armidale NSW, you will gain experience in the Australian Public Service, have access to a variety of flexible working arrangements, and drive the APVMA's strategic external communications, stakeholder engagement and media management function to support the agency to work collaboratively in achieving its purpose.

The Communications team is responsible for promoting the APVMA through brand management, media, stakeholder engagement, publications and website publishing, to build and reinforce the APVMA's reputation as a global leader of agricultural and veterinary chemical regulation.

Reporting to the Director Engagement and Communications, the Assistant Director External Affairs will drive the agency's strategic external communications, stakeholder engagement and media management function to support the APVMA to work collaboratively in achieving its purpose. The focus of this role will be the strategic positioning of external communication, including proactive media, revitalising the voice of the agency and working closely with stakeholders.

The Assistant Director will respond to complex and sensitive media enquiries, handling multiple issues daily, as well as planning for future media interactions and stakeholder engagement on key decisions and agency priorities.

This position requires an understanding of or the capacity to rapidly acquire familiarity with the APVMA's operating environment, and the ability and passion to share the stories and science behind how we protect the health of people, animals and the environment, and support primary industries, biosecurity, and trade.

Duties

Key responsibilities may include:

- Implement and maintain the APVMA Stakeholder Engagement Framework, including strategic engagement with regulated entities, industry, community groups and other stakeholders.
- Monitor stakeholder, media and community sentiment, manage expectations and proactively resolve issues.
- Provide media and stakeholder plans and advice to the Director Engagement and Communications, the Executive and senior science colleagues.
- Identify proactive media stories and research and provide support for all media interactions
- Establish strong and effective processes and planning mechanisms for all areas of responsibility, ensuring these are in line with APS best practice.
- Leadership based on extensive experience in a public sector agency, including experience in agencies managing sensitive and contentious issues.
- Actively engage with scientific subject matter experts across the agency to understand the pipeline of topics under review and devise innovative ways to highlight outcomes.

- Monitor and evaluate media to gauge success, identify opportunities for improvement and provide and contribute to strategic communication advice.

Eligibility

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

Essential:

1. Relevant tertiary qualifications in communications, media or a closely related discipline.
2. Extensive experience managing media protocols and highly sensitive issues, preparing Ministerial briefings, and providing advice to senior public sector leaders.
3. Experience developing and implementing stakeholder engagement plans.
4. An understanding of, or the ability to rapidly acquire an understanding of, the agricultural and veterinary sectors and their regulation and maintain an in-depth knowledge of relevant stakeholders and their expectations.
5. Experience communicating complex scientific matters clearly and accurately.
6. Demonstrated ability to manage competing priorities, remain flexible and proactive in a fast-paced environment and deliver strategic outcomes under pressure.
7. Highly developed interpersonal, communication and networking skills, with the ability to build effective working relationships and contribute positively to a team environment.

Desirable:

- Experience in a regulatory environment.
- Familiarity with the agricultural, veterinary or related sectors.

Notes

Please note that this role is being advertised as either ongoing or non-ongoing. If an offer of non-ongoing employment is made, the successful applicant could be employed for an initial period of up to 12 months, which may be extended in accordance with subsection 333E (1) of the Fair Work Act 2009.

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

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Kilifoti Eteuati, 02 6770 2470
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Attorney-General's

Vacancy VN-0772406

Administrative Review Tribunal

Closing Date:Sunday 20 September 2026

Corporate Services
Information Management Library Services

Job Title	Librarian
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$99,734 - $111,701
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	43358
Agency Website	https://www.art.gov.au/

Job Description

https://www.art.gov.au/about-us/careers

Use your experience in reference and research services to connect people with the information they need in a unique and specialised library environment.

We are seeking an APS6 Librarian for a non-ongoing role until 30 June 2027, with the possibility of ongoing employment.

Based in Melbourne or Sydney, this hybrid position is available full-time, with part-time arrangements of at least three days per week also considered.

Library Services is a national team that provides Tribunal members and staff with the information and resources they need to do their work. The Librarian manages the collection for their nominated Registry and supports users through research and reference services, updates on new and relevant information, database training, and access to digital resources.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on our website About us | Administrative Review Tribunal

Read our Enterprise Agreement for more information about our terms and conditions of employment.

Duties

Library collection development and maintenance: Organise and maintain nominated collections including assisting with developing and updating the ART's Library Management system, monitor information needs, update library intranet pages, help review collection policies, identify and assess possible additional resources to meet Tribunal needs. Conduct sophisticated search strategies, assessing the suitability and usefulness of various resources.

Knowledge and Advice: Research complex legal matters related to Tribunal cases, country of origin information, and other specialised topics. Use a range of authoritative online legal

research databases, such as Westlaw, LexisNexis and CCH, as well as physical and digital resources such as law reports. Provide expertise in online resources, including training of library users. Share knowledge and provide assistance and support to team members as needed.

Service delivery: Deliver high quality, responsive reference and research services for Tribunal members and staff within required timeframes. Produce and deliver current awareness services to keep Tribunal members and staff updated on latest developments for certain topics or areas of law. Help develop and deliver training programs and support for library users in effective search techniques, how to access online and print information services and e-learning resources.

Stakeholder Management: Builds and sustains working relationships, liaises with a range of internal users including team members. Consult with and provide advice to internal stakeholders, anticipate and respond to their needs and expectations. Manage relationships to support and achieve work area and Tribunal goals. Manage expectations regarding the availability of physical resources and negotiate deadlines for research requests and scheduling training session times. Interaction with external stakeholders is limited but conducted professionally when required.

Continuous improvement: Undertake and contribute to reviews of the library's network processes and services, and support projects that improve library and information services. This may involve developing short term plans to implement change, as well as contributing to longer term strategic planning. Identify and evaluate possible new ways of providing information or support to library users such as new databases or AI tools.

Resource accountability: Provide guidance, support, and training to other team members in the use of databases, research tools, and online resources. Undertake projects such as developing training plans or revising procedural documents and provide updates to the Assistant Director, Library Services. Monitor the shared mailbox for research queries and

enquiries, collaborating with team members to allocate and distribute tasks, including

managing shared responsibilities and offering support when needed. Contributes to team

meetings providing feedback and input on new processes.

To be successful you will have:

- Experience managing legal library collections and library management systems
- Ability to provide high-quality legal research, reference, and current awareness services.
- Strong judgement and research skills to deliver accurate and timely information.
- Experience developing and delivering library training and user education programs.
- Ability to manage a busy workload, prioritise tasks, and meet deadlines with minimal supervision.

Eligibility

Essential:

- Tertiary qualifications in library and/or information management that are recognised for professional (Associate) membership of the Australian Library and Information Association.

Eligibility:

- Australian Citizenship
- Australian Federal Police Check

Notes

How to apply:

Upload:

• Your current CV (e.g. of no more than 4 pages)

• Cover letter (of no more than 2 pages) addressing how your experience matches the capabilities and experience of role, referring to the position description.

We are a Circle Back Initiative Employer and commit to responding to every applicant.

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

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions

made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

Position Contact	Lechelle Wunsch, (03) 9454 6427
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0772158

Attorney-General's Department

Closing Date:Sunday 13 September 2026

People and Strategy
Office of Corporate Counsel

Job Title	Freedom of Information and Privacy Case Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$89,404 - $113,413
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 5;APS Level 6
Position Number	0262/26_ES/PSD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description *https://agcareers.nga.net.au/?jati=ED9561EE-B641-CC43-E737-ED384E86F6A5*

To obtain a copy of the Candidate Information Kits for this vacancy, please click on the ‘Apply Online’ button to the left of this advertisement.

Duties

Employment Opportunity

The Freedom of Information and Privacy section (FOIP) within the Office of Corporate Counsel (OCC) is primarily responsible for processing the department's access to information requests under the FOI and Privacy Acts. FOIP processes Freedom of Information requests made to the department, the Attorney-General, the Anti-Slavery Commissioner and the Inspector of the National Anti-Corruption Commission. The section is also responsible for undertaking the department's Privacy Act casework functions.

APS5-6 FOIP Case Officer roles in the FOIP team involve a wide range of matters, a diverse group of internal and external stakeholders and a high degree of autonomy.

We encourage you to apply if you have an interest in FOI and Privacy and/or if you would like to apply your prior casework experience as you learn more about information management and access frameworks.

The successful candidate will have the opportunity to develop their information law experience and expertise through, among other things, efficient handling of FOI and Privacy requests in collaboration with a team of collegiate and experienced colleagues.

We are committed to providing a flexible, diverse and inclusive workplace. We are open to a range of flexible work arrangements including part-time and flexible work hours. We also arrange professional training in FOI and other specialist skills within the branch.

OCC strives to be an engaged, high performing and agile team. We value our reputation for professionalism and integrity and work collaboratively across AGD to further the strategic objectives of the department and the Attorney-General. We offer a diverse, safe and inclusive workplace with competitive employment conditions.

How you can help us make a difference

We seek people who bring external ideas, diverse experience, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively to solve problems, and work collaboratively to achieve outcomes.

FOI and Privacy casework suits applicants who enjoy engaging with clients and stakeholders, critical thinking and writing, and who have an interest in administrative decision-making and case management.

Our ideal candidate will:

- assist the department to meet its statutory obligations under the FOI Act and Privacy Act
- provide advice to, and work with, business areas to finalise FOI cases
- contribute to the development and improvement of best practice procedures and systems
- build and maintain relationships with various internal and external stakeholders
- liaise and consult on information access matters, and
- work flexibly and collegiately in response to changes in business demands.

Other qualifications: Legal qualifications are not essential but highly regarded.

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

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

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist athr.assist@ag.gov.auor 02 6141 6111 (Option 2).

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into four groups: • Australian Government Solicitor • Justice and Communities • Integrity and Security • Enabling Services. The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department.

To Apply

Position Contact	Jess Hockings, (02) 6141 3025
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=ED9561EE-B641-CC43-E737-ED384E

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Attorney-General’s

Vacancy VN-0772246

Attorney-General's Department

Closing Date:Sunday 13 September 2026

Information

Job Title	ICT Procurement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,672 - $113,413
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 6
Position Number	0267/26_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=5B64425C-8946-064C-DFA4-ED388CB6538E

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

Duties

Employment Opportunity

Attorney-General's Department is seeking an ICT Procurement Officer to work as part of a small team of ICT Professionals to support the Information Division achieve strategic and effective ICT procurement outcomes which are compliant with relevant rules and policies.Information Division provides IT services to the Attorney-General's Department including Royal Commissions. The services provided include infrastructure services, help desk support, IT security, application support, ICT project management and ICT contract and procurement services.

The advertised role sits within the Office of the CIO who supports the Chief Information Officer, and Information Division with ICT Procurement activities, ICT Financial Management, ICT Asset Management and ICT Governance and Co-ordination activities.

The key functions of this role are to:

- Assist with all aspects of ICT Procurement including approaches to market, procurement registrations and approvals and drafting contracts
- Provide support to internal stakeholders on all aspects of ICT procurement
- Track costs of ICT Procurement including payment of invoices and management of purchase orders.

How you can help us make a difference

We are seeking experienced ICT Procurement Professionals to work in a small but busy section of the department's ICT Division delivering procurement advice and services. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, are willing to explore innovative ways of working and work collaboratively to achieve outcomes.

Our ideal candidate will excel at the following selection criteria:

- Demonstrated experience in conducting ICT procurements in a government context including applying the Commonwealth Procurement Rules (CPRs), the Public Governance Performance Accountability (PGPA) Act.
- Experience using the Digital Transformation Agency BuyICT Portal to conduct and manage ICT Procurements.
- Contract development experience
- Planning, and organisational skills with an ability to manage competing priorities and demands
- Excellent oral and written communications skills and experience interacting with both business areas and IT individuals at all levels including executives
- Sound judgement in responding effectively to stakeholder needs, including demonstrated attention to detail, ability to develop internal and external relationships and work collaboratively to achieve results
- Support continuous improvement of procurement and contract processes and templates.

Other qualifications: Must hold a Certificate IV in Procurement and Contract Management.

Eligibility

To be eligible for employment at the Attorney-General’s Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

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

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist athr.assist@ag.gov.auor 02 6141 6111 (Option 2).

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into four groups: • Australian Government Solicitor • Justice and Communities • Integrity and Security • Enabling Services. The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department.

To Apply

Position Contact	Di Horton, 0419 263 443
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=5B64425C-8946-064C-DFA4-ED388C

Attorney-General’s

Vacancy VN-0772316

Australian Human Rights Commission

Closing Date:Tuesday 31 August 2027

Job Title	2026-2027 - Australian Human Rights Commission – Temporary Talent Register - Australian Public Service Classification Levels APS4 to APS6
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - WA WA, Various locations - TAS TAS, Various locations - NT NT, Various locations - SA SA
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid, Remote
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	Various
Agency Website	

Job Description

https://ahrc.recruitmentplatform.com/details.html?jobId=413&jobTitle=2026-2027%20-%20Australian%20Human%

Join Us in advancing Human Rights for all.

Temporary Talent Register – APS4 to APS6.

Are you passionate about achieving human rights outcomes? Do you want to be part of an agency that has human rights and equality front of mind to build an Australian society where every person is free and equal in dignity and rights?

The Australian Human Rights Commission (AHRC/the Commission) invites you to register your interest for non-ongoing employment opportunities that may arise, across a broad range of classifications, business areas and locations across Australia.

The register will be utilised to fill Non-Ongoing (temporary) vacancies, which may include full-time or part-time roles, depending on our business needs.

About Us

The Commission is Australia's national human rights institution. Together we work towards an Australian society in which human rights are respected, protected and promoted – where every person is free and equal in dignity and rights.

Our purpose is to ensure that all Australians have access to effective, independent complaints handling and public inquiry processes on human rights and discrimination matters, and benefit from our human rights education, advocacy, monitoring and compliance activities.

Come join us!

Be at the heart of transformative change and influence policy that affects lives across Australia. Join us in our mission to create a society where every individual's rights are respected and protected. Come join us and make a difference.

At the Commission, you will be respected, supported and encouraged to be your authentic self. We take pride in enabling our people to bring their unique perspectives and strive to create a safe space to work to build an Australian society where every person is free and equal in dignity and rights.

You will be able to help to ensure the Commission's purpose is fulfilled and influence the experiences of our clients when they are in the process of resolving their grievances.

You will receive many benefits such as:

- generous remuneration and working conditions including access to flexible working arrangements.
- professional career engagement: Enjoy opportunities for professional engagement, supportive learning and development and be part of a leading institution in the field of human rights.
- be part of an inclusive, diverse and collaborative work environment: work alongside passionate professionals who share your dedication to human rights, equality and stay connected with the community.

Duties

About the positions

The types of positions that may be filled from this register include, but are not limited to:

APS4 (Information Officer, Research and Administration Officer, Executive Assistant, Administrative Assistant, Project Coordinator; Project Support Officer)

- An APS Level 4 employee would generally be required to undertake tasks of moderate complexity and work under general direction to set priorities and to meet deadlines.
- Employees will provide specialist and administrative support that is informed and directed by sound knowledge in specific areas and may undertake some research and analysis activities, including (but not limited to) diary management, travel and accommodation arrangements, database, file and record management, coordination of communication streams such as correspondence and telephone calls.
- Assess client and stakeholder needs. Deliver integrated information meet customer needs.
- Assist clients across a range of services and work across one or more service delivery channels (telephone, face-to-face or processing).
- Undertake research, provide advice and write for a variety of audiences.
- Communicate and liaise with a wide range of people in a professional manner.

APS5 (Project Support Officer; Project Officer; Policy Officer; Research and Policy Officer; Project Coordinator)

- An APS Level 5 employee would generally be required to undertake work that is moderately complex to complex in nature and operate under limited direction.
- Accountable for organising their workflow and making independent decisions relating to an area of responsibility.
- Undertaking specialist or technical research and analysis, conduct investigations, and undertake procedural, clerical, administrative support or operational tasks.
- Developing, maintaining and nurturing networks and liaising with identified internal and external stakeholders across a range of constituencies, communities, government agencies and organisations.
- Providing policy and administrative support for Projects including the provision of secretariat support.
- Undertake research and present research themes, provide advice and write for a variety of audiences.
- Communicate and liaise with a wide range of people in a professional manner.

APS6 (Project Officer; Communications officer; Media Officer; Legal and Research Officer; Policy Officer; ICT Analyst)

- An APS Level 6 employee would generally be required to undertake work that is complex in nature, work under limited direction with the opportunity for reasonable autonomy and accountability.
- Providing high level advice within an area of specialisation with advice based on policies and legislation on programs to key stakeholders, including but not limited to the Director, Senior Executive, and other internal and external stakeholders.
- Well-developed research, analytic and written communication skills, with the ability to meet tight deadlines without compromising quality.
- Demonstrated specialist knowledge and understanding of various policy and human rights matters. Provide detailed technical, professional, and/or policy advice in relation to complex problems and may assist in strategic planning, program and project management and policy development.
- Plan and prepare quality submissions for high level meetings with a strategic purpose in mind, under the guidance of the strategy and engagement lead.
- Work under limited direction to ensure the smooth preparation for external meetings, including liaison with internal and external stakeholders.
- An ability to work collaboratively with colleagues and stakeholders to ensure that various stakeholder interests are recognised and managed positively and professionally.
- Demonstrated capacity for sound judgement and creative problem-solving including ability to consider and promote Commission wide benefits of activities.

AHRC are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds.

Positions available through this register vary in duration, noting you can be initially engaged for periods up to 12 months (with one contract extension or subsequent contract up to 6 months, with a total duration of 18 months).

We encourage you to submit your interest in temporary employment with the Commission.

Eligibility

To Apply

To apply, please click on the '*Apply Online'* button to the left of this advertisement.

Please provide your resume and a two-page statement outlining your interest in these APS levels your experience that would lead to impactful outcomes in the positions, identifying the skills and capabilities you bring. Please identify which levels - APS4; APS5; APS6 you wish to be considered for in your statement.

You are not required to address each selection criterion individually in your pitch; however, you should provide sufficient information to demonstrate how your skills, knowledge and experience are the right fit for the classification(s) you are expressing interest for. Please be accurate, succinct and show a clear connection with the positions that will become available within the Commission.

The successful candidate will demonstrate the ability to fulfill the requirements of the roles in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the AHRC.

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

For further information about this register, please email Jobs@humanrights.gov.au using the subject line: Temporary Talent Register – APS4 to APS6 enquiry.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AHRC offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate may be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This register is an expression of interest only. Registering your interest does not guarantee an offer of employment will be made.

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

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

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

About the Australian Human Rights Commission

To Apply

Position Contact	jobs@humanrights.gov.au, jobs@humanrights.gov.au
Agency Recruitment Site	https://ahrc.recruitmentplatform.com/details.html?jobId=413&jobTitle=202

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Attorney-General's

Vacancy VN-0772321

Australian Human Rights Commission

Closing Date:Tuesday 31 August 2027

Job Title	2026-2027 - Australian Human Rights Commission – Temporary Talent Register - Australian Public Service Classification Levels EL1 to EL2
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - WA WA, Various locations - SA SA, Various locations - TAS TAS, Various locations - NT NT, Various locations - VIC VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid, Remote
Classification	Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	

Job Description *https://ahrc.recruitmentplatform.com/details.html?jobId=415&jobTitle=2026-2027-%20Australian%20Human%20Ri*

About us

Join Us in advancing Human Rights for all.

Are you passionate about achieving human rights outcomes? Do you want to be part of an agency that has human rights and equality front of mind to build an Australian society where every person is free and equal in dignity and rights?

The Australian Human Rights Commission (AHRC/the Commission) invites you to register your interest for non-ongoing employment opportunities that may arise, across a broad range of classifications, business areas and locations across Australia.

The register will be utilised to fill non-ongoing (temporary) vacancies, which may include full-time or part-time roles, depending on our business needs.

About Us

The Commission is Australia's national human rights institution. Together we work towards an Australian society in which human rights are respected, protected and promoted – where every person is free and equal in dignity and rights.

Our purpose is to ensure that all Australians have access to effective, independent complaints handling and public inquiry processes on human rights and discrimination matters, and benefit from our human rights education, advocacy, monitoring and compliance activities.

Comejoin us!

Be at the heart of transformative change and influence policy that affects lives across Australia. Join us in our mission to create a society where every individual's rights are respected and protected. Come join us and make a difference.

At the Commission, you will be respected, supported and encouraged to be your authentic self. We take pride in enabling our people to bring their unique perspectives and strive to create a safe space to work to build an Australian society where every person is free and equal in dignity and rights.

You will be able to help to ensure the Commission's purpose is fulfilled and influence the experiences of our clients when they are in the process of resolving their grievances.

You will receive many benefits such as:

- generous remuneration and working conditions including access to flexible working arrangements.
- professional career engagement: Enjoy opportunities for professional engagement, supportive learning and development and be part of a leading institution in the field of human rights.
- be part of an inclusive, diverse and collaborative work environment: work alongside passionate professionals who share your dedication to human rights, equality and stay connected with the community.

Duties

About the positions

The types of positions that may be filled from this register include, but are not limited to:

EL1 (Business Analyst, Team Leader, Senior Advisor, Senior Project Officer, Senior Policy Officer, Campaign Manager, Media Advisor, Community Engagement Manager, Senior Lawyer)

- An Executive Level 1 employee would generally be required to undertake work that is very complex or sensitive and operate under broad direction.
- Exercise a considerable degree of independence and perform a leadership role.
- Exercise sound decision making and judgement to produce high level policy advice.
- Engage in complex problem solving and issues management and may coordinate and undertake detailed or sensitive projects that impact on strategic, political or operational outcomes for the agency.
- Responsible for actively managing key stakeholder relationships within and outside the agency and may manage one or more work teams.

EL2 (Director – Projects, Study Director, Principal Investigator, Senior Project Research Officer, Senior Project Lead, Senior Director)

- An Executive Level 2 employee would generally be required to undertake work with a high level of complexity or sensitivity and operate under broad direction.
- Exercise a significant degree of independence and perform an important leadership role.
- Responsible for influencing and developing strategy, policies, priorities and operational practices in support of agency objectives based on high level decision-making and judgement.
- Provide a high level of advice to senior management and Ministers as well as coordinating and assuming responsibility for highly complex or sensitive projects or work programs that have strategic, political and/or operational significance.
- Responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders and may lead a work team or teams.

AHRC are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds.

Positions available through this register vary in duration, noting you can be initially engaged for periods up to 12 months (with one contract extension or subsequent contract up to 6 months, with a total duration of 18 months).

We encourage you to submit your interest in temporary employment with the Commission.

Eligibility

Additional Information

To apply, please click on the ‘*Apply Online’*button to the left of this advertisement.

Please provide your resume and a statement (maximum of 2 pages) outlining your interest in these APS levels your experience that would lead to impactful outcomes in the positions, identifying the skills and capabilities you bring.

Please identify which levels – EL1 or EL2 you wish to be considered for in your statement.

You are not required to address each selection criterion individually in your pitch, however, you should provide sufficient information to demonstrate how your skills, knowledge and experience are the right fit for the classification(s) you are expressing interest for. Please be accurate, succinct and show a clear connection with the positions that will become available within the Commission.

The successful candidate will demonstrate the ability to fulfill the requirements of the roles in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the AHRC.

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

For further information about this register, please email: jobs@humanrights.gov.au, using the subject line: Temporary Talent Register – EL1 - EL2 enquiry.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AHRC offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate may be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

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

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To Apply

Position Contact	jobs@humanrights.gov.au, jobs@humanrights.gov.au
Agency Recruitment Site	https://ahrc.recruitmentplatform.com/details.html?jobId=415&jobTitle=202

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Attorney-General's

Vacancy VN-0772329

Australian Human Rights Commission

Closing Date:Tuesday 31 August 2027

Job Title	2026-2027 Australian Human Rights Commission – Section 26 Transfer, Temporary and/or Permanent Employment Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Various locations - WA WA, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - ACT ACT, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid, Remote
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	

Job Description

https://ahrc.recruitmentplatform.com/details.html?jobId=414&jobTitle=2026-2027%20Australian%20Human%20Rig

Join us in advancing Human Rights for all.

APS Section 26 Transfer - Temporary and Permanent - Employment Register

Are you passionate about achieving human rights outcomes? Do you want to be part of an agency that has human rights and equality front of mind to build an Australian society where every person is free and equal in dignity and rights?

The Australian Human Rights Commission (AHRC/the Commission) is seeking APS4, APS5, APS6, EL1 and EL2 level APS employees to register their interest on the *APS Section 26 Transfer - Temporary and Permanent - Employment Register*. This register is open to *ongoing APS employees* looking for a temporary or permanent mobility opportunity to the Australian Human Rights Commission (AHRC).

The register will be utilised to fill both Ongoing and Non-Ongoing (temporary) vacancies, which may include full-time or part-time roles, depending on our business needs.

About Us

The Commission is Australia's national human rights institution. Together we work towards an Australian society in which human rights are respected, protected and promoted – where every person is free and equal in dignity and rights.

Our purpose is to ensure that all Australians have access to effective, independent complaints handling and public inquiry processes on human rights and discrimination matters, and benefit from our human rights education, advocacy, monitoring and compliance activities.

Be at the heart of transformative change and influence policy that affects lives across Australia. Join us in our mission to create a society where every individual's rights are respected and protected. Come join us and make a difference.

At the Commission, you will be respected, supported and encouraged to be your authentic self. We take pride in enabling our people to bring their unique perspectives and strive to create a safe space to work to build an Australian society where every person is free and equal in dignity and rights.

You will be able to help to ensure the Commission's purpose is fulfilled and influence the experiences of our clients when they are in the process of resolving their grievances.

- You will receive many benefits such as:generous remuneration and working conditions including access to flexible working arrangements.
- professional career engagement: Enjoy opportunities for professional engagement, supportive learning and development and be part of a leading institution in the field of human rights.
- be part of an inclusive, diverse and collaborative work environment: Work alongside passionate professionals who share your dedication to human rights, equality and stay connected with the community.

Duties

About the positions

The types of positions that may be filled from this register include, but are not limited to:

APS4

- Information Officers
- Research and Administration Officers

- Executive Assistants
- Administrative Assistants
- Project Coordinators
- Project Support Officers

APS5

- Project Officers
- Policy Officers
- Research and Policy Officers
- Project Coordinators

APS6

- Project Officers
- Communications officers
- Media / Events Officers
- Legal and Research Officers
- Policy Officers

EL1

- Business Analyst
- Team Leader
- Senior Advisor
- Senior Project Officer
- Senior Policy Officer
- Campaign Manager
- Media Advisor
- Community Engagement Manager
- Senior Lawyer

EL2

- Director Projects
- Senior Project Lead
- Senior Director
- Senior Project Research Officer
- Principal Investigator
- Study Director

AHRC are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds.

Positions available through this register will vary in duration.

We encourage you to submit your interest in temporary employment with the Commission.

To Apply

To apply, please click on the '*Apply Online'* button to the left of this advertisement.

Please provide your resume and a two- page statement outlining your interest in these APS levels your experience that would lead to impactful outcomes in the positions, identifying the skills and capabilities you bring. Please identify which levels - APS4; APS5; APS6 you wish to be considered for in your statement.

You should consider the APS Work Level Standards when completing your statement to pitch how you are suited to the above-mentioned APS classifications.

You are not required to address each selection criterion individually in your pitch, however, you should provide sufficient information to demonstrate how your skills, knowledge and experience are the right fit for the classification(s) you are expressing interest for. Please be accurate, succinct and show a clear connection with the positions that will become available within the Commission.

The successful candidate will demonstrate the ability to fulfill the requirements of the roles in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the AHRC.

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

For further information about this register, please email Jobs@humanrights.gov.au using the subject line: *Section 26 Transfer, Temporary and/or Permanent Employment Register enquiry.*

Eligibility

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AHRC offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate may be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

Notes
This register is an expression of interest only. Registering your interest does not guarantee an offer of employment will be made.

Please note that this register is available to Ongoing Australian Public Service employees only*

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

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

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

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

About the Australian Human Rights Commission

To Apply

Position Contact	jobs@humanrights.gov.au, jobs@humanrights.gov.au
Agency Recruitment Site	https://ahrc.recruitmentplatform.com/details.html?jobId=414&jobTitle=202

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Attorney-General's

Vacancy VN-0771178

Federal Court of Australia

Closing Date:Monday 14 September 2026

Federal Court of Australia
Court and Tribunal Services

Job Title	Judicial and Registry Services Team Leader
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$99,734 - $111,701
Future Merit Locations	Brisbane
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 6
Position Number	0503-07-26
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

Reporting to the Director or Manager Court Services, the Judicial and Registry Services Team Leader has responsibility for delivery of high quality case management, court room and chambers support to the judicial officers of the courts and registry services to clients, legal practitioners, registrars, family consultants and community groups which support court users. The role has oversight of both judicial and registry services in the location, including:

- providing the initial point of contact that clients have with courts
- providing information on appropriate avenues for addressing client needs, assisting to solve their problems, and recommending appropriate options, resources or services both internal and external to the Court
- processing, filing and sorting documents, including quality assurance and archiving functions
- providing the initial point of contact for judicial officers of the courts with respect to chambers arrangements and other administrative matters
- working with Corporate Services to manage the recruitment, training and development of judges associates and support staff
- coordination of events and in-court support requirements.

Duties

Position Duties

The position of Judicial and Registry Services Team Leader requires a self-starter who thinks both strategically to solve problems facing the courts as well as seeks ongoing performance improvement. The responsibilities of the position include:

- leading and/or supporting teams of client services staff and associates, deputy associates, case coordinators and court officers to ensure high quality support to clients, legal practitioners, judicial officers, registrars, family consultants and community groups
- coordinating courts' operations including scheduling of events and providing reports on case management indicators
- providing statistical reports to case management and court services management teams in relation to trends and issues associated with local service provision
- managing change in a challenging and fast moving environment
- developing and maintaining positive, productive and collaborative relationships with the judiciary, the legal profession and community groups, and
- ensuring the policies and standards of the courts are promoted and maintained.

Eligibility

Selection Criteria

1. Demonstrated staff management, change management, leadership and development experience (preferably in a legal, courts or public service environment) and the ability to promote a team environment.
2. Relationship management capacity, including an ability to communicate effectively with people at all levels, including judicial officers, as well as strong interpersonal skills, including a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
3. Demonstrated sound organisational and problem solving skills including initiative, the ability to manage priorities, meet deadlines and work effectively under pressure.
4. Analytical and report writing skills with the ability to provide strategic advice on trends and policy to management.
5. Understanding of the public service operating environment including the requirement for legislative compliance, probity and accountability.

Notes

Eligibility

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

Australian citizenship – the successful applicant must hold Australian citizenship;

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

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

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

Diversity and Inclusion

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

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

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

How to Apply

As part of your application, you will be required to submit a two-page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 1000).

Please ensure this document is attached before submitting your application.

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

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

About the Federal Court of Australia

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

To Apply

Position Contact	Shane Boyle, (07) 3052 4305
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0772332

Federal Court of Australia

Closing Date:Wednesday 09 September 2026

Federal Court of Australia
Principal Registry and National Operations

Job Title	National Project Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$121,755 - $132,713
Future Merit Locations	Melbourne
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Candidate must work onsite at least three days per week.
Classification	Executive Level 1
Position Number	0606-08-26
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=D83E3E3D-4386-BD77-0603-ED49C6166738

Position Overview

The National Project Manager plays a critical role in supporting the strategic and operational priorities of the Federal Court.

This position leads a team responsible for managing projects that enhance the efficiency and effectiveness of the Court's judicial caseload and its chambers and registry operations which support the judicial work of the Court, while also overseeing governance frameworks and providing high-level executive coordination.

The role works closely with the Chambers of the Chief Justice to deliver outcomes aligned with the Court's objectives. The role requires strong project management skills, leadership abilities, strategic thinking, and the ability to engage with senior stakeholders including judges.

Duties

Position Duties

- Co-ordinate and assist in managing existing and new projects, including judge-led projects, that support the Court's strategic and operational goals, ensuring timely delivery, effective implementation, resource management, and stakeholder engagement.
- Coordinate and develop project plans and other project documentation, including scope, timelines, risk assessments, and reporting frameworks.
- Lead and manage project staff, providing oversight over their work and ensuring they are appropriately trained and resourced to effectively complete tasks.
- Ensure adequate and timely consultation with all external and internal stakeholders for any project.
- Coordinate the preparation of reports, meeting agendas, minutes, follow-up actions and reports for senior leadership committees and project groups – including judge led committees and project groups.
- Assist with implementation of projects and coordinating with all court staff and staff of the FCA Entity, who need to be involved in implementation of projects.
- Where necessary, support the development, implementation, and maintenance of governance frameworks, policies, and processes to promote best practices within the Court.
- Manage procurement activities, contracts and vendor relationships in accordance with Commonwealth requirements.
- Prepare high-quality reports, briefing notes, and recommendations to inform decision-making by the Chief Justice, Court's senior leadership and/or judges.

Eligibility

Selection Criteria

1. Project Management Expertise - Proven experience in managing complex projects, with a strong understanding of project management methodologies, risk management, and stakeholder engagement.
2. Governance and Compliance Knowledge - Demonstrated understanding of governance principles, public sector accountability frameworks, and legislative requirements relevant to the Court's operations.
3. Leadership, Management and Team Collaboration - Demonstrated ability to lead, manage and develop staff. Experience in applying People and Culture policies, procedures and practices, with the ability to foster a positive, collaborative and high-performing team environment, provide clear direction, and support staff development and wellbeing.
4. Executive Coordination, Communication and Judicial Engagement - Strong ability to coordinate executive functions, manage priorities, and prepare high-quality reports, briefings, and correspondence. Excellent written and verbal communication skills, with the ability to work effectively with judicial officers, senior executives, and other high-profile stakeholders, exercising sound judgement, discretion and professionalism when managing complex and sensitive matters.
5. Stakeholder Engagement and Relationship Management - Excellent interpersonal and negotiation skills, with the ability to engage and influence internal and external stakeholders.

6. Strategic Thinking and Practical Problem-Solving - Ability to analyse complex issues, provide strategic advice, and drive innovative solutions that enhance efficiency and effectiveness.
7. Strong Organisational and Analytical Skills - Ability to manage multiple priorities, work under pressure, and maintain attention to detail in a fast-paced environment.

Mandatory or desirable qualifications

- Demonstrated experience in project management, governance, or executive coordination, ideally within the public sector or judicial environment.
- Experience working with senior executives, government agencies, or legal institutions.
- Tertiary qualifications in law, public administration, business, or a related field (or equivalent experience) are highly desirable.

Notes

Artificial Intelligence (AI) in recruitment

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

Principles for candidate use of AI in Recruitment

Eligibility

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

Australian citizenship – the successful applicant must hold Australian citizenship.

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

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

How to apply

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

To apply, please complete the application form on the Court's careers portal. If you have any issues with applying, please email recruitment@fedcourt.gov.au

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

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

About the Federal Court of Australia

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

To Apply

Position Contact	Katrina Jobson, (03) 8638 6833
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=D83E3E3D-4386-BD77-0603-ED49C616(

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Attorney-General's

Vacancy VN-0772225

National Anti-Corruption Commission

Closing Date:Sunday 13 September 2026

Enabling Services ICT and Security Team

Job Title	Chief Information Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$150,692 - $169,800
Future Merit Locations	Brisbane, Melbourne, Sydney, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	072_08/26_PN1121
Agency Website	https://nacc.gov.au/

Job Description

https://nacc.nga.net.au/

About the National Anti-Corruption Commission

The NACC enhances integrity in the Commonwealth public sector by deterring, detecting, and preventing corrupt conduct involving Commonwealth public officials. It does this through education, monitoring, investigation, reporting and referral.

Working with us

This is an exciting time to join the NACC. We are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

NACC staff work in a complex and dynamic setting where exceptional judgement and an ability to achieve results is critical.

Successful candidates will have the ability to cooperate, manage, lead and perform successfully across corporate and operational functions.

About the Role

The position of Chief Information Officer (CIO) reports to the General Manager Enabling Services and will operate as part of the Enabling Services Branch in the National Anti-Corruption Commission (NACC). Operating under broad direction, the CIO will lead the ICT, property and security functions for the Commission.

Duties

The successful candidate will work under the general direction of the General Manager Enabling Services.

Key activities of this position include:

- Strategic leadership – provide leadership and management to develop and deliver a forward-looking ICT strategy for the Commission in alignment with its enabling and operational objectives.
- Team management – develop, mentor and lead the ICT, Property and Security team to maximise the contribution to effective service delivery.
- Manage ICT resourcing requirements, including budget development and management, oversight of complex procurement processes, contract negotiation and performance monitoring and management.
- ICT environment – oversee the ongoing maintenance and enhancement of the Commission’s Cloud IT environment, ensuring that systems and networks operate securely, reliably, effectively and efficiently across our various locations.
- Cybersecurity – Undertake the role of the Commission’s Chief Information Security Officer (CISO) to maintain and enhance the Commission’s cyber security posture through the development of robust cyber security policies and procedures and better practice approaches of threat identification and treatment.
- As Artificial Intelligence (AI) Accountable Official, manage AI use case approvals, develop and embed the AI Governance Framework, ensure organisational compliance with whole-of-government requirements, support the uptake of AI in line with Australian Government strategies, and drive organisational AI awareness.
- Oversee the Commission’s Protective Security function and lead the implementation of the Protective Security Policy Framework (PSPF) strategy and framework, including developing and implementing appropriate plans and frameworks to manage the Commission’s security risks to support a positive security culture.

- Oversee the Commission’s property portfolio ensuring property, accommodation and facilities arrangements support organisation priorities.

The NACC is a small agency. In addition to these activities, from time to time you may be asked to undertake tasks that are outside your usual span of duties but that are within the range of your capabilities. Supporting one another in this way provides opportunities for exposure across the agency and is an integral part of the NACC’s positive workplace culture.

Eligibility

Employment with the National Anti-Corruption Commission (NACC) is subject to the following conditions:

- **Citizenship** – Applicants must be an Australian Citizen.
- **Security Clearance** – this is a Designated Security Assessment Position. The occupant of this position will be required to undergo and maintain a security clearance to Negative Vetting 1.
- **Suitability assessmen**t – The NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but not limited to) detailed background, character, employment, police, and financial checks.
- **Probation** - A probation period will apply to any new ongoing engagement to the Australian Public Service.

Notes

Benefits of Working for the NACC

We offer attractive rewards and benefits to eligible employees, including:

- competitive rates of pay and 15.4% superannuation.
- generous paid parental leave for primary and secondary caregivers.
- an additional 3 days paid leave between Christmas and New Year.
- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.
- an option to purchase additional leave, up to 4 weeks per year.
- access to salary sacrificing, an
- access to studies assistance.

The NACC provides a service allowance of $2,039 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes

the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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

About the National Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	George-Philip, (02) 6203 8122
Agency Recruitment Site	https://nacc.nga.net.au/

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Defence

Vacancy VN-0771858

Department of Defence

Closing Date:Thursday 17 September 2026

Defence People Group
Reserve & Cadet Support

Job Title	Administrative Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT
Salary	$89,841 - $96,829
Future Merit Locations	Adelaide, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/04640/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6138BFF9-7C58-F436-D12C-ED49C69D850F

Duties

The Role

The successful Administrative Officer will report to the Policy Officer in the Employer Support and Service Protection (ESSP) team, and provide administrative assistance in support of the Defence Reserve Service (Protection) Act and the Employer Support Payment Scheme. As an APS 5 Administrative Officer, you will be accountable under limited direction to perform and achieve moderately complex procedural, operational and business support work within an integrated workforce.

The duties of the role include but are not limited to the following:

- Perform business-as-usual support activities and tasks that support the delivery of outcomes for ESSP, the ADF Reserves and Employer Support Directorate and across Defence.
- Support the coordination of administrative and business support activities for the ESSP team, including moderately complex policy, procedural, operational, administrative and business support activities, and managing workflow and resources.
- Engage and manage enquiries and situations regarding the Defence Reserve Service (Protection) Act 2001 and the Employer Support Payment Scheme
- Support the research and preparation of briefs, submissions, reports and returns relating to the responsibilities of the team and associated issues.

- Contribute to research and analysis in support of decisions regarding complex issues, long-term planning, policy/legislative review, projects and operational goals relevant to ESSP

About our Team

The Australian Defence Force Reserves and Employer Support (ADFRES) directorate resides in the Reserve and Cadet Support Division (RCSD) within Military Personnel Organisation (MPO). ADFRES provides direct support to ADF Reserves, their employers and ADF units. The Directorate comprises four teams: Employer Support and Service Protection (ESSP); National Priority and Planning (NPP); Regional Engagement (RE); and Policy and International Engagement (PIE).

The ESSP team is responsible for the facilitation of the Defence Reserve Service (Protection) Act 2001, which provides protections for both reservists undertaking various forms of Defence service and their civilian employers. The ESSP team is also responsible for the administration of the Employer Support Payment Scheme (ESPS), which provides financial assistance to employers of reservists and to self-employed reservists, when the reservist is absent from their civilian workplace on eligible periods of Defence service.

Our Ideal Candidate

Our ideal candidate will be a self-starter who can work under broad direction and act relatively independently. Our ideal candidate will be able to demonstrate how they are able to:

- Quickly develop an understanding of policy, procedural and administrative information and apply the skills, knowledge and experience necessary to resolve issues, provide advice or a service.
- Manage enquiries into issues, including those that may be moderately complex and sensitive.
- Deliver advanced written and verbal communication, analysis and fact-finding skills.
- Consider and effectively manage competing priorities, driving own workload supporting team goals.
- Display sound judgement and the ability to identify and advise on risks.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Juris Jaudzems, 08 7008 4454
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6138BFF9-7C58-F436-D12C-ED

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Defence

Vacancy VN-0772060

Department of Defence

Closing Date:Sunday 13 September 2026

Capability Acquisition and sustainment Group
Joint Aviation Systems division

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$99,733 - $112,431
Future Merit Locations	Enoggera
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location
Classification	APS Level 6
Position Number	CASG/04806/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=62511F25-25BA-2FF1-6448-ED36EB6C2387

Duties

The Role

The APS 6 Contract Management Officer supports delivery of the Australian Army's AH64E Apache capability under LAND 4503, with a primary focus on management of the Apache Initial Support Contract. Working with a high degree of autonomy, the role manages contract administration, variations and extensions, monitors supplier performance, and implements risk mitigation measures to ensure contracted services are delivered on time, within budget and to the required quality.

The position provides direct support to the EL 1 Contract Manager and works closely with Defence stakeholders and industry partners to address complex commercial and performance issues. The role requires sound knowledge of Commonwealth procurement frameworks, strong judgement in applying legislative and policy requirements, and the ability to contribute to governance reporting, supplier performance reviews and continuous improvement of contract management practices.

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

About our Team

The Attack Helicopter Systems Program Office (AHSPO) is delivering LAND 4503, the Apache Attack Helicopter. A $4B acquisition of 29 AH-64E Apache helicopters via Foreign Military Sale to replace the Tiger ARH. AHSPO will support the Joint Force of the late 2020s and beyond to fight and win the land battle. As the Apache Helicopter project is an emerging capability, the team, which comprises of ADF, APS and Contractor staff, is rapidly growing.

Whilst this role is based in Gallipoli Barracks, Enoggera, our growing Apache team is split between Canberra, Brisbane, and Townsville. You will have the opportunity to contribute to the delivery of high-value, advanced Defence capabilities, whilst being rewarded with a professional, inclusive and supportive team.

Our Ideal Candidate

Our ideal candidate is an experienced contract management professional who can operate confidently in a complex environment. You will have a strong working knowledge of Commonwealth procurement frameworks and the judgement to manage contract changes, supplier performance and risk with minimal supervision. You are comfortable engaging with industry stakeholders on difficult issues and can provide clear, practical advice grounded in policy and commercial realities. You will be organised, detail focused and able to prioritise competing demands while supporting governance and reporting requirements.

Just as importantly, you will be proactive, willing to challenge poor performance, and focused on outcomes that support delivery of the Apache capability. Experience in large acquisition or sustainment programs will be highly regarded.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Glenn Brown, 0402 817 531
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=62511F25-25BA-2FF1-6448-ED3

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Defence

Vacancy VN-0772061

Department of Defence

Closing Date:Wednesday 16 September 2026

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Engineering Support Lead
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	$99,733 - $112,431
Future Merit Locations	Adelaide
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	CASG/04390/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6A2F3B18-6BD7-0FF7-D72E-ED36EC214B67

Duties

The Role

Reporting to the Engineering Services Manager, the Engineering Support Lead works within the SILSPO MC-55A Peregrine Sustainment Management Unit (SMU) and is accountable for leading and coordinating a broad range of engineering support activities within an integrated workforce environment including but not limited to:

- Provide engineering technical leadership and mentoring to MC-55 staff.
- Acting as the engineering interface between the SMU and Industry engineering organisations.
- Managing incoming and outgoing engineering data, ensuring appropriate stakeholder communication and actioning.
- Refine and evolve the MC-55 Engineering Management System and supporting processes.
- Conducting engineering data analysis and supporting requirements reviews, defect investigations, metrics reporting and technical assessments to support airworthiness and regulatory outcome, aircraft systems technical integrity and safety.
- Preparing engineering reports, tracking actions, and providing engineering status updates.
- Contributing to the planning and coordination of engineering support activities, maintenance requirements and technical reviews to support the ongoing sustainment of a multi-role platform with advanced Communications, Networking and Reconnaissance capability.

Workplace flexibility can be negotiated subject to meeting operational needs of the role including regular access to Defence Sites. Applicants may be able to commence on a “Negative Vetting Level 1” Clearance, however ongoing employment will be subject to attaining a Positive Vetting Clearance.

The successful candidate will be required to undertake work on and be provided with technical information pertaining to Defence articles of United States of America (US) origin. In accordance with the US International Traffic in Arms Regulations (ITAR), any applicant who holds, or has previously held, citizenship or permanent residency of a country other than Australia will be required to declare and indicate the country or countries of citizenship or permanent residency. Restrictions on access to Defence articles and associated technical data subject to the ITAR by dual national employees may apply.

About our Team

SILSPO is the acquisition and sustainment agency for leading-edge Surveillance, Intelligence, and Aeronautical Life Support capabilities. It acquires, integrates, transitions, and supports these capabilities in service to provide the joint force with a decisive warfighting advantage. SILSPO is responsible for the MC-55A Peregrine and Aeronautical Life Support Equipment (ALSE), including aerial systems, ground control segments, simulator and training systems, associated infrastructure, and ongoing support arrangements.

The organisation brings together all elements of the Fundamental Inputs to Capability (FIC) to ensure a seamless transition to service and the achievement of Initial Operational Capability (IOC) and Final Operational Capability (FOC) on time and within budget. SILSPO operates as an integrated workplace comprising ADF, APS, and contracted personnel.

Our Ideal Candidate

You will be managing a small team of Commonwealth and contractor staff. To be successful in this role, you will be a motivated and capable engineering professional with strong stakeholder engagement, communication and reporting skills. You will have the ability to build effective working relationships across a diverse range of internal and external stakeholders, including Defence and industry partners.

You will be an analytical thinker with sound judgement, capable of assessing technical information, identifying risks and developing practical solutions to complex engineering challenges. A proactive and self-driven approach is essential, as is the ability to work independently, manage competing priorities and deliver outcomes in a fast-paced environment.

You will demonstrate strong attention to detail, a commitment to quality and the ability to produce clear, accurate and timely engineering documentation. We are seeking a collaborative team player

who is adaptable, resilient and able to thrive in a dynamic Defence sustainment environment while contributing positively to team objectives and organisational outcomes.

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.

Mandatory Qualifications:

A role in this engineering occupation requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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

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To Apply

Position Contact	David Lai, 08 7374 3554
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6A2F3B18-6BD7-0FF7-D72E-ED

Defence

Vacancy VN-0772075

Department of Defence

Closing Date:Sunday 13 September 2026

Capability Acquisition and sustainment Group
Joint Aviation Systems Division

Job Title	ILS Manager - Sustainment
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$124,393 - $140,315
Future Merit Locations	Enoggera
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	Executive Level 1
Position Number	CASG/04794/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=78AD1E27-11B4-43E3-E44E-ED36EBEA9D46

Duties

The Role

Within the Materiel Logistics function, the EL 1 ILS Manager – Sustainment is accountable under broad direction for leading and assuring complex to very complex logistics outcomes within an integrated APS, ADF and industry workforce.

The role is responsible for the design, establishment and governance of the supply system supporting acquisition, introduction into service and sustainment of the AH64E Apache capability; a program valued in excess of $5B and subject to significant scrutiny and assurance requirements.

Key responsibilities include leadership and management of the Apache SPO logistics workforce; governance of FMS and DCS materiel receipt, codification and in lay; oversight of contractor

managed warehousing and OEM Performance Based Logistics arrangements; and assurance of compliance with Defence logistics policy and manuals.

The role engages closely with the Project Manager, Product Manager, Army units and industry partners to manage sustainment risk and ensure fleet readiness.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technologies. The ITAR is United States (US) law that controls the manufacture, sale, use and access of defence and military end-use articles on the United States Munitions List. It is the policy of the US to deny exports of ITAR controlled technologies to proscribed countries. This may also apply to access by persons who hold or have held a citizenship, or current permanent residency, of said countries. Defence utilises workforce mechanisms to mitigate these restrictions, which will require applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects citizenship details to confirm an applicant’s eligibility for the role and to maintain compliance with international obligations.

About our Team

The Attack Helicopter Systems Program Office (AHSPO) is delivering LAND 4503 Apache Attack Helicopter – the $4B acquisition of 29 AH-64E Apache helicopters via Foreign Military Sale to replace the Tiger ARH. As the Apache Helicopter project is an emerging capability, the team, which comprises of ADF, APS and Contractor staff, is rapidly growing.

Whilst this role is based in Gallipoli Barracks, Enoggera, our growing Apache team is split between Canberra, Brisbane, and Townsville. You will have the opportunity to contribute to the delivery of high-value, advanced Defence capabilities, whilst being rewarded with a professional, inclusive and supportive team.

Our Ideal Candidate

Our ideal candidate is an experienced ILS Manager, preferably with experience delivering integrated logistics outcomes in complex, regulated environment. Experience in aviation acquisition, aviation sustainment and/or Foreign Military Sales programs is highly regarded.

To be successful in this role, you will:

- Provide confident leadership and people management, building a high performing integrated APS, ADF and industry logistics team.
- Apply sound judgement and assurance to the design, governance and continuous improvement of logistics and supply systems across acquisition, introduction into service and sustainment.
- Demonstrate strong knowledge of logistics policy, compliance and sustainment governance, and the ability to operate effectively under scrutiny.

- Engage credibly with senior stakeholders, including Army, CASG, industry and OEM partners, to manage risk and deliver sustainment readiness for the AH64E Apache capability.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	LTCOL Jeremy Mellor, 07 4430 0862
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=78AD1E27-11B4-43E3-E44E-ED

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Defence

Vacancy VN-0772083

Department of Defence

Closing Date:Thursday 10 September 2026

Defence People Group Joint Health Command
Joint Health Command

Job Title	ADF Rehabilitation Case Manager
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$99,733 - $112,431
Future Merit Locations	Darwin
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 6
Position Number	DPG/04861/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8EDBC314-78EA-217C-BDBE-ED372727FA5A

Duties

The Role

An opportunity exists for an experienced Rehabilitation Case Manager to oversee occupational rehabilitation service delivery to Australian Defence Force (ADF) members in Joint Health Unit Central Australia. The successful candidate will lead a team of contracted rehabilitation consultants, who are responsible for the day-to-day delivery of occupational rehabilitation services.

Working within a multidisciplinary healthcare team, the APS 6 Rehabilitation Case Manager will manage the development and delivery of coordinated occupational rehabilitation services, while exercising legislative delegations under the Military Rehabilitation and Compensation Act and the Safety Rehabilitation and Compensation Act (Defence Related Claims) as necessary.

A key aspect of this role is liaison with ADF member’s Commanding Officers, their delegates and other relevant

stakeholders to ensure that each member’s occupational rehabilitation goals are specific, measurable, and achievable. They will also provide technical support and oversight of complex case management as required.

This position reports to the Health Centre Manager, with technical guidance provided via the Regional Rehabilitation Manager. The position is part of a broader Rehabilitation Case Management team which provides a network of support in the specialised area of occupational rehabilitation.

About our Team

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

Health care services are delivered through eight Joint Health regions across Australia. The APS 6 Rehabilitation Case Manager position is part of Joint Health Unit - Central Australia and can be based at either RAAF Base Darwin or Larrakeyah Barracks. Each Joint Health Unit facility provides a range of services which can include medical, nursing, dental, physiotherapy, mental health, rehabilitation, and in-patient care.

The JHC workforce is an integrated, multi-disciplinary team of Defence members, civilians, contractors and professional health providers. We work together to manage around one million patient health service interactions with Defence members each year.

Our Ideal Candidate

An enthusiastic self-starter, our ideal candidate will have experience in the injury management environment using a bio-psychosocial model of practice. They will demonstrate strong technical skills and knowledge in complex rehabilitation case management and possess a sound understanding of legislative frameworks and Defence’s mission and policy requirements.

They must be able to exercise both initiative and judgment in the interpretation of policy and in the application of practices and procedures. They must have excellent communication and negotiation skills and have the ability to develop productive relationships across various stakeholders both internal and external to Defence. The ability to anticipate, identify, and respond to the needs and expectations of these stakeholders is important.

The ideal candidate will be committed to ongoing self-improvement and professional development, and have experience in leading, mentoring and coaching teams to deliver optimal outcomes. They must be prepared to travel periodically to the Defence facilities within their area of responsibility.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Must meet one of the following criteria:

- Be a registered health practitioner who is registered to practise as one of the following health professions, occupational therapist, physiotherapist, psychologist, medical practitioner, nurse; or
- Be a rehabilitation counsellor who holds full membership of the Australian Society of Rehabilitation Counsellors or Rehabilitation Counselling Association of Australia; or
- Be a social worker with full membership of the Australian Association of Social Workers; or
- Be an exercise physiologist who is accredited with Exercise and Sports Science Australia.

Notes

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To Apply

Position Contact	Sam Tibbits, 08 7374 2324
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8EDBC314-78EA-217C-BDBE-E

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Defence

Vacancy VN-0772096

Department of Defence

Closing Date:Monday 14 September 2026

Army
2nd Division

Job Title	Administration and Customer Service Officer
Job Type	Full-Time, Ongoing
Location	Karrakatta WA
Salary	$81,868 - $89,377
Future Merit Locations	Karrakatta
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 4
Position Number	ARMY/04841/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C8BB275F-8DC7-07AB-DDCE-ED37D8030063

Duties

The Role

The Administration Officer APS 4 is responsible for delivering day-to-day administrative support within 109 Signal Squadron (109 Sig Sqn), contributing to the Squadron's role in providing communications support to Defence elements across Western Australia as part of the 8th Signal Regiment's national support to the 2nd Division's domestic operational requirements.

As the Administration Officer, you will work within a small and collaborative team while engaging with peers across the 8th Signal Regiment and other Defence organisations nationwide. The role supports the effective administration, coordination, and delivery of personnel and business support functions, ensuring the Squadron can successfully meet its operational and training commitments.

The Administration Officer APS 4 is accountable for the timely management and distribution of information through Defence systems, including Objective, Outlook and Mercury. You will provide administrative support to Squadron personnel, assist with stakeholder enquiries, and contribute to maintaining effective business processes and governance across the unit. Guidance and support will be provided to enable your success in the role.

Duties may include, but are not limited to:

- Perform routine administrative and business support activities that contribute to the effective functioning of 109 Signal Squadron.
- Respond to administrative, personnel and business support enquiries and maintain accurate records and files in accordance with Defence policies, procedures and regulations.
- Manage the flow of information and correspondence through Defence information management systems, including Objective, Outlook and Mercury.
- Build and maintain productive working relationships with Squadron personnel, stakeholders and administrative staff across Defence.
- Work within Defence human resource systems to retrieve and provide information in support of ADF personnel administration.
- Assist with governance activities, including audits, file musters, reports and returns.
- Act as a key point of contact for Squadron personnel, providing timely assistance and support for administrative enquiries during business hours.
- Support the coordination of personnel administration, postings, leave management, training records and other workforce-related processes.
- Listen and respond to stakeholder requirements, adapting to changing priorities and business needs to achieve outcomes under limited direction.
- Contribute to a positive team environment and actively participate in team activities that support the Squadron's mission and objectives.

About our Team

The 8th Signal Regiment is a nationally focused regiment that provides communications capabilities in support of the 2nd Division's domestic operational requirements across Australia. As part of this national mission, 109 Signal Squadron delivers communications support to Defence elements within Western Australia, contributing to the Regiment's broader domestic operations effect.

As a member of 109 Signal Squadron, the successful candidate will work within a small, collaborative team while engaging with peers across Australia. The role involves supporting the delivery of a range of administrative tasks and processes, contributing to the effective coordination and execution of Squadron and Regimental activities.

Our Ideal Candidate

- Demonstrated organisational skills at a high level to provide day to day administrative support to Executives.
- Knowledge, or the ability to quickly acquire knowledge of the role and functions of the Commission to support business priorities.
- Demonstrated ability to work in productive partnership to optimise performance and achieve business results.
- Ability to work with broad supervision, and to identify priorities to meet competing deadlines.
- Effective written communication skills, including the ability to draft various forms of documents and correspondence, and concisely summarise information.
- Ability to communicate with influence and work collaboratively to resolve complex issues.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Ethan Mortimore, 07 3903 5467
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C8BB275F-8DC7-07AB-DDCE-E

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Defence

Vacancy VN-0772108

Department of Defence

Closing Date:Monday 14 September 2026

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Explosive Ordnance Systems Engineering Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Rockingham WA
Salary	$124,393 - $140,315
Future Merit Locations	Canberra, Rockingham
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	GWEO/04886/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EC6BA4F2-DA94-64DC-3339-ED37D9A2B97F

Duties

The Role

Are you an experienced engineer looking for a meaningful engineering role to apply your skills?

Opportunities are available to join our dynamic and vibrant Defence project team. If you are searching for new career opportunities with an agile, empowering, positive and open organisation, this could be the role for you!

You will spend your days:

- Leading a team to deliver high quality engineering activities.
- Investigating, analysing and reporting on engineering concepts and risks.
- Planning and delivering critical engineering activities.
- Providing advice to stakeholders.
- Mentoring junior members.
- Enabling good inventory decisions with quality and timely engineering advice.

Working towards and obtaining your Engineering Delegation within six months of commencement.

Your ability to analyse and apply systems of work, government decision-making and Defence's mission and policy requirements will be key to allowing you to deliver outcomes.

Please be advised, these positions are on-site and cannot be done remotely.

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

About our Team

GWEO Maritime & Maintenance Branch is part of the Guided Weapons & Explosive Ordnance Systems Division. Our team consists of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Amberley, Melbourne, Stirling and the US, and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

We are dedicated to work-life balance, and flexible working arrangements, and invest in training and development to ensure your time is deeply rewarding.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. You will enjoy experiences and opportunities that you simply would not get with any other organisation.

Our Ideal Candidate

Our ideal candidates will:

- Be a highly proactive and organised engineer.
- Have demonstrated experience in leading a team to deliver high quality engineering activities, including producing detailed engineering reports and artifacts, presenting information and advice to inform executive decision making.
- Have a background in mechanical, chemical or electrical engineering.
- Be a clear and concise communicator (written and verbal), strong leader and team player, able to analyse, interpret and apply engineering guidance, policy and regulations, influence stakeholders and evaluate strategies to achieve outcomes.
- Take the initiative to resolve issues by identifying and developing ideas through analysis of alternative courses of action, whilst identifying their implications and associated risks.

If you are someone who:

- Enjoys supporting challenging and highly complex activities.
- Is creative, pragmatic and solutions focused.
- Is not afraid to challenge the traditional ways of doing business.

Then this is the role for you!

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This 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.

Notes

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

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

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To Apply

Position Contact	Francis Healy, 03 8848 7218
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EC6BA4F2-DA94-64DC-3339-ED

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Defence

Vacancy VN-0772117

Department of Defence

Closing Date:Monday 14 September 2026

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Publications Manager
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$99,733 - $112,431
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	CASG/04863/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=67609764-9B7F-E245-BDD7-ED37DA4474B3

Duties

The Role

Are you able to build effective relationships throughout an Organisation? Do you want to be a key contributor to Australia's Army Aviation capability?

If so, you may be well suited to the role of APS 6 Publications Manager within our Attack Helicopter Systems Program Office (AHSPO) located in Brisbane, QLD.

As the APS 6 Publications Manager you will be responsible to provide assurance and data knowledge to support technical and engineering activities and ensure quality and compliance with appropriate technical delegations commensurate with relevant legislative, policy and regulatory frameworks.

You will interpret and provide advice to management in accordance with Defence Policy and Procedures. You will be expected to engage with stakeholders, investigate, report, develop, evaluate, advise and implement policies, procedures, practice and manage resources specific to assurance and data specifications to support AHSPO. This position is key to the delivery of integrated engineering logistic support to AHSPO.

About our Team

The Attack Helicopter Systems Program Office (AHSPO) is delivering LAND 4503 Apache Attack Helicopter – the $4B acquisition of 29 Apache helicopters (AH-64E) via Foreign Military Sale to replace the Tiger Armed Reconnaissance Helicopter (ARH). AHSPO will support the Joint Force of the late 2020s and beyond to fight and win the land battle. As the Apache Helicopter project is an emerging capability, the team, which comprises of ADF, APS and Contractor staff, is rapidly growing.

Whilst this role is based in Gallipoli Barracks, Enoggera, our growing Apache team is split between Canberra, Brisbane, and Townsville. You will have the opportunity to contribute to the delivery of high-value, advanced Defence capabilities, whilst being rewarded with a professional, inclusive and supportive team.

Our Ideal Candidate

We are looking for an experienced Publications Manager to work within a Sustainment Engineering Team. Candidates who can demonstrate an ability to rapidly acquire the requisite skills will also be considered.

To be successful in this role, you will:

- Have proven experience within Aviation technical data management.
- Have knowledge and experience or the ability to gain the knowledge in technical and engineering activities, quality and compliance with appropriate technical delegations commensurate with relevant legislative, policy and regulatory frameworks.
- Possess the ability to build positive relationships and communicate with stakeholders.
- Have well developed verbal and written communications skills.
- Always act in a manner in accordance with the Defence Policies.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Chris Stark, 07 3903 8226
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=67609764-9B7F-E245-BDD7-ED

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Defence

Vacancy VN-0772131

Department of Defence

Closing Date:Sunday 13 September 2026

Australian Defence Force HeadQuarters
Capability Coordination

Job Title	Deputy Executive Security Advisor
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$124,393 - $140,315
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	ADFHQ/04898/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E0424326-54BA-76EA-C627-ED3814255799

Duties

The Role

Command Support Branch is seeking a high-performing EL1 Deputy Executive Security Advisor to support the Vice Chief of the Defence Force Group (VCDFG) in the delivery of security governance, assurance, compliance and risk management outcomes.

As the VCDFG Deputy Executive Security Advisor and Command Support Branch Security Officer, you will provide trusted advice to senior leaders, manage complex security matters and contribute to the continual improvement of VCDFG's security posture.

You will lead the coordination and delivery of security services across VCDFG, including:

- Security governance and assurance;
- Personnel security and clearance sponsorship, including Personnel Security Risk Sharing;
- Security incident management and reporting;
- Overseas travel security briefings and debriefings;
- Security awareness and communication activities;
- Security standing orders management;
- Security on and off boarding processes;
- Business continuity planning activities;

- Support to various Defence security committees and governance forums;
- Management and support of the VCDFG Security Officer and COMSO Network; and
- Fraud and corruption activities.

You will engage extensively with senior Defence leaders, Security and Estate Group, enterprise Executive Security Advisors, security officers and other internal and external stakeholders to identify risks, influence outcomes and strengthen security culture across VCDFG.

This role requires sound judgement, strategic thinking and the ability to balance competing priorities while delivering high-quality outcomes in a dynamic environment.

The successful applicant will have access to relevant learning and development opportunities to support success in the role.

About our Team

The VCDF Security team are within Command Support Branch. The VCDF Security team serves as the principle security advisory function for VCDFG. The team supports security governance, personnel security, security risk management, compliance monitoring, and security awareness, governance committee engagement, while supporting Business Continuity and Fraud and Corruption activities.

Working closely with security stakeholders across Defence, the team helps safeguard Defence personnel, information and capabilities

Our Ideal Candidate

We are seeking a motivated and adaptable leader who can operate confidentially within a multidisciplinary security and governance environment.

The Successful applicant will demonstrate:

Shapes Strategic Thinking

- Proven ability to analyse complex security issues and identify practical, risk-based solutions.
- Experience providing strategic advice to senior leaders and influencing decision-making.
- Strong understanding of security governance, compliance and assurance principles.

Achieves Results

- Ability to manage multiple competing priorities and deliver high-quality outcomes under pressure.
- Experience leading projects, implementing process improvements and driving organisational outcomes.
- Strong organisational skills and commitment to continuous improvement. Cultivates Productive

Working Relationships

- Proven ability to build and maintain relationships across diverse stakeholder groups.
- Experience working collaboratively across organisational boundaries to achieve shared outcomes.
- Ability to mentor, support and guide others in security-related responsibilities.

Exemplifies Personal Drive and Integrity

- Demonstrated professionalism, sound judgement and commitment to Defence and APS Values.
- Ability to provide frank and fearless advice while effectively managing sensitive information.
- Resilience and adaptability in a complex operating environment.

Communicates with Influence

- Excellent written and verbal communication skills.
- Ability to prepare and deliver executive correspondence, briefs, committee papers and reports.
- Ability to tailor communication for diverse audiences and influence stakeholders.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Shafeen Mustaq, 02 5108 4338
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E0424326-54BA-76EA-C627-ED

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Defence

Vacancy VN-0772132

Department of Defence

Closing Date:Sunday 13 September 2026

Security and Estate Group
Service Delivery Division

Job Title	Support Product Owner & Sustainment Officer
Job Type	Full-Time, Ongoing
Location	Bandiana VIC, Canberra ACT, Melbourne VIC
Salary	$89,841 - $96,829
Future Merit Locations	Bandiana, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 5
Position Number	SEG/04604/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C2626651-179E-7F1D-8597-ED381434D9ED

Duties

The Role

Exciting opportunities are available to join one of the newest and quickest growing Directorates in Defence. The Directorate of Digital Service Delivery is a high performing team leading digital integrated service delivery transformation across the organisation. This work is strongly connected and closely aligned with the Defence Transformation and Integrated Service Delivery Framework.

The projects and changes being delivered across service delivery in Defence are both highly valued by Australian Defence Force members and their families, and are highly visible and important to our Senior Leadership Group.

The roles in the Service Delivery and Product Sustainment teams will support continuous digital product improvements and the implementation of new products. If you have experience in delivering solutions to make a difference to customers and enjoy a hands-on role working alongside Industry Partners to ensure outcomes within agreed timeframes, then this role is for you. This position works as part of a blended team comprising APS and Industry partners in the delivery of digital services for Defence.

About our Team

The South East Zone is one of three zones within the Service Delivery Division that provide essential, on-the-ground services and support to Defence personnel around Australia. The Directorate of Digital Service Delivery has a customer-first, user-centred, agile focus and thrives on working closely with teams across our organisation to solve problems and deliver simple, guided and integrated solutions. Members of our team are passionate about improving service delivery and enjoy the challenge of working in a fast-paced and rewarding environment.

We promote a culture of excellence and curiosity to deliver exciting and challenging high profile projects that build a better, smarter digital future for Defence capability. We offer flexible work arrangements, a great work-life balance and access to the best nationally recognised training and development programs in the market to facilitate professionalisation and career advancement opportunities.

Our Ideal Candidate

The successful candidates will be passionate about improving service delivery and will have the ability to work in a fast-paced environment. They will have well-developed planning and project management skills, together with the ability to problem solve, prioritise tasks effectively and work collaboratively as part of an integrated team of Australian Public Service (APS) and Industry Partners.

They will demonstrate a high level of communication and negotiation skills required for effective stakeholder engagement, and the ability to think strategically to plan, develop and implement service delivery outcomes that achieve program objectives. They will bring their mindset of customer advocacy to constantly find new ways to support our users and ensure their digital services' needs are being met.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Dillon Cotter, 03 9282 7938
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C2626651-179E-7F1D-8597-ED3

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Defence

Vacancy VN-0772139

Department of Defence

Closing Date:Sunday 13 September 2026

Naval Shipbuilding and Sustainment Group
Patrol Boats and Specialist Ships

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $112,431
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	NSSG/04816/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5579B643-D82B-09A5-9C82-ED38157E0C63

Duties

The Role

As an APS 6 Project Manager, you will play an important role in delivering Defence capability outcomes by managing complex project activities within a dynamic and integrated workforce. Working under broad direction, you will coordinate project inputs and support the delivery of project objectives through effective management of schedules, risks, budgets, resources and stakeholder relationships.

You will exercise sound judgement, initiative and professionalism when interpreting policies, procedures and project requirements, providing informed advice and recommendations to stakeholders and decision-makers. You will contribute to project planning, governance, reporting and assurance activities, including preparing briefs, submissions, correspondence and other documentation for senior leaders.

The role requires strong analytical and problem-solving skills to identify risks, resolve issues and implement practical solutions to support project delivery. Working collaboratively across Defence, industry and government, you will build productive relationships, negotiate effectively and contribute to team success. You may also lead or mentor staff, manage workflows and support capability development. Success in this role requires a commitment to achieving outcomes while ensuring compliance with Defence policies, frameworks and regulatory requirements.

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

About our Team

The Offshore Patrol and Specialist Ships (OPSS) Branch is a high-performing, forward-focused team delivering a diverse and evolving portfolio of maritime procurements that underpin future naval capability. Alongside current projects acquiring the Arafura class Offshore Patrol Vessels, Young Endeavour Replacement, and Evolved Cape Class Patrol Boats, we are actively shaping and preparing for the next generation of acquisitions, ensuring we remain at the forefront of continuous shipbuilding.

Our culture strikes a strong balance between professionalism and authenticity we value independent thinking, fresh perspectives, and the confidence to challenge constructively. People are trusted to bring their whole selves to work, contributing ideas openly while staying aligned to shared goals. It’s an environment where initiative is encouraged, collaboration is natural, and individuals are empowered to make an impact supported by a team that is committed, capable, and quietly driven to deliver results.

Our Ideal Candidate

Our ideal candidate is a motivated, adaptable and outcomes-focused professional who thrives in a collaborative environment and enjoys contributing to the successful delivery of complex projects. You will possess strong organisational and planning skills, sound judgement and the ability to effectively manage competing priorities while maintaining attention to detail and delivering high-quality outcomes.

You will be a confident communicator with strong interpersonal skills, capable of building productive relationships with a diverse range of stakeholders across Defence, industry and government. You will work effectively both independently and as part of a multidisciplinary team, using initiative and critical thinking to analyse information, identify risks, resolve issues and develop practical solutions.

The successful candidate will demonstrate strong coordination and stakeholder engagement skills, the ability to communicate clearly and professionally both verbally and in writing, and a commitment to continuous improvement. You will understand the importance of governance, accountability and compliance and be comfortable working within established policy and regulatory frameworks. Most importantly, you will be adaptable, resilient and able to respond effectively to changing priorities within a complex and evolving environment.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jean Cormick, 02 5131 3387
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5579B643-D82B-09A5-9C32-ED3

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Defence

Vacancy VN-0772142

Department of Defence

Closing Date:Sunday 20 September 2026

NAVY
Fleet Command

Job Title	Senior Engineer Signature Development
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	$124,393 - $140,315
Future Merit Locations	Garden Island
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	NAVY/04557/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=298CCA97-6177-1475-5A2D-ED3813BA9F26

Duties

The Role

Through analysis of naval platform underwater signatures, the RAN Maritime Warfare Centre (MWC) Signature Analysis and Ranges (SAR) Division supports current and future Navy platforms throughout the product life cycle. This analytic function is essential to improve warfighting effectiveness through Operational Analysis, and provide decision makers assurance of warfighting capability and drive improvements through identifying gaps and opportunities.

As a Senior Engineer in MWC, you will apply your engineering knowledge to ensure the serviceability, quality, and accuracy of complex systems dedicated to recording and analysis of Naval platform underwater signatures.

The role will require you to lead a small team, exercise a considerable degree of independence and provide technical/scientific advice to the SAR Division Chief Engineer and RAN Stakeholders. You will need to engage in complex problem solving that will impact on strategic and/or operational outcomes for Defence relating to Naval platform signature vulnerabilities. Your excellent verbal and written communication skills will enable you to communicate with Navy personnel, academia and industry with clarity and influence, and to ensure the quality of analysis, reports and correspondence produced by subordinate staff. You will be able to employ your engineering knowledge to identify opportunities to improve the performance and utility of MWC

signature measurement and analysis systems, and to determine requirements for future or replacement systems.

The work you will undertake may include hardware and software development, operation of measurement systems and participation in signature measurement activities, analysis and reporting of underwater signature data (predominantly acoustic) and assessment of sonar performance, and development of novel analysis techniques for current and future signatures of interest. You will be supported to build on your engineering knowledge in the areas of platform signatures to develop your engineering skills/knowledge.

There are learning opportunities in cutting edge areas such as data analytics and Machine Learning that directly support Defence’s commitment to employ contemporary technologies to empower data-informed decision making.

As an Engineer in the Maritime Warfare Centre you will be able to apply and develop your engineering/scientific knowledge to analyse complex systems in the fields of platform signatures. You will lead a team of Engineers to deliver the Subject Matter Expertise that the Royal Australian Navy fleet requires to face modern threats through the collection and analysis of captured data. You will use your ability to apply engineering/analytical skills to help minimize vulnerability to our Navy fleet and contribute to a culture of cooperation for development and sharing of knowledge whilst exercising initiative and judgement.

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer. Works outdoors,

Frequent travel – Vehicle

As the range and nature of work in Defence is so diverse, our staff typically work in a variety of different environments.

The workplace environment requirements for this role include:

- (Typical): Sitting/working at a desk (office environment)
- Computer us
- Generic screen based work
- Graphical/Analytical based work
- Lifting 0-15kg
- Climbing/Bending/Squatting/Reaching/Push/Pull,
- Field work / Working outdoors / setup of portable systems

- (Occasional) Working in warehouse / shipping container environments
- (Occasional) Working on wharves, ships, submarines, workboats, barges and other vessels, both at sea and berthed. (May include navigating hatches, climbing stairs, working in confined spaces etc)
- (Occasional) Working overnight, unusual or extended hours
- Travel – frequent Vehicle and occasional air / interstate
- (Occasional) Overtime and Sea Duty Allowances
- Requirement to Wear Personal Protective Equipment (PPE)

Work activities will often require the candidate to board Naval Platforms (from Dock or via Boat Transfer).

Periods of Travel typically vary from a few days up to two weeks, and can include Interstate and Regional Defence Sites to assist with MWC Support to Navy activities.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. Defence will support you in balancing work life with family and other priorities, offering you access to a variety of flexible working arrangements.

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

This position will be required to access US export controlled materiel and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR).

About our Team

The MWC mission is to optimise and improve the warfighting effectiveness and lethality of Australia’s maritime capability. This is achieved through the delivery of highly effective warfare products that support both the Fleet Commander and the Head of Navy Capability in the context of risk based decision-making.

The team you will be leading directly support this mission through measurement, modelling and analysis of underwater signatures with a focus on identifying vulnerabilities and determining actions to achieve signature reduction.

You will be working in directly support this mission through Operational Analysis involving:

- Updating Analysis Techniques and implementing them into our Range Systems.
- Consolidating our existing Range Systems and subsequent evolution for the Next Generation of RAN Platforms.
- Alignment of Signature Analysis techniques with Susceptibility Metrics and Military Standards.
- Use and distribution of data as the source of truth to inform decision making for the Fleet.

Come join a team, which works collaboratively with Engineers from different disciplines, industry and Government, civilian and military, to understand, shape and improve warfighting capabilities across Navy.

Our Ideal Candidate

The ideal candidate will have a strong interest in working for Navy and the ability to apply engineering/analytical skills to help analyse, report on and minimize underwater signature vulnerabilities of our Fleet. You will contribute to a culture of cooperation for development and sharing of knowledge whilst exercising initiative and judgement.

Candidates are sought with interest and ability in the following areas:

- Metadata capture and configuration, formatting, processing and integration into analysis systems
- System Engineering skills, ability to cope with “multi domain” problems, and identify needs and develop technical solutions to repair and upgrade existing signature measurement ranges. An awareness of SPO and defence acquisition practices will be advantageous
- Acoustic and Magnetic Signature analysis
- System Audit and Evaluation
- Software development and automation of data processing techniques
- Managing and guiding the work of technical staff
- Modification, maintenance and repair of computer / electrical / electronic systems and equipment

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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

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To Apply

Position Contact	Mark Aquilina, 02 9537 2708
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=298CCA97-6177-1475-5A2D-ED

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Defence

Vacancy VN-0772143

Department of Defence

Closing Date:Monday 14 September 2026

Security and Estate Group
Service Delivery Division

Job Title	Base Manager - Tasmania
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	$124,393 - $140,315
Future Merit Locations	Hobart
Office Arrangement	Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	SEG/04367/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4BEDB2E5-8E12-9424-AC60-ED38167586C6

Duties

The Role

The EL 1 Base Manager will manage daily operations and service delivery on Defence bases in Tasmania. Our roles require a mix of strong collaboration skills, strategic planning, strong organisational skills, and a commitment to maintaining standards and building relationships across all levels.

An EL 1 Base Manager will have considerable stakeholder engagement and a high representational role. They will identify relevant stakeholder’s expectations and concerns to develop a clear understanding of the methodology and practices to achieve service delivery or other base support outcomes consistently and in alignment with agreed outcomes.

We are looking for professionals who are adaptable, future-focused, and committed to excellence. If you are ready for a new challenge and want to make a real difference, we encourage you to apply. Join our team and be part of something great!

About our Team

At Security and Estate Group (SEG), we are not just a team - we are a family of passionate and dedicated professionals committed to protecting and advancing Defence's strategic interests. As part of the Associate Secretary Group, we are responsible for managing security clearances, the Defence industry security program, and providing security training and awareness.

Our team is at the forefront of environmental stewardship, managing over 2.8 million hectares of land and more than 700+ leased or owned properties, containing around 30,000 built assets. We are also leading the charge in integrating service delivery to align with the One Defence model.

If you are looking for an opportunity to make a real difference and contribute to a high-performance team, then SEG is the place for you. Join us today and be a part of something great!

Our Ideal Candidate

We are seeking a dynamic individual with a proven track record of excellence to join our team:

- Accountable for 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.
- Engage and negotiate with stakeholders on complex to very complex issues to influence and achieve business outcomes.
- Work collaboratively, build and sustain effective relationships, motivate and provide constructive feedback to the team and work area.
- Operating effectively in high-tempo and dynamic environments, and managing competing priorities.
- Highly developed communication, organisation and negotiation skills.
- Strong written and verbal communication skills, with the ability to develop and tailor high quality written products. Digital skills and the ability to review and present information of service delivery outcomes via digital platforms highly desirable.
- Exceptional stakeholder engagement and liaison skills, including experience working collaboratively across large and dispersed teams.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Les Moseley, 03 5931 7340
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4BEDB2E5-8E12-9424-AC60-ED

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Defence

Vacancy VN-0772144

Department of Defence

Closing Date:Sunday 20 September 2026

NAVY
Fleet Command

Job Title	Senior Ranges Engineer – Maritime Warfare Centre West
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	$124,393 - $140,315
Future Merit Locations	Rockingham
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	NAVY/04902/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BCBE7272-98B5-EBB5-7FD5-ED381319054E

Duties

The Role

Through analysis of naval platform underwater signatures, the RAN Maritime Warfare Centre (MWC) Signature Analysis and Ranges (SAR) Division supports current and future Navy platforms throughout the product life cycle. This analytic function is essential to improve warfighting effectiveness, provide decision makers assurance of warfighting capability and drive improvements through identifying gaps and opportunities.

As a Senior Engineer in MWC you will apply your engineering knowledge to ensure the serviceability, quality, and accuracy of complex systems dedicated to recording and analysis of Naval platform underwater signatures. You will also contribute to the growth path and management of future maritime ranges in support of new capabilities.

The role will require you to lead a small team, exercise a considerable degree of independence and provide technical/scientific advice to the Chief Engineer and RAN Stakeholders. You will need to engage in complex problem solving that will impact on strategic and/or operational outcomes for Defence relating to Naval platform signature vulnerabilities.

Your excellent verbal and written communication skills will enable you to communicate with Navy personnel, academia and industry with clarity and influence, and to ensure the quality of analysis, reports and correspondence produced by subordinate staff.

You will be able to employ your engineering knowledge to identify opportunities to improve the performance and utility of MWC signature measurement and analysis systems, and to determine requirements for future systems and additional capabilities.

The work you will undertake may include hardware and software development, operation of measurement systems and participation in signature measurement activities, analysis and reporting of underwater signature data and assessment of sonar performance, development of novel analysis techniques for current and future signatures of interest, and investigating opportunities for implementation of Machine Learning techniques for data analytics tasks.

This EL 1 role is a leading position in MWC West. You will be responsible for some staff and various functions of the unit, and for reporting to not only the SAR Division Chief Engineer, but also Director of MWC regarding key deliverables to the RAN Fleet. This role will involve liaison with Contractors, Fleet units, Force Groups, Base command, Systems Program Offices and various Anzac and Collins Class Stakeholders. You will also be responsible for critical facility management and upkeep to ensure requirements of current and future RAN Platforms are satisfied.

As an Engineer in the Maritime Warfare Centre you will be able to apply and develop your engineering/scientific knowledge to analyse complex systems in the fields of platform signatures. You will lead a team of Engineers to deliver the Subject Matter Expertise that the Royal Australian Navy fleet requires to face modern threats through the collection and analysis of captured data. You will use your ability to apply engineering/analytical skills to help minimize vulnerability to our Navy fleet and contribute to a culture of cooperation for development and sharing of knowledge whilst exercising initiative and judgement.

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer.

Works outdoors, Frequent travel - Vehicle

As the range and nature of work in Defence is so diverse, our staff often work in a variety of different environments.

The workplace environment requirements for this role include:

- (Typical): Sitting/working at a desk (office environment)
- Computer use
- Generic screen based work
- Graphical/Analytical based work
- Lifting 0-15kg
- Climbing/Bending/Squatting/Reaching/Push/Pull,
- Field work / Working outdoors / setup of portable systems
- (Occasional) Working in warehouse / shipping container environments
- (Occasional) Working on wharves, ships, submarines, workboats, barges and other vessels, both at sea and berthed. (May include navigating hatches, climbing stairs, working in confined spaces etc)
- (Occasional) Working overnight, unusual or extended hours
- Travel – frequent Vehicle and occasional air / interstate
- (Occasional) Overtime and Sea Duty Allowances
- Requirement to Wear Personal Protective Equipment (PPE)

Work activities will often require the candidate to board Naval Platforms (from Dock or via Boat Transfer).

Periods of Travel typically vary from a few days up to two weeks and can include Interstate and Regional Defence Sites to assist with MWC Support to Navy activities.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. Defence will support you in balancing work life with family and other priorities, offering you access to a variety of flexible working arrangements.

This position will be required to access US export controlled materiel and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR).

About our Team

The MWC mission is to optimise and improve the warfighting effectiveness and lethality of Australia’s maritime capability. This is achieved through the delivery of highly effective warfare products that support both the Fleet Commander and the Head of Navy Capability in the context of risk based decision-making. The team you will be leading directly support this mission through measurement, modelling and analysis of underwater signatures with a focus on identifying vulnerabilities and determining actions to achieve signature reduction.

You will be working in directly support this mission through Operational Analysis involving:

- Updating Analysis Techniques and implementing them into our Range Systems.
- Consolidating our existing Range Systems and subsequent evolution for the Next Generation of RAN Platforms.
- Alignment of Signature Analysis techniques with Susceptibility Metrics and Military Standards.
- Use and distribution of data as the source of truth to inform decision making for the Fleet.
- Oversight and participation in measurement, analysis and reporting of Vessel Signatures.

Come join a team, which works collaboratively with Engineers from different disciplines, industry and Government, civilian and military, to understand, shape and improve warfighting capabilities across Navy.

Our Ideal Candidate

As the ideal candidate, you have the motivation and ability to apply your strong analytical skills in the field of platform signature measurement and evaluation. You will provide leadership to your team and your strong communication skills will contribute to a culture of cooperation for development and sharing of knowledge whilst exercising a high level of initiative and judgement. You will be expected to work independently and identify opportunities to improve and contribute to the work output of MWC with limited need for guidance. You will be required to undertake occasional work interstate and in remote locations as well as participating in trials, system checks and inspections on military platforms (Naval Vessels).

Candidates are sought with interest and ability in any of the following areas:

- Data acquisition and underwater signature measurement Range systems
- Underwater acoustics / magnetics / electric field signatures, and sonar systems
- Combat and Weapons Systems
- Development of analytic systems for signature assessment (software and hardware)
- Development of analytic software systems for weapons systems analysis
- Modelling and simulation (Signatures and weapons)
- Machine Learning and data analytics
- Modification, maintenance and repair of computer / electrical / electronic systems and equipment

The successful candidate will have professional engineering qualifications and an interest in applying and improving their analytical skills and critical thinking in the maritime domain.

Disciplines of interest include: Electrical Engineering, Mechatronics, Mechanical Engineering, Software Engineering or Systems Engineering.

On the job training will be provided to assist the successful candidate in learning key skills required to perform various aspects of this role.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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To Apply

Position Contact	Mark Aquilina, 02 9537 2708
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BCBE7272-98B5-EBB5-7FD5-ED

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Defence

Vacancy VN-0772157

Department of Defence

Closing Date:Sunday 13 September 2026

Australian Defence Force HeadQuaters
Office of Chief Defence Force

Job Title	Executive Assistant to the Chief of the Defence Force
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$124,393 - $140,315
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ADFHQ/04906/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=809D2DA6-E690-6AB0-47AD-ED384DDB151E

Duties

The Role

An opportunity is available for an experienced administrative professional to perform the role of Executive Assistant to the Chief of the Defence Force. As the Executive Assistant, you will play a pivotal and trusted role within a combined Australian Defence Force/Public Service team to provide executive administrative support to the Chief of the Defence Force. The Executive Assistant deals directly with the Chief of Staff to effectively manage the CDF’s schedule. This includes managing his diary and commitments, email correspondence, tasking across the department, and the preparation of papers for meetings and administrative support as required for meetings.

Our Ideal Candidate

This is more than a purely administrative role. The position requires exceptional organisational and interpersonal skills with an ability to thrive in a busy and demanding office environment. You will have a demonstrated capacity to work collaboratively with a diverse range of stakeholders at all levels and excel at building and maintaining key stakeholder relationships. You will engage with

very senior people from across the military, public and private sector, with ministers, parliamentarians and their offices.

You will also need to be autonomous and comfortable working independently, exercising strong judgement to proactively resolve issues and anticipate the Chief of the Defence Force's requirements. You will require a strong attention to detail and be prepared to methodically work through all the administrative detail around the Chief of the Defence Force's commitments to ensure all meetings are seamlessly conducted.

Candidates will need to be self-aware, with a positive attitude, demonstrating humility, teamwork and respect for a diversity of ideas and perspectives of others. You will work collaboratively as a colleague and leader within the Chief of the Defence Force's Office team, with the offices of the Secretary of Defence and other Defence military and public service leaders, as well as across the public sector more broadly. You will be a leader and mentor for the executive assistant cohort in the Defence portfolio, managing routine Executive Assistant networking events during your tenure.

The Chief of the Defence Force's Office is a fast-paced environment, requiring professionalism, resilience, proactivity and responsiveness. You will be trusted to handle and protect highly sensitive information during your tenure with discretion and there will be occasions of out of hours work.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Lieutenant Colonel Matt Barnes, 02 5131 4203
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=809D2DA6-E690-6AB0-47AD-ED

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Defence

Vacancy VN-0772160

Department of Defence

Closing Date:Monday 14 September 2026

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Business Operations Officer
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	$99,733 - $112,431
Future Merit Locations	Cairns
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	NSSG/04907/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1DCC8DDB-0B75-FC95-4915-ED384EA16FFC

Duties

The Role

The role is accountable for managing work allocation, resources and priorities to ensure business objectives are achieved within agreed timeframes. It involves overseeing complex procedural, operational, administrative, quality management and business support activities, including workflow management, planning, and the development of measurable milestones and outcomes.

The position requires accurately completing work, mentoring and guiding less experienced staff, and sharing expertise to build team capability. A strong understanding of relevant legislation, policies and strategic requirements is essential to inform advice, decision-making and service delivery. The role responds to and resolves complex enquiries, selects appropriate courses of action, and implements alternative solutions when issues arise.

Effective stakeholder engagement and negotiation skills are critical to achieving business outcomes, alongside collaboration, relationship building and constructive feedback. The role also supports continuous improvement through researching, developing and implementing business support documentation aligned with organisational requirements.

About our Team

Regional Maintenance Centre (RMC) North East is located in Cairns and will provide capability support to the Royal Australian Navy. The focus of this organisation will be on enhanced collaboration, co-ordination, workforce development and expansion to build the capability and capacity needed to meet increasing ship maintenance demands.

RMC is dedicated to the continued professional development of its staff and you can expect to enhance your skills through additional formal training. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, occasionally working from home and working hours that are not always nine to five. Defence provides employees with a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions.

Our Ideal Candidate

Operational Planning and Workflow Management

- Ability to coordinate workloads, allocate resources, set priorities, and manage competing demands to ensure business objectives and deadlines are met efficiently.
- Developing and Implementing Quality Systems, maintaining quality frameworks, procedures, and documentation to ensure consistent quality that aligns with CASG/NSSG/GWEO Quality Management Systems and Policy

Policy, Procedure and Governance Knowledge

- Strong capability to interpret and apply legislation, policies and procedures, and develop operational documentation that supports compliant and consistent business practices.

Analytical and Problem Solving Skills

- Capacity to analyse complex operational issues, assess risks, identify options, and recommend or implement practical solutions aligned with organisational objectives.

Stakeholder Engagement and Communication

- Effective communication and negotiation skills to engage with internal and external stakeholders, respond to complex enquiries, and build productive working relationships.

Leadership, Collaboration and Capability Development

- Ability to work collaboratively within teams, provide guidance and constructive feedback, share expertise, and mentor staff to strengthen team capability and performance.
- Developing and Implementing Quality Systems, maintaining quality frameworks, procedures, and documentation to ensure consistent quality that aligns with CASG/NSSG/GWEO Quality Management Systems and Policy

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Peter Thurstans, 0438 551 888
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1DCC8DDB-0B75-FC95-4915-E[illegible]

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Defence

Vacancy VN-0772172

Department of Defence

Closing Date:Monday 14 September 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Logistics Inventory Officer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$72,275 - $79,635
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 3
Position Number	JCG/04934/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D2FF412A-E091-DCFD-E544-ED384FDD5D7C

Duties

The Role

The APS 3 Logistics Inventory Officer is an integral member of the Inventory cell at Joint Logistics Unit - South. You will work within an integrated team of Australian Public Service (APS) and Australian Defence Force (ADF) members to support and assist with the following functions:

- Update inventory management systems and ensure accurate and timely stock location records.
- Acquire knowledge of current Defence inventory policies, processes and procedures as they apply to straightforward inventory and asset management activities.
- Build and sustain effective relationships with team members and actively participate in team work and group activities.
- Communicate effectively with other areas regarding transportation and delivery updates.
- Assess basic inventory issues and refer complex matters appropriately.

About our Team

Joint Logistics Unit - South is an integrated workforce providing varying levels of Warehousing, Distribution and Maintenance logistical services to Defence in South Australia. Under Logistics Operations Branch, our joint team of Military, Commonwealth and Industry Partner Contractors deliver support from multiple sites at Edinburgh and our extended regional areas. Within our unit, our reputable teams foster a culture of reliable service delivery, prompt support & subject matter expertise. We value leadership, communication and conscientiousness in our people, focusing on our stakeholders and enabling Defence capabilities.

Our Ideal Candidate

Our ideal candidate may have experience within a supply chain management environment with some exposure to integrated logistics systems.

- Experience in a similar role, particularly logistics, warehousing, inventory and supply chain management.
- Experience in supporting delivery service contracts that require collaboration and relationship management to achieve outcomes.
- Experience with integrated logistics support systems or enterprise resource planning systems.
- Demonstrated proficiency in written and verbal communication.
- They will be an effective member of a larger team and contributes to a collaborative and supportive workplace culture.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Guy Woodward, 08 7374 3574
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D2FF412A-E091-DCFD-E544-ED

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Defence

Vacancy VN-0772173

Department of Defence

Closing Date:Sunday 13 September 2026

Joint Capabilities Group
Joint Training Command

Job Title	Learning and Development Officer/Instructor
Job Type	Full-Time, Ongoing
Location	Canungra QLD
Salary	$99,733 - $112,431
Future Merit Locations	Canungra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	JCG/04937/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C51D71D8-1297-604C-9EA8-ED384FB0A944

Duties

The Role

The role involves the development, delivery and continuous improvement of imagery intelligence (IMINT) and geospatial intelligence (GEOINT) training for members of the Australian Defence Force (ADF) and Australian Public Service (APS). Primary responsibilities include face-to-face and virtual instruction, development and validation of training materials, assessment design, learner performance monitoring and instructional mentoring.

You will also undertake course management responsibilities, including coordination of training resources, student administration, instructor workforce support, stakeholder engagement and contribution to the modernisation of imagery intelligence training. The role requires maintaining currency in imagery analysis methodologies and ensuring training remains aligned with Defence capability requirements.

About our Team

Imagery Intelligence Wing is responsible for developing and delivering IMINT and GEOINT training in support of Defence targeting and intelligence capability. The team provides foundational

instruction to intelligence personnel, develops contemporary learning products, and ensures training reflects current operational requirements, emerging technologies and best practice analytical methodologies.

The wing contributes to the professional development of Defence intelligence personnel through instructional excellence, curriculum development and capability enhancement, supporting operational, strategic and whole-of-government intelligence outcomes.

Our Ideal Candidate

The ideal candidate possesses:

- Extensive experience in IMINT, GEOINT or related intelligence disciplines.
- Proven ability to deliver instruction in an adult learning environment.
- Experience developing, reviewing and evaluating training programs, assessment tools and learning resources.
- Strong communication and stakeholder engagement skills, with the ability to influence and collaborate across APS and ADF workforces.
- The ability to work independently while exercising sound judgement and accountability.
- Experience mentoring instructors and fostering a high-performing training culture.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	SQNLDR Lesley Leppard, 02 5108 7005
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C51D71D8-1297-604C-9EA8-ED

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Defence

Vacancy VN-0772193

Department of Defence

Closing Date:Monday 14 September 2026

ARMY
1st Division

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	$81,868 - $89,377
Future Merit Locations	Adelaide
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 4
Position Number	ARMY/04945/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AFC6DA58-EA2F-6ECB-15A1-ED3851207019

Duties

The Role

The APS 4 Executive Assistant (EA) provides high-level secretarial support to the Commander 10th Brigade.

Key responsibilities will include:

- Managing, coordinating and prioritising the Commander’s diary, appointments and administrative requirements.
- Coordinating domestic and international travel arrangements for the Commander, including the management and acquittal of CMS transactions.
- Preparing draft correspondence, briefing material and other administrative documentation, while managing incoming and outgoing communications.
- Assisting with the planning, coordination and delivery of official visits, events and ceremonial functions.
- Building and maintaining effective working relationships with a broad range of stakeholders, including Australian Defence Force personnel, government representatives and civilian partners.

The successful applicant will demonstrate strong organisational skills, sound judgement and the ability to work effectively in a fast-paced environment. They will be adaptable, responsive and capable of managing competing priorities while maintaining a high level of professionalism and discretion. The role may require flexibility, including availability at short notice and the capacity to work extended or irregular hours to support operational requirements.

About our Team

10th Brigade commands four subordinate units and is responsible for delivering the Army's long-range strike and missile defence capabilities. Headquarters 10th Brigade is located within the Edinburgh Defence Precinct at RAAF Base Edinburgh, South Australia. The headquarters comprises a diverse workforce of military and civilian personnel who work collaboratively to achieve Defence objectives and support the Brigade's operational priorities.

Our Ideal Candidate

The ideal candidate will have proven experience providing executive or administrative support in a fast-paced, high-tempo environment. They will possess a strong working knowledge of the Microsoft Office Suite and electronic records management systems, with the ability to manage information accurately and efficiently.

The successful applicant will demonstrate exceptional interpersonal and communication skills, with a proven ability to establish credibility, build trust and maintain effective working relationships with a diverse range of stakeholders. They will be highly organised, adaptable and capable of managing competing priorities, while delivering high-quality outcomes within tight timeframes and with a strong attention to detail.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Andre Coppenrath, 07 4446 6721
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AFC6DA58-EA2F-6ECB-15A1-EI

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Defence

Vacancy VN-0772200

Department of Defence

Closing Date:Monday 14 September 2026

Defence Finance Group
Budgets & Financial Services

Job Title	Team Leader - Financial Operations
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Enoggera QLD, Puckapunyal VIC
Salary	$99,733 - $112,431
Future Merit Locations	Adelaide, Canberra, Enoggera, Puckapunyal
Office Arrangement	Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DFG/04883/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=82D24127-4A30-CBE0-1811-ED385208C4B3

Duties

The Role

Are you an experienced finance manager who thrives in a complex, dynamic and evolving financial environment? A career with the Department of Defence Credit Card team could be the opportunity you are seeking.

As an APS 6 Team Leader, you will play a pivotal role in overseeing the day-to-day operation of Defence credit card systems and services within a geographically dispersed Financial Operations team located across Canberra, South Australia, Victoria and Queensland. Operating with a high degree of autonomy, you will lead a small team to ensure business operations are delivered efficiently, systems and processes remain effective, and customer service standards are consistently achieved.

As a business owner for Defence card systems you will be responsible for ensuring operational activities comply with legislative requirements and internal and external policy frameworks. You will provide support for banking interfaces, manage complex customer enquiries through incident management systems, and identify opportunities to enhance business processes and system functionality.

Financial Systems & Operations provides support across the Defence organisation and delivers shared services to a number of external entities. As a result, variable start and finish times may be required to meet operational demands and business priorities within the Defence bandwidth.

About our Team

The Defence Credit Card Team is part of the Financial Operations directorate, which operates within the Financial Systems & Operations Branch of Defence Finance Group. The team is responsible for the administration of Defence corporate credit cards and expense management systems. The team manages associated business processes and provides advice, support and issue resolution services to Australian Public Service (APS) employees and Australian Defence Force (ADF) members on all credit card-related matters.

The credit card team is an enabling function for Defence, and plays a vital role in ensuring card payment capability is maintained, while ensuring adherence to government policies, contract terms and helping maintain strong stakeholder relationships.

Our Ideal Candidate

Our ideal candidate will be an experienced and motivated leader who can effectively manage the day-to-day operations of the Defence Credit Card function while maintaining a strong focus on customer service, compliance and continuous improvement.

You will demonstrate the ability to lead and coordinate operational activities, ensuring work is prioritised effectively and service delivery standards are consistently achieved. You will take ownership of business processes and systems, identifying opportunities to improve efficiency, enhance service outcomes and support organisational objectives.

You will be committed to delivering high-quality customer service, providing practical solutions to complex enquiries within a fast-paced and evolving environment. A willingness to develop and apply technical expertise across financial systems and operational processes is essential.

Strong leadership skills are essential to this role. You will supervise, mentor and develop team members, fostering a collaborative, high-performing and adaptable workforce. You will also be confident in managing workloads, supporting staff performance and promoting a culture of continuous learning and improvement.

You will require highly developed stakeholder engagement and relationship management skills. You will build and maintain positive working relationships with both internal and external

stakeholders. You will communicate effectively with a diverse range of customers and stakeholders, and exercise sound judgement when managing risks, resolving issues and escalating matters where appropriate.

You will provide strategic direction and operational leadership, ensuring the team delivers efficient, compliant and customer-focused financial services that meet the needs and priorities of Defence.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Michele Woollard, 08 7374 3746
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=82D24127-4A30-CBE0-1811-ED3

Defence

Vacancy VN-0772202

Department of Defence

Closing Date:Wednesday 30 September 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Maintenance Systems Officer
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	$89,841 - $96,829
Future Merit Locations	Townsville
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 5
Position Number	JCG/04946/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=930A35A2-7D8F-2ED1-3CD0-ED3851B9675B

Duties

The Role

The Maintenance Systems Officer acting as the Regional Product Schedule Manager (PSM) is responsible for regional financial planning and must exercise a financial delegation in-line with the Australia Defence Force funded Product Management Plans. The PSM performs a governance role with respect to local industry suitability, to conduct Defence platform maintenance work in a secure environment appropriate to the platform.

This position is critical in Maintenance Service delivery in the North Queensland Region and is responsible for the timely, quality delivery of locally assigned Product Schedule/s. This position will work closely with the customers and Logistic Operations Branch Directorate Product Management Team to manage product schedules, budgets and service delivery. This position will contribute to the customer requirements assessment and sustainment strategy development.

The position also facilitates ongoing discussion between dependencies, Original Equipment Manufacturer (OEM), other Defence Groups and Stakeholders and capability manager directed requirements. Under the Joint Logistic Command Defence Maintenance Contract (delivered nationally but executed regionally), daily maintenance activities are managed by the Industry Partner, while planning, approval as well as governance and assurance activities remains a Commonwealth responsibility.

You will serve as a key integration point between the Commonwealth and Industry. You will also collaborate with Maintenance, Warehousing, and other directorates within the Logistics Operations Branch to support contract performance reporting and governance, ensuring value for the Commonwealth and achievement of strategic outcomes.

About our Team

Joint Logistics Unit North Queensland (JLU-NQ) offers a unique opportunity to be part of a highly professional team of military and civilian personnel supporting Defence operations across one of Australia's largest and most diverse regions. Based in modern facilities in Townsville and Cairns, JLU-NQ delivers critical logistics services including warehousing, distribution, equipment maintenance, and clothing support. Serving an area from Rockhampton to Thursday Island and west to Mount Isa, the unit provides vital support to Defence personnel across North Queensland.

As one of seven Joint Logistics Units nationwide, JLU-NQ combines skilled people, modern resources, and strong industry partnerships to deliver logistics excellence. Join a team that makes a direct contribution to Defence capability while developing your skills in a dynamic and rewarding environment.

Our Ideal Candidate

Our ideal candidate will have extensive experience in coordination or execution of maintenance, or be a logistics professional, providing policy advice in relation to complex work and the ability to contribute to strategic planning, program and project management and policy development.

Joint Logistics Unit – North Queensland (JLU-NQ) are responsible for a wide variety of capability, including Armoured Vehicles (Tanks), Light and Heavy Vehicles (G Wagon and Rheinmetall Vehicles), Engineering Equipment, Generators and Field Equipment, Marine Vessels, Electronic and Communication systems and Weapons. This employment opportunity will be used to fill current and upcoming vacancies across all of these capability types. You will have experience working in a team environment and being accountable to set work priorities and manage workflows.

Key attributes, knowledge and experience we are looking for:

- Experience in a similar role, in particular maintenance execution or service, logistics or related field.
- Experience in fleet financial management and contract compliance.
- Commitment to best practices in fleet and materiel maintenance.
- Ability to coordinate the workflow of a small team, including monitor work practices, set priorities within the work area, develop processes and champion improvement opportunities.
- Strong time-management skills, including the ability to prioritise a changing workload and negotiate an outcome.
- Excellent interpersonal skills and stakeholder engagement capabilities, with a proven ability to build and maintain effective relationships with team members and key stakeholders to achieve desired results.
- Communicate consistently and clearly with internal and external stakeholders on simple and complex problems, both written & verbal.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Robert Pontifex, 07 4446 2595
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=930A35A2-7D8F-2ED1-3CD0-ED

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

Defence

Vacancy VN-0772217

Department of Defence

Closing Date:Monday 14 September 2026

Security and Estate Group
Infrastructure Division

Job Title	Live-Fire Range System Engineering Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Perth WA
Salary	$124,393 - $140,315
Future Merit Locations	Brisbane, Melbourne, Perth
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	SEG/04912/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=29D9F556-576A-DFD1-AC40-ED3889A92618

Duties

The Role

The Live-Fire Range Systems Engineering Manager leads the systems engineering, engineering assurance and capability development activities associated with Defence live-fire range capabilities. Live-Fire Ranges provide facilities for the conduct of live-fire weapons and explosive ordnance training across a range of environments, including urban and field operations.

The role is responsible for providing engineering advice, developing system specifications, managing technical and safety risks, supporting design and technical certification activities through a design acceptance model, and developing sustainment documentation. The position also leads the development and continuous improvement of engineering processes, engineering governance arrangements, and test and evaluation activities.

The position contributes to the research, development and implementation of innovative technologies, engineering solutions and methodologies that enhance the safety, effectiveness, interoperability and operational utility of live-fire range capabilities. This includes identifying emerging technologies, supporting experimentation activities, and collaborating with Defence, industry, research organisations and other stakeholders to inform future range capability requirements.

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

About our Team

The Live-Fire Range Engineering Team is part of the Directorate of Estate Engineering Policy (DEEP). The team is responsible for developing and implementing the engineering governance, design acceptance and technical determination processes required to assure Defence Estate capabilities, with an initial focus on Live-Fire Ranges.

The team develops engineering policy, standards and governance and assurance frameworks to support the design, technical certification and sustainment of Defence Live-Fire Ranges. This includes systems engineering, safety assurance, design acceptance, test and evaluation, technical risk management, and research and development activities.

Working closely with other engineering disciplines within DEEP, Defence Groups and Services, industry partners and research organisations, the team supports the delivery of safe, effective and fit-for-purpose Live-Fire Range capabilities that meet current and future Defence requirements.

Our Ideal Candidate

A motivated, inquisitive engineering professional who is adaptable, outcome-focused and enjoys working in a dynamic environment. As part of a newly established engineering team, you will contribute to the development of engineering governance, design acceptance and technical determination frameworks supporting Defence Live-Fire Range capabilities used for weapons and explosive ordnance training.

The ideal candidate will have some or all of the following:

- Experience with weapons systems, explosive ordnance (EO), Defence live-fire ranges, range instrumentation and training systems

- Experience in systems engineering, engineering assurance, design acceptance, technical certification or technical determination activities
- Experience in the planning and conduct of test and evaluation activities
- Experience applying systems safety engineering, safety assurance and technical risk management processes
- Experience developing engineering specifications, standards and technical documentation
- Strong communication and stakeholder engagement skills
- A proactive, self-motivated professional who works effectively both independently and as part of a multidisciplinary team.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

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 the Royal Institution of Naval Architects or demonstrated the ability to obtain such status within 12 months. Evidence of qualifications will be sought and validated.

Notes

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

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To Apply

Position Contact	Brett Campbell, 0439 415 925
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=29D9F556-576A-DFD1-AC40-ED

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Defence

Vacancy VN-0772221

Department of Defence

Closing Date:Monday 14 September 2026

Defence Digital Group
Enterprise Resource Planning

Job Title	Assistant Director - Service Delivery
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - WA WA, Various locations - TAS TAS, Various locations - SA SA, Various locations - NT NT
Salary	$124,393 - $140,315
Future Merit Locations	Various locations - ACT, Various locations - QLD, Various locations - VIC, Various locations - NSW, Various locations - WA, Various locations - TAS, Various locations - SA, Various locations - NT
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	DDG/04421/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AA6547A0-AB20-DE47-568E-ED388A586925

Duties

The Role

Joining the ERP Support Organisation (ESO) as an Assistant Director – Service Delivery offers a rare chance to be at the forefront of one of Defence's most significant transformation initiatives. This role places you in a dynamic environment where your leadership and operational expertise will directly ensure critical ERP sustainment services across a complex and evolving landscape.

The ESO is seeking a strong Security Operations Manager to work within an integrated team to plan and deliver reliable ERP Sustainment for Security services that meet Operational requirements and are to the required standard.

You will be part of a high-performing energised team driving innovation and continuous improvement, contributing to the strategic decision-making, engaging with stakeholders at all levels, with an opportunity to shape service delivery outcomes that impact Defence's capabilities.

About our Team

Enterprise Resource Planning (ERP) is a key enabler of the One Defence reform agenda. ERP will standardise and integrate critical functions needed into a single SAP platform delivering a major capability uplift for Defence.

The ERP Support Organisation (ESO) with Defence Digital Group (DDG) is responsible for the coordination of ERP sustainment services across legacy applications and SAP capabilities. ESO adopts the DDG Service Integration and Management (SIAM) framework for end-to-end ICT service integration and delivers integrated governance, operating model, processes and structure in support of the ERP Operating Model.

Our Ideal Candidate

Ideal Candidate will:

- Be proficient in ITIL Service Management Lifecycle.
- Have well developed skills in continual service improvement.
- Ability to analyse and understand business impacts.
- Expert at developing, managing and influencing large cross-functional teams.
- Ability to work under pressure and managing competing priorities.
- Ensuring that service delivery is monitored effectively and that identified actions to maintain or improve levels of service are implemented.
- Diagnosing service delivery problems and initiates actions to maintain or improve levels of service.
- Govern effective strategies and protocols against security risks
- Ability to conduct risk assessments, and devising appropriate security measures.

- Ability to manage Security incidents and User Access management Services through Service Providers and initiate actions to maintain or improve levels of service.
- Ability to communicate with influence across a broad range of stakeholders inclusive of Senior Leadership Group, stakeholders internal and external.

ESO will continue to grow and transform and so will you, with a variety of opportunities within the organisation to exercise your knowledge, skills and leadership qualities.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	DDG Recruitment, ddg.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AA6547A0-AB20-DE47-568E-ED

Department of Defence

Closing Date:Wednesday 16 September 2026

Capability Acquisition and sustainment Group
Joint Systems

Job Title	ILS Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$99,733 - $112,431
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	CASG/04650/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3281BF3E-D86C-CD66-E8CE-ED388AB4D6E8

Duties

The Role

The Electromagnetic Warfare Intelligence Systems, Joint and Air Systems Program Office (EWIS J&A SPO) is seeking a highly professional, motivated APS 6 Integrated Logistics Support (ILS) Officer to join the team. Working in the Joint Electronic Warfare Survivability Program (JEWSP), you will part of Land 156 (Counter Small UAS) Project team with a mixture of APS and Contractor in managing the logistics aspects of the Capability Life Cycle.

The APS 6 ILS Officer will be responsible for (but not limited to):

- Accountable to set work area priorities, develop strategies and evaluate business outcomes.
- Manage workflows and resources, prepare work area and team plans detailing measurable milestones and expected outcomes.
- Accountable for the development of materiel logistics strategies and plans for information, communications, quality and resources that support the various stages of the One Defence Capability System (ODCS).

- Design and implement integrated materiel support systems, including support concepts, support system structures, and enabling arrangements to sustain capability across acquisition, introduction into service, and sustainment phases.
- Develop and manage supply chain and inventory management systems, including demand forecasting, stock optimisation, and information systems to ensure materiel availability, visibility, and cost-effective sustainment outcomes.
- Prepare, implement and maintain policy, processes and procedures in accordance with Defence requirements.
- Review, analyse and report upon materiel logistics performance in acquisition and sustainment.
- Understand and apply organisational processes and procedures for the management of Integrated Logistics Support and materiel support plans.
- Build and sustain relationships with key stakeholders at the strategic and operational level.
- Communicate materiel logistics objectives through high level written documents and oral presentations for higher delegate consideration.
- Plan and oversee facilities, infrastructure, and disposal activities, ensuring facilities meet operational and sustainment requirements and that disposal of materiel complies with legislative, environmental, and Defence policy obligations.
- Evaluate materiel logistics activities to ensure alignment with acquisition and sustainment objectives.

About our Team

The EWIS J&A SPO undertakes the acquisition and through-life-support of assigned Joint and Air Electronic Warfare Capabilities used by the Australian Defence Force. It delivers countermeasures development and validation services and supports a number of projects being delivered to the Intelligence and Security Group.

The EWIS J&A SPO are comprised of members of diverse skills and disciplines who work together to provide a wide variety of activities undertaken by EWIS. It has a high performing culture and the successful candidates can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

You will be part of a newly established Land 156 project and your project management knowledge will support the team to ensure quality, and compliance with appropriate delegations commensurate with relevant legislative, policy and regulatory frameworks.

Our Ideal Candidate

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 and sustainment of EW capabilities.

The right person for this role will be an individual with initiative who can perform under broad direction and in accordance with established priorities, principles, methodology and work practices and is able to collaborate effectively in a logistics team.

In addition, they will be able to optimise 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 and acquisition of EW and EO capabilities 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 EW capabilities.

The candidate will also have the ability to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They will exercise the associated people and financial responsibilities to achieve work unit outcomes.

There is an expectation that the candidate will travel interstate on an adhoc basis.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Sam Barry, 07 3097 9622
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3281BF3E-D86C-CD66-E8CE-EI

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Defence

Vacancy VN-0772226

Department of Defence

Closing Date:Monday 14 September 2026

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Pricing and Cost Analysis Officer
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$99,733 - $112,431
Future Merit Locations	Williamtown
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	CASG/04838/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4C768681-D302-7ECE-7B79-ED388AE553C1

Duties

The Role

As our APS 6 Pricing and Cost Analysis Officer, you will provide critical financial management and budget support across two capability sustainment programs (Air Traffic Management and Air Battlespace Management). Your role will support a range of key planning and reporting activities, including contributing to the Defence Management and Financial Plan, System Development Master Plan assessments, transition into service planning, in-year budget management and ongoing capability sustainment reporting.

You will work with a dedicated team responsible for overseeing contracted financial arrangements of the Surveillance and Control System Program Office (S&CSPO). In collaboration with industry partners and internal stakeholders, you will monitor performance against approved budgets.

Your role will involve undertaking month-end budget management activities, including accrual processing, forecasting, variance analysis, and budget reporting to support informed decision making and effective budget management.

Working in partnership with Product Managers, you will provide timely budget reporting and strategic advice on activities that may be accelerated, adjusted or deferred to achieve forecast budget outcomes. You will also support the management of budget achievement risks, including price variation, foreign exchange fluctuations and other factors that may impact program delivery and budget performance.

You will play a key role in supporting informed decision making and maintaining effective budget governance across complex capability programs. The role is responsible for ensuring resources are managed efficiently and responsibly - contributing to the successful delivery of Defence capability outcomes and strategic objectives.

About our Team

You will be part of a team located at RAAF Base Williamtown, responsible for overseeing contractual financial arrangements across the Surveillance and Control Systems Program Office (S&CSPO). In this role, you will engage with a broad range of stakeholders and work collaboratively across multiple Capability Programs to support the effective delivery of Defence capability outcomes.

You will enjoy the opportunity to work in a supportive and trusted environment that values both individual wellbeing and organisational outcomes. Our team is committed to fostering a positive workplace culture through regular wellbeing walks, team morning teas, social club activities, and ongoing learning and development opportunities. We recognise the importance of maintaining a healthy work-life balance while supporting professional growth and delivering meaningful outcomes.

As part of the S&CSPO team, you will find yourself working in one of Australia's premier tourist destinations, the Hunter Valley. With idyllic surf beaches in Port Stephens and Newcastle, Lake Macquarie, the Hunter wine region, hiking trails and Barrington tops are all within an hour of the Base.

Our Ideal Candidate

You are a motivated and analytical professional with experience in financial management, budgeting and supporting complex programs. You thrive in a dynamic environment, enjoy working with data and financial information, and have a strong ability to translate complex information into meaningful insights. Your sound judgement, attention to detail and ability to provide practical advice will enable you to support effective decision making and contribute to the successful delivery of Defence capability outcomes.

You will possess strong communication and stakeholder engagement skills, enabling you to build and maintain effective working relationships with Product Managers, industry partners and a range of internal and external stakeholders. You are highly organised, adaptable and able to manage competing priorities while delivering quality outcomes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Rachelle Killalea, 0448 884 724
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4C768681-D302-7ECE-7B79-ED

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Defence

Vacancy VN-0772227

Department of Defence

Closing Date:Wednesday 16 September 2026

Security and Estate Group
Defence Security

Job Title	Regional Security Manager - Victoria/Tasmania
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$124,393 - $140,315
Future Merit Locations	Melbourne
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	Executive Level 1
Position Number	SEG/04920/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5CF49D67-7A4C-E6DD-F6E7-ED388AFD9583

Duties

The Role

The Directorate of Security Assurance (DoSA) operates across Australia with the aim to build confidence in the effectiveness of Defence's security controls and processes. DoSA acts as the primary authority to certify and accredit physical security zones in the Defence Enterprise. We ensure effective implementation and maintenance of security controls through a range of activities, fortifying Defence's physical security posture.

The Regional Security Manager Victoria & Tasmania (RSM VICTAS) will:

- Lead a small, multi-disciplinary team to deliver physical security certification and accreditation activities in accordance with Defence and whole of government policy
- Act as the central liaison for high level security and stakeholder engagement across Victoria and Tasmania
- Build and maintain effective working relationships with Defence groups, base leadership and external partners to support security outcomes
- Provide authoritative advice on physical security risks, mitigations and compliance issues across the region
- Oversee and coordinate security assessments, inspections and audits, ensuring timely reporting and follow up actions
- Contribute to the development, review and implementation of security related policies, procedures and guidance
- Support the Director DoSA in project management activities and the delivery of operational uplifts and changes, including managing competing priorities and tight timeframes
- Monitor emerging security issues and provide briefings and recommendations to senior stakeholders as required

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer.

Works in isolation from other staff (remote supervision), Requirement to wear personal protective equipment (PPE), Frequent travel - Vehicle

About our Team

The Directorate of Security Assurance (DoSA) ensures that Defence continues to protect its information, assets and people from security threats. DoSA also operates on behalf of Defence's Chief Security Officer, while acting in compliance with Australian Government security standards. DoSA provides services and advice to enable multiple facets of security, including primarily the physical security certification and accreditation of Defence and Defence Industry facilities.

Our Ideal Candidate

To be successful in this role, the applicant will possess the following skills and capabilities:

- Strong written and verbal communication skills, including the ability to prepare clear, concise briefs and convey complex security information to diverse audiences.
- Sound judgement and the ability to interpret policy and procedures, providing practical and risk based advice and assurance.
- Demonstrated leadership experience, including leading a team to deliver reporting, maintain data integrity and support senior stakeholders.
- Highly developed stakeholder engagement skills, with the ability to build trust and credibility across Government and Defence industry.
- Proven critical thinking skills, with the capacity to identify issues, drive continuous improvement and support governance uplift.
- Well developed organisational and time management skills, including the ability to plan work, manage competing priorities and re prioritise at short notice.
- The ability to work flexibly in a dynamic environment, balancing business as usual responsibilities with urgent and ad hoc tasking.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Anthony Dushko-Jane, 02 5133 3625
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5CF49D67-7A4C-E6DD-F6E7-E[illegible]

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Defence

Vacancy VN-0772228

Department of Defence

Closing Date:Monday 14 September 2026

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Configuration Officer
Job Type	Full-Time, Ongoing
Location	Cairns QLD, Darwin NT, Henderson WA
Salary	$99,733 - $112,431
Future Merit Locations	Cairns, Darwin, Henderson
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 6
Position Number	NSSG/04496/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CAB1FB14-F4AF-A9E3-9DA2-ED38533CE747

Duties

The Role

The Configuration Officer is accountable under broad direction to perform and achieve complex technical configuration management work, whilst exercising a reasonable degree of autonomy and accountability for achieving outcomes.

They will exercise initiative and sound judgement in interpreting and ensuring compliance with legislative frameworks, government decision-making processes, and Defence policy and capability requirements to support maritime capability outcomes.

Positional responsibilities include coordinating and facilitating Product Configuration Audits (PCA) and other continuous improvement initiatives to support engineering and sustainment plans. Maintain accuracy and integrity of configuration data within Configuration Management Tool-Unified (CMT-U) and related systems. Administer engineering management systems, ensuring configuration and technical records remain current, traceable and compliant with Defence requirements. Maintain and assure the platform and capability configuration baseline by managing approved changes, supporting configuration control activities, and providing advice on complex issues to internal and external stakeholders whilst ensuring effective governance and lifecycle management outcomes.

About our Team

Maritime Sustainment Division (MSD) operates within the Naval Shipbuilding and Sustainment Group delivering in-service support to Navy and Army along with delivering new capability to Government. Our team sits within MSD and provides specialist engineering management and technical governance services in support of Defence maritime capabilities; working closely with stakeholders across Defence, delivering expert support across configuration management, technical data management and capability sustainment functions.

We play a critical role ensuring configuration information remains accurate, controlled and fit for purpose throughout the capability lifecycle.

Defence is committed to recruiting the right people, in the right jobs, at the right time - whether it is creating, acquiring or delivering Defence capability. We foster a collaborative and inclusive environment, recruiting capable people from diverse backgrounds who bring a range of skills, experiences and perspectives to our workforce; individuals are empowered to contribute, innovate and grow professionally. Our greatest asset is our people.

Our Ideal Candidate

The ideal APS 6 Configuration Officer demonstrates strong technical expertise in configuration management, with the ability to perform complex tasks, manage configuration information, and ensure compliance with relevant policies, standards and procedures. They apply sound judgement to identify and manage risks, issues and uncertainties, supporting effective planning, decision-making and delivery outcomes across engineering, sustainment and related technical functions.

Successful candidates build and maintain productive relationships with a broad range of stakeholders, communicate effectively both verbally and in writing, and work autonomously under broad direction. They are adaptable to changing priorities, highly organised, and capable of delivering quality outcomes in dynamic environments. The APS 6 Configuration Officer also contributes to continuous improvement initiatives, strengthening configuration management practices and supporting organisational objectives.

Above all, they demonstrate professionalism, integrity and accountability, consistently upholding the APS Values and Code of Conduct while contributing to Australia's maritime capability and operational success.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to possess a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical discipline, or equivalent skills, knowledge and experience that would enable attainment of an AQF Level 6 qualification if required by the position.

Notes

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

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To Apply

Position Contact	Cameron Welfare, 08 9529 8872
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CAB1FB14-F4AF-A9E3-9DA2-E[

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Defence

Vacancy VN-0772229

Department of Defence

Closing Date:Wednesday 16 September 2026

Defence People Group
People Policy & Development

Job Title	Learning and Development Officer
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - WA WA, Various locations - NT NT, Various locations - TAS TAS, Various locations - SA SA
Salary	$89,841 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	andidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 5
Position Number	DPG/04397/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9347F7AC-20E7-E3EF-75DF-ED388B4EC1FC

Duties

The Role

We are seeking an energetic and motivated Team Leader to oversee and guide a small dynamic team within Defence Learning Branch. In this role, you will be responsible for managing day-to-day operations, priorities and workflow ensuring the team meets its goals and maintaining a positive and collaborative working environment.

You will act as a mentor, driving performance, supporting professional growth and resolving challenges that arise. Your leadership will be key in aligning the team's activities with broader Directorate and Branch objectives, optimising efficiency and ensuring quality outcomes. You will play an essential part in developing and implementing new initiatives and continuous improvement processes.

About our Team

Defence Learning Branch enables the development and delivery of corporate training and learning and development to support the Defence Mission. Through a collaborative approach, we adopt innovative, contemporary learning solutions, technologies, principles, and approaches to optimise the learner experience. We invest in the growth and development of our most important asset, our people.

The Professional Education Programs team sits in the Defence Learning Branch and supports Defence personnel to gain professional qualifications that contribute to Defence capability. Our work ensures the Defence workforce is ready to meet current and future challenges. We enable learning through a range of education assistance schemes and academic programs. Our focus is to be agile and innovative in delivering a positive customer experience that supports professional growth and quality education schemes and academic programs that support Defence's mission.

Our Ideal Candidate

You are an experienced leader with a proven track record of managing teams and achieving measurable results. You will embrace, appreciate and grow our positive team culture and continuously encourage a curious, proactive learning environment.

To be successful, you will:

- Possess strong communication and organisational skills.
- Be accountable to set work priorities, allocate work and manage workflow and performance.
- Have the ability to motivate and inspire your team.
- Have demonstrated problem solving, decision making and conflict resolution skills.
- Thrive in a fast-paced environment and adapt to changing priorities while maintaining high standards.
- Have a passion for genuine leadership and team development.
- Lead and inspire the team to navigate ambiguity and support a sense of collective purpose to deliver results.
- Contribute to continuous improvement by identifying opportunities and solutions to create efficiencies.
- Provide support for the development, implementation and ongoing management of program frameworks and reporting processes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Wendy Capkin, 0491 290 048
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9347F7AC-20E7-E3EF-75DF-ED

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Defence

Vacancy VN-0772232

Department of Defence

Closing Date:Thursday 17 September 2026

ARMY
2nd Division

Job Title	Work Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Karrakatta WA
Salary	$99,733 - $112,431
Future Merit Locations	Karrakatta
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ARMY/04930/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=65C6C3EA-9BFC-AC68-836C-ED388C6E9C1B

Duties

The Role

This is an opportunity to make a meaningful contribution to the safety and wellbeing of Defence personnel while supporting the operational readiness of one of Army's key Reserve Brigades. Headquarters 13th Brigade is seeking a highly motivated and experienced APS 6 Work Health and Safety (WHS) Officer to provide specialist WHS advice and support to the Commander 13th Brigade, Headquarters staff and subordinate units.

Operating within a framework of legislation, Defence policy and established work practices, the WHS Officer plays a critical role in ensuring a safe working environment across a diverse and geographically dispersed workforce. The position requires the ability to work independently, build strong stakeholder relationships and influence positive safety outcomes in a dynamic, high-tempo military environment.

The successful applicant will contribute to the development of a strong safety culture by promoting best-practice WHS principles, supporting compliance activities and driving continuous improvement initiatives across the Brigade.

As the APS 6 WHS Officer, you will:

- Provide expert WHS advice and guidance to the Commander, Headquarters staff and subordinate units on workplace health and safety matters.
- Lead and support WHS risk management activities, including hazard identification, risk assessments and the implementation of effective control measures.
- Conduct workplace inspections, safety assessments and compliance monitoring activities to ensure alignment with legislative requirements, Defence policies and directives.
- Manage incident and hazard reporting through the Sentinel WHS system, investigate incidents and near misses, identify contributing factors and recommend corrective actions.
- Support the planning and delivery of safe training activities, exercises and operational support functions.
- Conduct WHS audits and investigations and monitor the implementation of corrective and preventative actions.
- Provide advice on hazardous substance management, workplace hazards and emerging WHS risks.
- Facilitate and support WHS committees, working groups and consultation processes.
- Develop and maintain strong working relationships with Direct Command Units and key stakeholders to influence safe work practices and behaviours.
- Prepare reports, briefs and recommendations for senior leadership on WHS performance, risks and compliance matters.
- Contribute to continuous improvement initiatives that enhance WHS capability and organisational safety performance.

About our Team

Located in Perth, the 13th Brigade is responsible for generating and sustaining Army force elements and capabilities across Western Australia in support of Army operations, training activities, and national objectives. As a key component of the Army Reserve, the Brigade plays an important role in preparing personnel and units to contribute effectively to domestic, regional, and international missions, ensuring they are trained, equipped, and ready to meet operational requirements.

Our Ideal Candidate

To be successful in this role, you will demonstrate:

- Strong knowledge of Work Health and Safety legislation, regulations and risk management principles.
- Experience conducting WHS investigations, inspections, audits and risk assessments.
- Well-developed analytical and problem-solving skills with the ability to provide practical safety solutions.
- Strong stakeholder engagement and communication skills, with the ability to influence outcomes across all organisational levels.
- Experience managing workplace incidents and corrective action processes.
- The ability to work autonomously, manage competing priorities and deliver outcomes in a complex operating environment.
- High-level written communication skills, including the preparation of reports, briefs and recommendations.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Alun Cameron, 02 5108 3230
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=65C6C3EA-9BFC-AC68-836C-EI

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Defence

Vacancy VN-0772234

Department of Defence

Closing Date:Monday 07 September 2026

ARMY
Special Operations Command

Job Title	Incident Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$99,733 - $112,431
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	ARMY/04959/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C309A546-B270-FB22-6CC4-ED3853659EDF

Duties

The Role

This role is responsible for supporting the continuous growth, maturity managing sensitive subjects, and improvement of Special Operations Command (SOCOMD)'s Incident Management capability. The position provides specialist advice, coordination management and governance oversight, policy support, and performance reporting to ensure incidents are managed consistently, effectively, and in accordance with Defence requirements.

The position is responsible for leading and coordinating Incident Management capabilities across SOCOMD, ensuring effective governance, compliance, and continuous improvement.

Key responsibilities include:

- Providing authoritative advice and support to SOCOMD Headquarters and Units on Incident Management policy, procedures, and related activities.
- Maintaining and reviewing the Incident Management Directive on an annual basis to ensure currency, compliance, and alignment with Defence and Army requirements.
- Coordinating the development, implementation, and communication of Incident Management policies, procedures, frameworks, and best-practice guidance across the Command.

- Ensuring Incident Management training programs are available, fit-for-purpose, and responsive to the operational and organisational requirements of SOCOMD.
- Driving continuous improvement initiatives by identifying efficiencies, implementing process enhancements, and embedding best practice across Incident Management functions.
- Liaising and collaborating with Army Headquarters, Functional Commands, Group-level stakeholders, and external agencies to ensure a coordinated and consistent approach to Incident Management.
- Leading the analysis, trending, and reporting of Incident Management data, providing weekly insights to the Senior Leadership Group and quarterly strategic reporting to the SOCOMD Board to support informed decision-making and risk management.
- Fostering collaboration across enabling service functions to improve information sharing, strengthen organisational effectiveness, and deliver coordinated outcomes in support of Command priorities.
- Supporting Command leadership by providing strategic advice, identifying emerging risks and trends, and contributing to the development of a proactive Incident Management culture across SOCOMD.

About our Team

This position sits within SOFENT, an enabling team that provides critical workforce, governance, and administrative support to Special Operations Command. The team delivers a range of essential services, including recruitment, governance, security, and Work Health and Safety management, as well as broader organisational and corporate support functions.

Through the effective coordination of these activities, SOFENT ensures access to the people, processes, systems, and resources required to maintain operational readiness and successfully deliver operational outcomes.

Our Ideal Candidate

- Knowledge of or the ability to rapidly acquire knowledge of, the Defence ERP Case Management Solution (DECMS) and associated Incident Management processes.
- The ability to interpret and apply relevant legislation, Defence policies, and procedural requirements to ensure advice, analysis, and outcomes are aligned with the Special Operations Command operating environment.
- Experience contributing to Incident Management planning, governance, and policy development for Headquarters Special Operations Command and the broader Command, including Special Forces Group Regiments.
- Strong analytical and reporting skills, with experience preparing high-quality briefs, reports, correspondence, and performance metrics for a range of stakeholders.
- The ability to collaborate effectively with stakeholders and subject matter experts to identify requirements, gather information, provide advice, and deliver practical solutions.
- Well-developed communication and interpersonal skills, with the ability to build and maintain productive working relationships across diverse teams and organisational levels.
- A commitment to teamwork, continuous improvement, and fostering a positive workplace culture through active participation in team and group activities.
- The ability to identify emerging risks, trends, and opportunities for improvement, and contribute to the development of effective governance and assurance outcomes.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Erin Ashley, 02 5108 6971
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C309A546-B270-FB22-6CC4-ED

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Defence

Vacancy VN-0772247

Department of Defence

Closing Date:Wednesday 16 September 2026

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Senior Technical Officer
Job Type	Full-Time, Ongoing
Location	Southbank VIC, Monegeetta VIC
Salary	$99,733 - $112,431
Future Merit Locations	Southbank, Monegeetta
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	CASG/04968/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E122356E-6960-EF64-92C1-ED388CA57118

Duties

The Role

The Senior Technical Officer leads and manages small teams and ensures that the capability being supported is safe, fit for purpose and environmentally compliant by providing timely and accurate technical advice to key stakeholders.

Land Materiel consists of, but is not limited to the following types of capabilities:

- Light and Heavy Armoured Vehicle Platforms.
- Wheeled and Tracked Vehicle Platforms.
- Weapons and Ordnance.
- Petroleum and Bulk Fuel Equipment.
- Communications, Ground and Satellite Systems.
- Chemical Biological Radiological Nuclear Defence.
- Simulation Systems.
- Protective Clothing.
- Medical and Dental.
- Power Generation and Distribution.
- Test and Evaluation.
- Specialised Technical Services.

More information about our projects can be found on our website:
https://www.defence.gov.au/projects#land

About our Team

Land Systems Division's (LSD) mission is to acquire and support capability that enables the ADF to generate and sustain deployable Land power for an integrated force, in peace and war. We aim to be agile, innovative and outcomes-focussed as we collaborate closely with the Services and industry to deliver the latest equipment to maximise ADF performance.

The Land Engineering Agency (LEA), as part of CASG, supports various Projects and Systems Program Offices (SPO) to ensure successful technical outcomes of Defence acquisition and in-service support of land materiel. LEA provides services in engineering, testing, design and development, technical data and configuration management across the Defence Capability Life Cycle. LSD is dedicated to providing staff with an inclusive and healthy work-life environment, and we will invest in your ongoing professional development to ensure your work with us is deeply rewarding.

Our Ideal Candidate

The ideal person will be an experienced Technical Officer who has a proven track record in the maintenance and support of systems and achieving complex technical work.

Candidates are sought from across all disciplines/specialties, in particular:

- Electrical/Electronics, Mechanical/Materials, Mechatronics, Automotive, Communications, Systems Engineering, Textiles, Biomedical, Chemical, Aerospace, Weapons, Petroleum Operations, Mechanical Drafting, Test and Evaluation and Reliability Engineering.

You will have experience:

- Leading a small team, being accountable for managing, planning, organising workflow, engaging with stakeholders and performing administrative functions.

The successful candidate will:

- Meet the mandatory qualifications in their relevant technical domain.
- Have experience working as a Technical Officer with a proven track record of delivering technical outcomes, including investigating and exposing risks, analysing and reporting on technical issues, requirements, and develop and implement recommendations and advice.
- Lead, build and sustain a team and manage stakeholders.
- Have sound written and oral communication skills.
- Have experience working within a Technical Regulatory Framework (or similar).

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Bernard Russell, 03 9269 5633
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E122356E-6960-EF64-92C1-ED3

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Defence

Vacancy VN-0772251

Department of Defence

Closing Date:Thursday 17 September 2026

Governance Group
Ministerial & Executive Coordination & Communication

Job Title	Ministerial Liaison Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$99,733 - $112,431
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	GG/04686/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7BA5D26D-F1C4-B7E6-A5D8-ED388DAC294F

Duties

The Role

The roles in the Ministerial, Parliamentary and Cabinet Branch, sit at the intersection of Defence's work and Parliament, allowing you to work across the breadth of Defence portfolio priorities. You will coordinate Defence's engagement with Parliament, Defence Portfolio Ministers and the Cabinet.

There are several positions with roles covering:

- Liaison with Defence Portfolio Ministers' Offices and Defence Groups and Services facilitating timely, high-quality ministerial and parliamentary products;
- Management and coordination of complex ministerial, parliamentary and Cabinet workflows (including Ministerial brief requests, Questions on Notice, Cabinet submissions and other parliamentary products);
- Coordination of business processes supporting Defence Portfolio Ministers and their offices; and
- Development and sustainment of relationships with internal and external stakeholders.

With support from your leadership, you will navigate risk and complex issues in a role that offers a rare perspective on political and organisational decision-making.

About our Team

The Ministerial, Parliamentary and Cabinet Branch plays a critical role in supporting Defence Portfolio Ministers and the broader Defence enterprise in its engagement with Parliament and Cabinet. We coordinate strategic outcomes aligned with Government, Ministerial and executive priorities, ensuring Defence operates with excellence, transparency and accountability at the highest levels of decision-making.

The Branch comprises:

- Ministerial and Parliamentary Support and Ministerial and Executive Coordination and Communication (MECC) Business Management Team–Ministerial and Parliamentary Support provides comprehensive administrative and logistical support to Defence Portfolio Ministers and their staff, while MECC Business Management supports to the whole MECC Division.
- Defence Ministerials and Executive Support Unit – Delivers high-quality ministerial advice and supports Senior Executive Leadership.
- Senate Estimates and Parliamentary Business – Coordinates Defence’s engagement with Senate Estimates, Parliamentary Committees and Inquiries.
- Quality Assurance Unit – Uplifts the quality and consistency of ministerial products.
- Cabinet Liaison Services and Strategic Cabinet Cell – Coordinates Cabinet business and strategic advice through the delivery of timely, high-quality Cabinet submissions.

Our Ideal Candidate

We are looking for people who are enthusiastic, highly organised, have excellent stakeholder management skills, are committed to delivering high-quality outcomes on time, thrive in fast-paced environments and, through excellent communication, are able to solve problems.

Our people are accountable, have high integrity and understand that people are central to success.

You will approach your role with accuracy, agility, flexibility, accountability and a commitment to delivering high-quality outcomes in a complex environment.

You will exercise sound judgement, manage competing priorities and provide timely, practical advice in a complex and fast-paced environment.

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

The Ministerial, Parliamentary and Cabinet Branch is a motivated, inclusive and professional team with diverse backgrounds and experiences – and welcome the same from applicants. You will enjoy being a participant in a positive, kind and supportive professional environment, and bring a constructive, collaborative and professional approach to working with others.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Katrina Edwards, 02 5108 5839
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7BA5D26D-F1C4-B7E6-A5D8-EI

Defence

Vacancy VN-0772252

Department of Defence

Closing Date:Wednesday 16 September 2026

Defence People Group
Military Personnel Division

Job Title	Remunerations Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$99,733 - $112,431
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	DPG/04901/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=51779BA8-01C4-6A23-ECB8-ED388D56F18F

Duties

The Role

As the APS 6 Remunerations Manager within the Personnel Branch – Air Force, you will lead a small team responsible for delivery of specialist workforce remuneration advice and services within an integrated workforce environment. You will work closely with a range of stakeholders, providing subject matter expert advice and guidance on remuneration policies and workforce conditions for Air Force personnel.

The APS 6 Remunerations Manager will contribute to the development, implementation and continuous improvement of remuneration policies and procedures, ensuring they remain effective and compliant. You will provide high-quality advice to leadership, support reviews and form initiatives and help manage complex remuneration matters. The role offers an opportunity to combine leadership, stakeholder engagement and policy expertise on Air Force remuneration matters.

Key responsibilities include:

- Lead and support a small team in delivering remuneration services, workforce support and specialist advice to Air Force personnel.
- Provide advice on Air Force remuneration policies, salary structures, entitlements and conditions of service to personnel and leadership.
- Support and implement remuneration initiatives, salary structure changes and workforce reform programs.
- Manage complex remuneration enquiries, investigations and casework, ensuring accurate, compliant and timely outcomes.
- Analyse remuneration data and prepare reports, insights and recommendations to support leadership with informed decision-making, leading positive organisational outcomes.
- In collaboration with workforce, policy, industrial relations and other stakeholders, you will develop and maintain remuneration policies, procedures and guidance material.

About our Team

Personnel Branch – Air Force provides career management for aviators of all service categories. The primary function of the branch is to develop aviators with the right skills, to be placed in the right positions utilising their skills and talent to meet capability demand. The Air Force Remuneration Team sits within the Directorate of Personnel Air Force, and is a small, integrated team comprising of two APS employees and three ADF members who provide specialist pay and remuneration support to all Air Force personnel.

Personnel Branch – Air Force operates within Military Personnel Division, and the team fosters a collaborative and supportive environment where APS and ADF members work closely together, share knowledge, and assist one another to achieve positive outcomes for Air Force personnel. The team values professionalism, integrity, and enthusiasm, recognising the direct impact their work has on individual members and the diverse range of stakeholders they engage with.

Opportunities regularly arise to provide education and guidance in this specialist field across the organisation, supporting effective personnel management and enhancing workforce understanding of remuneration processes.

Our Ideal Candidate

Our ideal candidate for this position will thrive in a small, collaborative and cohesive team environment, demonstrating a positive attitude and willingness to learn and understand Air Force remuneration requirements. You will also have the ability to manage competing priorities to ensure the delivery of organisational outcomes.

The successful candidate will ideally demonstrate the following skills and attributes:

- Will be proactive and adaptable.
- Possess strong written and verbal communication skills.

- Will have the ability to build effective working relationships.
- Strong attention to detail.
- Ability to effectively interrupt information and respond to enquiries.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	SQNLDR Zoe Corcoran, 07 4430 1205
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=51779BA8-01C4-6A23-ECB8-ED

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Defence

Vacancy VN-0772257

Department of Defence

Closing Date:Thursday 17 September 2026

Naval Shipbuilding and Sustainment Group
Waterfront and CNSS Division

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$99,733 - $112,431
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	NSSG/05007/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A783EB76-0386-C48E-2EA2-ED38C5C2F743

Duties

The Role

The Data and Program Directorate within the Continuous Naval Shipbuilding and Sustainment (CNSS) Branch has an exciting opportunity for an APS 6 Project Support Officer. The role supports the delivery of analytical products, decision support tools, and program activities that inform strategic decision-making across the CNSS enterprise.

You will contribute to workforce, infrastructure and maritime capability analysis which will be used to support the Government’s naval shipbuilding and sustainment programs and initiatives. Operating within a dynamic team, you will also engage in project planning and delivery, governance support, and collaborate with Defence industry stakeholders.

You will exercise initiative and judgement in analysing information, engaging with a broad range of stakeholders, and delivering practical outcomes for the CNSS Branch. Strong communication, problem-solving, and stakeholder engagement skills are essential for success in this role. You will have the ability to independently translate and analyse data into clear advice for senior decision-makers, directly supporting Defence’s naval shipbuilding priorities.

Key responsibilities include:

- Support the development and maintenance of analytical products, models, and decision support tools used to inform strategic planning and investment decisions.
- Gather, validate, analyse and manage data from a range of sources.
- Prepare reports, graphs, briefs, presentations and other products for senior stakeholders, clearly communicating findings and recommendations.
- Contribute to project management, governance, reporting and assurance activities to support the delivery of Branch priorities.
- Build and maintain productive relationships with stakeholders across Defence, industry and government to support data collection, collaboration and information sharing.
- Monitor project progress, identify risks and issues, and assist in developing practical solutions and recommendations.
- Work collaboratively as part of a multidisciplinary team, sharing knowledge and contributing to continuous improvement initiatives.
- Support the delivery of commercial, procurement and business management activities as required.

About our Team

Continuous Naval Shipbuilding & Sustainment (CNSS) supports the development of the sovereign maritime industrial base that manufactures, sustains and upgrades naval capability in Australia.

The CNSS Branch coordinates the development of the CNSS Key Enablers (industry, workforce, infrastructure, security and innovation) and administratively supports Deputy Secretary Naval Shipbuilding and Sustainment in their role as the Capability Manager for maritime industrial uplift.

The CNSS Branch supports the development of the Naval Shipbuilding and Sustainment Plan which builds on the Government’s National Defence Strategy. The Data and Program Directorate provides analytical, modelling, and program support capabilities that enable evidence-based decision-making across the CNSS Branch.

The team develops and maintains data-driven tools, workforce and industrial capability models, and decision support products that assess the impact of changes across complex Defence programs and the broader maritime enterprise.

The team works across all levels of government, Defence, industry, and academia to gather, analyse, and integrate data on workforce, infrastructure, and program delivery. This analysis informs strategic planning, investment decisions, capability development, and policy advice to senior leaders.

Our Ideal Candidate

You are a proactive and adaptable professional who enjoys working with complex information, engaging with stakeholders, and contributing to evidence-based decision-making.

Critical to success in this role, our ideal candidate will:

- Demonstrate strong analytical, problem-solving and stakeholder engagement skills.
- Build productive relationships across Defence, industry, academia and government.
- Analyse and interpret data to support decision-making and provide practical advice.
- Prepare high-quality briefs, reports and presentations for a range of audiences.
- Contribute to project delivery, governance, reporting and continuous improvement activities.
- Provide leadership, guidance and mentoring to junior staff, fostering a collaborative and high-performing team environment.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Daniel Slater, 02 5108 7015
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A783EB76-0386-C48E-2EA2-ED

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Defence

Vacancy VN-0772258

Department of Defence

Closing Date:Wednesday 16 September 2026

NAVY
Deputy Chief of Navy

Job Title	Work Health & Safety Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Garden Island NSW, Garden Island WA, Hmas Cerberus VIC
Salary	$89,841 - $96,829
Future Merit Locations	Canberra, Garden Island, Hmas Cerberus
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 5
Position Number	NAVY/04480/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=45B2EA6D-D40F-4267-412B-ED38C5DB833D

Duties

The Role

Defence's Work Health and Safety Risk Management Policy requires compliance with the Work Health and Safety Act 2011, Work Health and Safety Regulations 2011 and applicable codes of practice. Supporting Royal Australian Navy (RAN) Training Force, the APS 5 WHS Officer plays a key role in identifying and understanding workplace hazards and risks, and in ensuring that effective systems, processes and controls are in place to minimise risks to health and safety, so far as is reasonably practicable.

The role is responsible for developing and delivering high-quality WHS documentation, analysis, data and advice that enable informed decision-making, support effective risk management, and drive continuous improvement in health and safety outcomes across Training Force.

About our Team

The TrainSafE WHS Team comprises an APS 6 WHS Advisor (Team Leader) and two APS 5 WHS Officers who support the delivery of safe, compliant and effective training across Royal Australian Navy (RAN) Training Force. The team is responsible for WHS governance, policy implementation and assurance. APS5 WHS Officers monitor and respond to complex WHS issues, providing advice, guidance and assurance to commanders, managers and workers across a diverse training environment.

Additionally, APS 5 WHS Officers support consultation, collaboration and continuous improvement initiatives. These dynamic roles combine operational and administrative responsibilities, including managing incident reporting and investigations, analysing WHS data, providing practical WHS advice, and developing risk management solutions. Through these functions, the team contributes to informed decision-making, effective risk management and the continuous improvement of health and safety outcomes across Training Force.

Our Ideal Candidate

We are seeking a motivated and proactive WHS practitioner who is committed to fostering safe and healthy workplaces. The ideal candidate will hold, or be working towards, a Certificate IV in Work Health and Safety and possess experience operating within a complex workplace environment. The successful candidate will demonstrate sound judgement, professionalism and the ability to build productive relationships across a diverse stakeholder environment.

They will be comfortable engaging with complex issues, balancing competing priorities, and providing practical WHS advice that supports both safety outcomes and organisational objectives. Experience in incident management, investigations, WHS governance or assurance activities will be highly regarded, together with a collaborative approach and commitment to achieving positive WHS outcomes.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Julie Hansen, 02 9537 0241
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=45B2EA6D-D40F-4267-412B-ED

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Defence

Vacancy VN-0772260

Department of Defence

Closing Date:Thursday 17 September 2026

Naval Shipbuilding and Sustainment Group
Major Surface Combatants

Job Title	Executive Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $112,431
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	NSSG/04010/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2EB73565-9B49-A58C-2021-ED38C654FBA5

Duties

The Role

The APS 6 Executive Officer provides high-level administrative, coordination, communication and business support to the Director General Hunter Class Frigate (DG-HCF) and the Hunter Class Frigate Branch.

Key responsibilities include:

- Managing branch tasking, correspondence and reporting.
- Supporting governance activities, stakeholder engagement and executive meetings.
- Preparing and quality assuring briefs, correspondence, ministerial and Cabinet submissions, reports and meeting materials.
- Coordinating responses to parliamentary, ministerial and corporate tasking.
- Engaging with prime and subcontractors on media-related matters.
- Assisting with communication products, speeches and presentations.
- Liaising with internal and external stakeholders to support branch outcomes.

Located within the Executive Directorate, the position is critical to the effective operation of the branch in a dynamic, high-tempo environment.

About our Team

The Hunter Class Frigate (HCF) is one of the world’s most advanced warships, and the project is Australia’s largest shipbuilding project. The HCF program provides the foundation for Continuous Naval Shipbuilding and is bringing together global expertise from the UK, USA, Canada, Europe, and Australia to solve complex design and construction challenges.

The HCF program has introduced new approaches to Defence project and engineering management. Whilst built on traditional systems engineering and contract management approaches, Defence and the shipbuilding industry are evolving to meet the demands associated with growing and sustaining a skilled, sovereign workforce.

As a member of Team Hunter, you will be contributing to a high-impact, national capability, while fostering innovation and collaboration, and demonstrating decisive leadership. As an Australian Public Servant in Defence, you will benefit from flexible working arrangements, generous conditions, and a competitive remuneration package, including 15.4% superannuation, as outlined in the Defence Enterprise Agreement.

Our Ideal Candidate

We are seeking experienced administration, communications and coordination professionals with strong organisational skills, sound judgement, and an interest in Defence. The role operates in a dynamic environment and requires the ability to manage competing priorities, work independently, and respond proactively to emerging issues.

Our ideal candidates will demonstrate:

- Strong organisational and administrative skills, with excellent attention to detail.
- Highly developed written and verbal communication skills.
- Experience preparing briefs, correspondence, reports, and executive documentation.
- Strong stakeholder engagement and relationship management capabilities.
- The ability to exercise sound judgement and work effectively under limited direction.
- Proven experience coordinating activities across multiple work areas and meeting tight deadlines.
- Experience supporting governance processes and executive decision-making.
- Adaptability, resilience, and flexibility in a fast-paced environment.
- Proficiency in communication and presentation tools.
- Professional maturity and a commitment to Australia's national interests.

A merit pool may be established and used to fill future vacancies.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	HCF Workforce Team, nssg-msccs-hcf.workforce@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2EB73565-9B49-A58C-2021-ED3

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Defence

Vacancy VN-0772261

Department of Defence

Closing Date:Wednesday 16 September 2026

Capability Acquisition and Sustainment Group
Office of DEPSEC CASG

Job Title	Senior Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$99,733 - $112,431
Future Merit Locations	Russell
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 6
Position Number	CASG/05028/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A8142BA8-DDC3-6DBE-B3C5-ED38C6862CBB

Duties

The Role

The Senior Intelligence Analyst contributes to Defence's decision advantage by delivering timely, accurate and evidence-based analysis that supports strategic decision-making. Working within a highly secure environment, the role integrates intelligence, research and information from multiple sources to assess emerging risks, vulnerabilities and issues that may affect Defence capability, resilience and preparedness.

Operating with a high degree of autonomy, the successful applicant will apply intelligence tradecraft, critical thinking and professional judgement to complex and often ambiguous challenges. They will produce high-quality assessments, briefs and advice for senior decision-makers while contributing to the development of an emerging analytical capability supporting Defence's future operating environment and capability delivery mission.

Key requirements:

- Deliver high-quality intelligence and analytical products.
- Apply structured analytical techniques to complex problems.
- Communicate insights clearly to senior stakeholders.

About our Team

This position sits within the Defence Delivery Group (DDG), which is transitioning toward the future Defence Delivery Agency (DDA). The team supports Defence's mission to accelerate capability delivery while strengthening assurance, resilience and informed decision-making across the capability lifecycle. You will join a multidisciplinary team of APS employees and Defence Reservists working on complex national security, capability and strategic challenges.

The team combines expertise in intelligence, strategic assessment, preparedness, capability assurance and enterprise risk to provide integrated analysis and decision support to senior leaders. We value intellectual curiosity, analytical rigour and collaboration, and encourage continuous learning and professional growth. The role offers a unique opportunity to help shape an emerging analytical function supporting the future Defence Delivery Agency while contributing to Defence's ability to deliver safe, secure and effective capability to the warfighter.

Our Ideal Candidate

Our ideal candidate is an intellectually curious and highly capable analyst who enjoys solving complex problems and making sense of uncertainty. They are able to identify key insights from diverse information sources, evaluate competing perspectives and produce balanced, evidence-based assessments. The successful applicant will demonstrate strong analytical, research and communication skills, along with sound judgement and the ability to operate effectively in a dynamic and highly secure environment.

They will be comfortable engaging with stakeholders, presenting complex information clearly and contributing to team outcomes. Experience in intelligence, national security, Defence, strategic assessment, preparedness, enterprise risk or related analytical disciplines will be highly regarded, as will experience applying structured analytical techniques and intelligence tradecraft.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	CASG Recruitment, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A8142BA8-DDC3-6DBE-B3C5-E

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Defence

Vacancy VN-0772269

Department of Defence

Closing Date:Wednesday 16 September 2026

Governance Group
Ministerial & Executive Coordination & Communication

Job Title	Ministerial Liaison Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$89,841 - $96,829
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 5
Position Number	GG/04391/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E9887CDD-A539-8F2C-7397-ED38C77B5DCB

Duties

The Role

The APS 5 Ministerial Liaison Officer (MLO) is a key enabler in ensuring effective coordination between the Department and Defence Portfolio Ministers' Offices. The MLO directly supports the Department in meeting its ministerial, parliamentary and executive obligations through timely management of high-quality briefs, correspondence, Question Time briefs, and requests, ensuring senior executives and Ministers are well supported with accurate and relevant information for decision-making.

Key Responsibilities:

- Coordinate ministerial and parliamentary business, ensuring timely, high-quality outcomes and compliance with required standards.
- Build and maintain effective stakeholder relationships, facilitating timely communication.
- Monitor, prioritise and manage work requests and deliverables to meet competing priorities and achieve outcomes.
- Maintain accurate records, reporting and tracking systems to support accountability and organisational requirements.
- Analyse information, identify emerging issues and provide recommendations to support decision-making.
- Prepare and coordinate reports, briefings and status updates.

- Undertake financial and administrative activities, while contributing to continuous improvement and efficient business operations.

About our Team

The Ministerial, Parliamentary and Cabinet Branch plays a critical role in supporting Defence Portfolio Ministers and the broader Defence enterprise in its engagement with Parliament and Cabinet. We coordinate strategic outcomes aligned with Government, Ministerial and executive priorities, ensuring Defence operates with excellence, transparency, and accountability at the highest levels of decision-making.

Ministerial and Parliamentary Support and MECC Business Management Team - Ministerial and Parliamentary Support provides comprehensive administrative and logistical support to Defence Portfolio Ministers and their staff, while MECC Business Management supports to the whole MECC Division.

Defence Ministerial and Executive Support Unit - Delivers high-quality ministerial advice and supports Senior Executive Leadership.

Senate Estimates and Parliamentary Business - Coordinates Defence’s engagement with Senate Estimates, Parliamentary Committees and Inquiries.

Quality Assurance Unit - Uplifts the quality and consistency of ministerial products.

Cabinet Liaison Services and Strategic Cabinet Cell - Coordinates Cabinet business and strategic advice through the delivery of timely, high-quality Cabinet submissions.

Our Ideal Candidate

We are seeking enthusiastic, adaptable and highly organised professionals who thrive in fast-paced environments and committed to contributing to high-quality outcomes.

Our ideal candidates will:

- Demonstrate strong communication and stakeholder engagement skills, building productive working relationships across a range of audiences.
- Demonstrate flexibility and adaptability when responding to changing priorities, emerging issues and tight timeframes.
- Deliver high-quality outcomes, with strong attention to detail and a commitment to accuracy and accountability.

- Share information effectively and contribute positively to a collaborative team environment.
- Work collaboratively and professionally, supporting team objectives while maintaining compliance with relevant policies, processes and governance requirements.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Annabelle Choy, 02 5133 2046
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E9887CDD-A539-8F2C-7397-ED

Defence

Vacancy VN-0772271

Department of Defence

Closing Date:Thursday 17 September 2026

Defence Intelligence Group
Intelligence Capability Division

Job Title	IMD Governance Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$89,841 - $96,829
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 5
Position Number	DIG/04019/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5A3A741E-5839-E3F5-60A8-ED38C7C05435

Duties

The Role

Key duties of APS 5 IMD Governance Support Officer:

- Conduct research and consultation to support uplift of the Intelligence Mission Data (IMD) enterprise governance framework and associated policies and fora.
- Support the coordination and development of Mission Data risk assessments to the Joint Force.
- Support collaboration with broad Defence stakeholders to provide inputs into assessments of Defence preparedness where it relates to Mission Data.
- Maintain currency of understanding of Defence capabilities, organisational structures and policy to enable effective collaboration, consultation, and coordination of IMD governance activities.
- Provide secretariat and coordination support for IMD governance fora.
- Provide administrative and coordination support to the team.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base

salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

Modern Australian and allied platforms possess integrated mission systems, advanced on-board sensors and weapons that require high fidelity Intelligence Mission Data. Consequently, the operational capability of such platforms is becoming increasingly dependent on IMD holdings. Insufficient IMD, whether deficient in quantity, fidelity or accuracy, results in diminished capabilities and sub-optimal warfighting performance.

A robust IMD Enterprise governance system ensures the IMD Enterprise is effective, efficient and meets current and future demands. The IMD Governance Team prioritises requirements and delivers necessary coordination across the IMD Enterprise, informs strategic oversight and risk treatment, and aligns strategic goals with allies and across Defence.

Our Ideal Candidate

We are seeking an enthusiastic and highly motivated individual who is outcomes focussed and drives continuous improvement, with a strong focus on collaboration. This position will play a critical role in supporting the IMD Governance Lead in uplifting IMD enterprise governance and coordination efforts.

Our ideal candidate will have demonstrated ability to support development of robust, clear, and effective governance policy and process. Demonstrated ability to coordinate and facilitate governance fora and engage effectively with stakeholders and senior leaders would be an advantage.

The successful applicant will be a skilled communicator with an ability to deliver high-quality outcomes to deadlines, and demonstrate the highest levels of integrity, transparency and accountability.

Eligibility

Security Clearance:

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

Notes

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

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

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To Apply

Position Contact	Name Withheld, 02 6203 6898
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5A3A741E-5839-E3F5-60A8-ED3

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Defence

Vacancy VN-0772286

Department of Defence

Closing Date:Wednesday 16 September 2026

Defence Digital Group
Military Systems

Job Title	Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $112,431
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 6
Position Number	DDG/04639/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B5A570E1-56C0-83D2-EF65-ED39779F7AEC

Duties

The Role

The APS 6 Project Officer is responsible for leading and delivering fast-paced ICT and capability enhancement projects within the Military Systems Enhancements Branch. The role oversees project planning, scheduling, risk management, procurement, finance, stakeholder engagement and governance to ensure initiatives are delivered on time, within budget and to quality expectations. It requires strong coordination across cross-functional teams, the ability to produce high quality documentation and briefs, and the skill to guide technical specialists to achieve project outcomes.

Top three Capabilities:

- Demonstrated experience managing complex ICT projects.
- Strong skills in project governance, procurement, risk, schedule and stakeholder management.
- Ability to lead and mentor multidisciplinary teams in a fast-paced environment.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for

positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Military Systems Enhancements Branch works closely with specialist teams across the Defence Digital Group, Joint Capability Group and the wider Defence to deliver improvements to Defence systems and introduce new capabilities that support operational requirements. The team contributes to Defence Digital Group's broader mission by coordinating complex project activities, managing risks and dependencies, and ensuring that project outcomes align with Defence's technology and capability objectives.

It is a collaborative environment that brings together technical specialists, project managers and stakeholders to deliver practical and measurable results.

Our Ideal Candidate

Our ideal candidate is an experienced ICT project officer who thrives in dynamic, fast-moving environments and can manage multiple competing priorities with sound judgement. They will demonstrate strong leadership, excellent communication skills and the ability to influence and collaborate with diverse stakeholders.

They will be skilled in delivering high-quality governance products, procurement, managing risks proactively, coordinating multidisciplinary teams and applying agile and contemporary project management methodologies. Highly organised, adaptable and committed to Defence outcomes, they will foster a positive, accountable and results-driven team culture.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Alexander Finlay, 07 3253 8062
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B5A570E1-56C0-83D2-EF65-ED

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Defence

Vacancy VN-0772288

Department of Defence

Closing Date:Wednesday 16 September 2026

Security and Estate Group
Service Delivery Division

Job Title	Work Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$99,733 - $112,431
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	SEG/05038/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=ABAB8A86-8D81-BDE1-8238-ED397834DCCB

Duties

The Role

The APS 6 Work Health and Safety (WHS) Officer is critical to assisting SEG in fulfilling its WHS obligations and achieving positive safety outcomes. The position coordinates WHS compliance and intervention activities between SEG, industry partners and the Commonwealth WHS Regulator, Comcare, ensuring the timely provision of accurate information and documentation.

In this role, you will:

- Engage with a broad range of SEG stakeholders, including industry partners, to support the timely coordination of information between SEG and Comcare.
- Demonstrate excellent attention to detail by analysing and consolidating critical information into high-quality responses and action plans.
- Apply a sound understanding of WHS legislation, policy and governance frameworks.
- Provide detailed guidance to SEG stakeholders in relation to WHS legislation, and internal policy and procedures.
- Contribute to the review and update of SEG's WHS documentation, ensuring it remains current and fit for purpose.
- Effectively manage workload, delivering outcomes within required timeframes while contributing to broader team objectives.

About our Team

The Directorate of Work Health and Safety provides advice on the application and impact of Work Health and Safety legislation, Codes of Practice, prescribed Australian Standards, and Defence policy requirements. This is a small but highly skilled team with extensive knowledge of work health and safety and a strong commitment to the important role it plays in Defence. The team's activities are diverse and include policy and process development, assurance activities, education and outreach, and WHS incident investigations.

Key functions of the Directorate include:

- Providing analysis and reporting to the Senior Leadership Group on WHS responsibilities, performance and trends.
- Managing SEG's interactions with Comcare, the Commonwealth WHS Regulator.
- Working with SEG's industry partners to support the effective management of WHS for contracted workers.
- Collaborating with Defence Groups and Services to ensure a coordinated approach to safety across Defence.
- Representing SEG in Defence WHS forums, and contributing to the development of Defence WHS policies.
- Leading and coordinating a national network of WHS subject matter experts.

Our Ideal Candidate

Our ideal candidate will be a highly motivated and adaptable individual who:

- Demonstrates an understanding of relevant legislation and policy frameworks and their application in dynamic workplace environments.
- Provides accurate technical advice on WHS matters.
- Has the ability to develop comprehensive, high-quality work packages to support regulatory interactions.
- Demonstrates excellent attention to detail and the ability to identify, analyse and interpret critical information.
- Possesses strong written and verbal communication skills and the ability to work collaboratively with a range of stakeholders to influence safety outcomes.
- Is capable of undertaking complex work under limited direction and exercising sound judgement.
- Is comfortable coordinating workflows and managing multiple work packages to ensure outcomes are delivered within required timeframes.
- Thrives in a fast-paced environment, responds effectively to emerging priorities, and performs well under pressure.
- Seeks on-the-job training and development opportunities to enhance professional skills, subject matter expertise and knowledge.
- Has a passion for safety!

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Ben Le Lievre, 02 6132 7297
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ABAB8A86-8D81-BDE1-8238-ED

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Defence

Vacancy VN-0772296

Department of Defence

Closing Date:Thursday 17 September 2026

Defence People Group
People Policy & Development

Job Title	ICT Customer Support Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Cooma VIC, Melbourne VIC
Salary	$89,841 - $96,829
Future Merit Locations	Adelaide, Canberra, Cooma, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/05048/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A79BD133-B5E4-5B2C-2D2D-ED397B986F85

Duties

The Role

We are looking for an enthusiastic individual who is skilled in customer service and providing technical support to a broad range of users of our Learning Management Systems. This role will involve technical research and analysis, whilst striving for continuous improvement.

The Learning Systems Support team operates in a high tempo environment - we require individuals with exceptional team player and organisational skills.

The core functions of the APS 5 ICT Customer Support Officer include, but are not limited to:

- Providing Level 2 customer and technical support to users of our Learning Management Systems - Totara Learn (LXP), and LinkedIn Learning.
- Investigating moderately complex learning system and ICT issues and identifying technical solutions to support users and stakeholders.
- Supporting system administrators through training, user guidance and the development of work instructions and support documentation.
- Processing and maintaining learner and system data, including record management and licence provisioning.
- Building and sustaining productive relationships with internal and external stakeholders.

- Contributing to continuous improvement initiatives that enhance system performance and user experience.

This vacancy is being advertised for Melbourne CBD (VIC), Canberra (ACT), Adelaide (SA) and Cooma (NSW). A merit pool may be established from this recruitment process and may be used to fill similar vacancies across any Defence location.

About our Team

The Digital Learning Solutions Directorate, within the Defence Learning Branch, promotes the curation and management of content and platforms that support all things learning.

The ICT Customer Support Officer role sits within the Learning Platforms Support Team in the Directorate. The team is responsible for managing all customer enquiries and issues relating to Defence's Learning Management Systems including LXP (Totara), and LinkedIn Learning.

Our Ideal Candidate

The successful candidate will have strong written and verbal communication skills and be comfortable working with a diverse range of internal and external stakeholders.

They will:

- Thrive in a fast-paced environment managing a variety of learning system enquiries, issues and updates, and demonstrate experience supporting Learning Management Systems, helpdesk/customer service functions, or comparable technology platforms.
- Demonstrate excellent attention to detail and the ability to work effectively with customers and subject matter experts to investigate and resolve issues.
- Communicate technical information clearly and professionally to both technical and non-technical users.
- Demonstrate initiative, sound judgement and a willingness to support team members in delivering outcomes.
- Effectively organise and prioritise their workload, making decisions within their area of responsibility and adapting to changing priorities.
- Interpret and provide advice based on policy, procedures and business requirements, while identifying opportunities for continuous improvement.
- Contribute to project work and other team activities as required.

Eligibility

Security Clearance

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

Notes

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

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

About the Department of Defence

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

To Apply

Position Contact	Joshua Gibson, 08 9580 7828
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A79BD133-B5E4-5B2C-2D2D-EI

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Defence

Vacancy VN-0772356

Department of Defence

Closing Date:Thursday 17 September 2026

Defence Digital Group
Military

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,393 - $140,315
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	DDG/04756/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9B5D7BD9-B253-4349-1C50-ED49C8781DF9

Duties

The Role

The EL 1 Project Manager role will lead the Project Management Office function within the Health Program Directorate of the Defence Secret Environment Delivery Branch.

As the PMO Lead, you will lead the Program Management Office (PMO) function, providing governance, assurance, reporting, program controls, and strategic oversight to support the successful delivery of program outcomes.

You will establish and maintain effective governance arrangements, oversee project and program schedules, manage scope, risks and issues, and provide financial oversight to ensure delivery remains aligned with strategic priorities and value-for-money objectives. You will drive continuous improvement of governance frameworks, delivery methodologies, and Defence Digital Group ways of working, ensuring transparency, compliance, and informed decision-making.

The role provides strategic advice, insights to senior stakeholders, manages interdependencies across projects, and coordinates diverse internal and external stakeholders. The role is also accountable for the development, maintenance, and quality assurance of program documentation, executive reporting, and governance artefacts.

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

About our Team

The DSED is part of the Military Systems Division in the Defence Digital Group (DDG). The Health Program Directorate is responsible for delivery of the Health Knowledge Management (HKM) Program. The HKM Program is a major Defence capability initiative that will deliver an integrated, secure, and future-focused health information system to support the delivery of healthcare services across the Defence Health System.

The Program will replace the existing Defence eHealth System (DeHS) and establish a single, longitudinal electronic Health Record (eHR) that supports Australian Defence Force (ADF) members throughout their service life, from recruitment through to transition from service.

Our work environment is dynamic and diverse with a strategy-led approach to shaping, delivering and sustaining Defence’s technology landscape in a faster, more agile way. Our team is a collaborative, integrated workforce of ADF and APS.

Our Ideal Candidate

- You are an experienced project management professional with a demonstrated ability to lead the delivery of complex projects in dynamic and challenging environments.
- You apply strategic thinking, sound judgement, and a high degree of initiative to solve complex problems, manage competing priorities, and achieve organisational outcomes.
- You have proven experience leading PMO functions and applying governance, assurance, reporting, program controls, and performance management practices to support successful delivery.
- You are able to identify emerging risks and issues, manage interdependencies, and provide trusted advice and evidence-based insights to senior leaders to support informed decision-making and program outcomes.
- You build and sustain productive relationships across Defence, industry and project teams, using strong communication and influencing skills in complex stakeholder environments.
- You operate under pressure and lead through ambiguity and change.
- You drive the continuous improvement of PMO frameworks, governance practices, and project management capabilities, ensuring consistent delivery across the program environment.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Sasha Webb, 02 6274 8422
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9B5D7BD9-B253-4349-1C50-ED

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Defence

Vacancy VN-0772393

Department of Defence

Closing Date:Thursday 17 September 2026

Joint Capabilities Group
Defence Space Command

Job Title	Information and Registry Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	-
Future Merit Locations	Fairbairn
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	JCG/04839/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=57C969B3-738E-ED3D-3785-ED4A030A0EBE

Duties

The Role

The APS 4 Information and Registry Officer is responsible for managing correspondence, records and information management activities within Space Command ensuring the accurate registration, maintenance and governance of digital records in accordance with legislative, regulatory and Defence requirements.

Working closely with the Staff Officer Personnel and Administrative Commanding Officer, the position supports workforce administration through the management of correspondence across the Command, including the coordination and actioning of PMKeyS requests. The role provides advice on records management and information governance practices, maintains information systems and databases and builds productive stakeholder relationships.

The position also contributes to the continuous improvement of business processes to enhance operational effectiveness across Space Command.

About our Team

SPACECOMD is a multidisciplinary workforce across Navy, Army, Air Force, Australian Public Service, and Industry. SPACECOMD has been established to prepare space power to secure Australia's interests in peace and war. Its vision is to assure Australian civil and military access in space, integrated across Government, and in concert with allies, international partners and industry.

The APS4 Information and Registry Officer will be part of the Space Command Personnel Cell, which is responsible for the coordination and oversight of personnel management, workforce welfare, and incident management across Space Command. It provides commanders, supervisors, and staff with advice, guidance, processes, and tools to ensure personnel matters are managed effectively, efficiently, and in accordance with policy.

Our Ideal Candidate

Our ideal candidate will be able to demonstrate:

- Providing advice and direction to staff undertaking mail, registry, records management, and technical publications.
- Maintain the registration and filing of hardcopy and digital documentation.
- Apply knowledge and experience in records management and the legislative and governance responsibilities associated with record keeping to manage team work.
- Research and interrogate databases to ensure accurate record keeping and identify areas for continuous improvement.
- Build and sustain productive working relationships with stakeholders to achieve business outcomes.
- Work collaboratively and operate as an effective team member.
- Interpret and provide advice on overarching legislation, regulations and other guidelines relating to records management.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Grace Moffat, 03 5146 7261
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=57C969B3-738E-ED3D-3785-ED

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Education

Vacancy VN-0772390

Australian Research Council

Closing Date:Wednesday 16 September 2026

Corporate and Enabling Services Business Systems Operations

Job Title	Infrastructure Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,731 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated with the successful candidate.
Classification	APS Level 6
Position Number	ARC26-009
Agency Website	www.arc.gov.au

About the Position

The Australian Research Council (ARC) is seeking a motivated Infrastructure Officer to join a small team of ICT infrastructure specialists.

The Infrastructure team provides technical support and expertise across the ARC's ICT environment, maintaining and supporting the ARC's corporate computing environment and the Research Management System (RMS) that facilitates end to end grants management for the ARC's stakeholders and partner entities.

As an Infrastructure Officer, your role will be to provide Level 2 technical support and contribute to Level 3 infrastructure support including the administration, maintenance, monitoring and troubleshooting of the ARC's corporate network and infrastructure environment.

The role will work across a range of technologies, including Microsoft Endpoint Configuration Manager (MECM), Microsoft Intune, Azure, Active Directory and Entra, as well as Nutanix HCI, Cisco switching and routing and other supporting systems that support the ARC's research grants management system (RMS).

The position will require you to work with a high degree of autonomy, investigate and resolve complex technical issues, assess technical risks and priorities, contribute to ICT change and improvement activities, and provide quality, risk-informed technical advice to staff and stakeholders.

Duties

Duties and Responsibilities

The Infrastructure Officer will:

• Provide Level 2 specialist technical support and contribute to Level 3 support for server, cloud networking and associated ICT infrastructure.

• Install, configure, maintain and troubleshoot enterprise hardware, software and operating systems.

• Lead the administration and governance of the administration of Microsoft 365 products and services.

• Support and maintain the administration of Microsoft Endpoint Configuration Manager (MECM), Microsoft Intune, Azure, Active Directory and Entra.

• Monitor, maintain and troubleshoot Microsoft servers and Hyper Converged Infrastructure.

• Administer, configure and troubleshoot network infrastructure, including switches, routers, firewalls and related technologies.

• Oversee backup and recovery and assist with testing recovery processes.

• Investigate technical incidents and problems, undertake root-cause analysis and implement appropriate solutions.

• Serve as a trusted technical adviser to users and stakeholders, including identifying appropriate technology solutions.

• Manage ICT incidents and service requests through the relevant service management system, ensuring issues are appropriately documented, prioritised and escalated.

• Contribute to ICT change management activities by assessing technical impacts and risks, coordinating implementation activities, preparing recommendations and validating outcomes.

• Ensure systems are configured, maintained and managed in accordance with government security standards such as the Information Security Manual (ISM) and Protective Security Policy Framework (PSPF)

• Develop and maintain technical documentation, procedures, knowledge articles and other materials to support governance, operational resilience and knowledge management

• Coordinate and deliver technology deployments, upgrades, patching and lifecycle management activities.

• Lead or coordinate discrete ICT infrastructure work packages, including planning, implementation, stakeholder communication and post-implementation review.

• Provide network support for video conferencing and other workplace collaboration technologies.

• Work collaboratively with ICT team members and external service providers to resolve technical issues and deliver ICT services.

• Identify and develop continuous improvement initiatives that enhance the reliability, security and effectiveness of the ARC's ICT environment.

Required Skills and Knowledge

The successful candidate will demonstrate:

• Demonstrated experience providing Level 2 and/or Level 3 technical support in an enterprise ICT environment, including the resolution of complex ICT infrastructure issues. Experience installing, configuring, administering and troubleshooting enterprise hardware, software and infrastructure technologies.

• Experience managing and optimising Microsoft 365 and associated Microsoft technologies.

• Experience with Microsoft Endpoint Configuration Manager (MECM), Microsoft Intune, Azure and Active Directory.

• Demonstrated experience supporting Windows 11 enterprise environments.

• Experience with desktop, server and cloud technologies, including troubleshooting and patch management.

• Understanding of networking concepts such as routing and the OSI model, and exposure to configuring network infrastructure such as switches, routers and firewalls.

• Understanding and practical application of ITIL service management principles, including incident, request, change and problem management.

• Demonstrated ability to investigate technical problems, undertake analysis and identify effective and sustainable solutions.

• Experience using remote access platforms and remote support technologies.

• Demonstrated ability to manage competing priorities and deliver outcomes within agreed timeframes.

• Strong written and verbal communication skills, with the ability to communicate technical information clearly to technical and non-technical stakeholders.

• Demonstrated ability to work collaboratively and build effective working relationships with colleagues, stakeholders and service providers.

• Ability to exercise sound judgement, work independently within established frameworks and escalate issues appropriately.

Our Ideal Candidate

Our ideal candidate is a technically capable and motivated ICT professional who enjoys working in a collaborative environment and solving complex technical problems.

You will be client-focused and demonstrate initiative, sound judgement and a strong commitment to delivering quality ICT services. You will be comfortable working independently while recognising when collaboration or escalation is required.

You will have strong analytical and problem-solving skills, with the ability to investigate issues, identify root causes and implement practical solutions. You will be adaptable and able to prioritise competing demands while maintaining a high level of service and attention to detail.

You will communicate effectively with a broad range of stakeholders and be able to translate technical information into clear and practical advice.

You will demonstrate personal drive, integrity and accountability, embrace change and continuous improvement, and uphold the APS Values and APS Code of Conduct.

Eligibility

• Must be an Australia citizen

• Undergo ID verification check

• Undergo a Police Check

• Currently holds or be able to obtain a Commonwealth security clearance to NV1 level.

Qualifications

Tertiary qualifications and/or relevant experience in infrastructure or related field is highly desirable.

Notes

About the Australian Research Council

The ARC is a non-corporate Commonwealth entity established under the Australian Research Council Act 2001 (ARC Act). It is located within the Australian Government's Education portfolio and reports to the Minister for Education. The ARC is a vital component of Australia's innovation and research system. It plays an integral role in supporting the research sector to produce excellent and impactful research for Australia's economic, social, environmental and cultural benefit through the delivery of the National Competitive Grants Program (NCGP). The NCGP funds excellent pure basic, strategic basic and applied research in all disciplines except medical research. The ARC's broader remit includes the provision of high-quality research policy advice to the Australian Government and supporting research security and integrity. It also includes promoting ethical research, evaluating the excellence, impact and depth of Australian research and expanding Aboriginal and Torres Strait Islander knowledge systems. It also facilitates partnerships between researchers and industry, government, community organisations and the international community.

To Apply

Position Contact	Mr Bobby Almasi, 02 6206 7226
Agency Recruitment Site	https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5j

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Education

Vacancy VN-0772397

Department of Education

Closing Date:Wednesday 16 September 2026

International
International Students, Legislation and Integrity

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	26/0235
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://education.nga.net.au/?jati=AD67818E-4333-E921-D098-ED4A03AEC79E

The International Division is responsible for international education policy and high-profile initiatives that support the sustainable development and growth of Australia's international education sector.

Working across the department, other Australian Government agencies, state and territory governments, education providers and partner governments, the division delivers programs and policies that support international mobility, the global exchange of knowledge, and position Australia as a partner of choice for international collaboration.

As an Assistant Director within the Qualifications Recognition Team, you will support this work through policy advice and strategic engagement on the recognition of qualifications and qualifications frameworks, helping to position Australia as a regional and global leader in the field and supporting better understanding and recognition of the Australian education system and qualifications internationally. You will contribute through engagement in key multilateral fora, including the United Nations Educational, Scientific and Cultural Organization (UNESCO), as well as through bilateral engagement with key education partners, and support stakeholders to assess foreign qualifications in Australia, informed by UNESCO conventions.

Duties

In these roles, you will be responsible for the following:

- Leading discussions and negotiations, delivering presentations and/or providing strategic policy advice to a wide range of domestic and international stakeholders, including on complex, technical and sensitive matters.
- Fostering productive working relationships with domestic and international stakeholders and representing the department in bilateral and multilateral fora.
- Leading strategic projects, anticipating and managing issues and risks, monitoring and evaluating project performance.
- Researching and analysing overseas qualifications, education, training, and quality assurance systems and qualifications frameworks, and examining international legal treaties and other agreements or arrangements.
- Supervising staff and developing and implementing work plans, including managing workflows and priorities and ensuring the delivery of quality outcomes.

Eligibility

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

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

Notes

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About the Department of Education

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

To Apply

Position Contact	Joanna Wilson, 02 6240 6811
Agency Recruitment Site	https://education.nga.net.au/?jati=AD67818E-4333-E921-D098-ED4A03A

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Education

Vacancy VN-0772047

National Gallery of Australia

Closing Date:Wednesday 23 September 2026

CFO and Commercial
Financial Planning & Analysis

Job Title	Procurement Officer
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Future Merit Locations	Parkes
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On-Site Position, flexible conditions and ability to apply to work from home
Classification	APS Level 6
Position Number	3310
Agency Website	https://nga.gov.au

Job Description

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

The role will support teams across the Gallery to plan and conduct compliant procurement processes, develop and review less complex supply contracts, and support contract management activities to deliver value for money outcomes for the Gallery and the Commonwealth.

The role will also provide advice and assistance in the interpretation of policy relevant to the Gallery’s procurement operations and facilitate growth in procurement capacity and capability across the Gallery.

This position reports to the Procurement Manager and is an ongoing full-time role within the CFO and Commercial portfolio.

Duties

In accordance with the APS 6 work level standards, you will:

- Provide authoritative advice and guidance to stakeholders on procurement planning, sourcing strategies, market approaches, including panels, evaluation methodologies, contract establishment and contract management.
- Engage with the internal legal team on high risk, high value procurements, as required.
- Assist with less complex market assessment and negotiation activities.
- Assist with annual procurement planning activities with teams across the National Gallery, as well as contributing to the implementation of business improvement activities, where appropriate.
- Assist to update current, or draft new, procurement and contract related templates, policies, guidelines, procedures and processes, and support the development, maintenance and improvement of the National Gallery’s procurement and contract management systems to support compliance and inform decision-making.
- Support the Procurement Manager to deliver the Gallery's procurement strategy, priorities and continuous improvement initiatives, contributing to compliant, efficient and value-for-money procurement outcomes across the organisation.

Eligibility

Citizenship – To be eligible for employment with the National Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION

The following role specific qualifications, certification and/or registrations are highly desirable:

- Relevant tertiary qualifications in Procurement, Certification IV/Diploma in Procurement and Contract Management

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

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 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 information above. 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.

An order of merit or merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 18 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.

About the National Gallery of Australia

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

To Apply

Position Contact	John Kelleher, 02 6120 2935
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Education

Vacancy VN-0772293

National Gallery of Australia

Closing Date:Sunday 13 September 2026

Chief Operating Officer
Information Services

Job Title	IT Operations Manager
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$116,261 - $132,660
Future Merit Locations	Parkes
Office Arrangement	On Site;Flexible
Office Arrangement Details	On-Site Position, flexible conditions and ability to apply to work from home
Classification	Executive Level 1
Position Number	3019
Agency Website	https://nga.gov.au

Job Description

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

The IT Operations Manager is part of the Information Technology (IT) Section within the Information Services Department. The IT Section supports the Gallery's information communication and technology (ICT) services across a number of sites, supporting remote access and emerging information technology requirements to meet our strategic and business needs.

The section provides the full suite of ICT services to enable all Gallery staff to access our IT network. This includes the applications we manage both on-premise and in cloud environments, and to enable reliable and safe devices for all staff to increase productivity and mobility. As a small team, all staff manage multiple capabilities and responsibilities, providing you with hands on experience across all facets of vendor management, ICT procurement, budgets and costings, IT Service Management, infrastructure, end user computing, IT and digital projects. As well as contributing to the Gallery's strategic direction including the development of written briefs and presenting to the Gallery's Executive team, responding to audit recommendations and setting the forward work plan for the IT team.

This role is critical in driving day-to-day delivery, managing key systems, and implementing network improvements to support organisational goals including managing and delivering projects across on premise enterprise virtualisation platforms for compute and storage; data centre, wireless, WAN and LAN networking; power distribution and UPS systems; audio visual systems including video conferencing, indoor/outdoor digital signage and entertainment systems; and security systems and facilities operations technology.

This position works closely with our vendor partners, cyber security, building facilities and security teams and our visitor experience and exhibition teams. The role supports the CIO with reporting and written briefs for the Executive, Audit and Risk Committee and Council.

This is a full-time, ongoing employment opportunity.

Duties

In accordance with the EL1 work level standards, you will:

- Actively contribute to the National Gallery's strategic direction contributing to the development and delivery of IT strategies, Portfolio and Corporate strategies. Provide leadership and direction to IT team members and vendors within the Gallery context. Mentor junior staff and support them in identifying and diagnosing issues, as well building a cooperative culture within the IT team and more broadly.
- Manage major Managed Service Provider contracts ensuring IT vendors to deliver to agreed service levels and within budget. Provide direction to managed service providers and manage vendor relationships, service contracts and evaluate and report on the provision of these services.
- Provide core business support across IT Operations, Infrastructure and Networks. This involves both strategic planning and support for the implementation of technological solutions, development, management, operations and day-to-day running and monitoring of the IT environment including data centres, networking and storage. This includes hands-on work such as assisting service providers to troubleshooting complex issues, and managing infrastructure components.
- Oversee budget management of Gallery IT operations, system upgrades, assessment of new systems and technologies. Undertake procurement and financial management activities including financial acquittals.
- Lead and deliver ICT projects and actively contribute to projects including the ability to input into designing, configuring, and deploying infrastructure solutions to meet project goals including providing high level advice to a range of internal and external stakeholders, identification of areas for streamlining, improvement for greater efficiency and implementation of new and emerging technologies.
- Ensure standards, policies and procedures are in place and monitored and updated regularly and that the environment is adequately documented and currency in documentation is maintained.
- Provide operational reports and written briefs to the CIO for the Executive, Audit and Risk Committee and Council. Represent the Gallery internally and externally.
- This role may include out of hours work to support Gallery projects and events.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Security Assessment – The successful applicant will be required to obtain and maintain a Negative Vetting Level 1 security clearance. Ongoing employment in this role requires the successful candidates to maintain a high-level security clearance. Loss of a security clearance at any time will lead to termination of employment.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

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 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 information above. 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.

An order of merit or merit pool, may be established from this selection process and may be used to fill future identical vacancies over the next 18 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.

About the National Gallery of Australia

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

To Apply

Position Contact	Jade Carson, +61 2 6240 6580
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education

Vacancy VN-0772239

Tertiary Education Quality and Standards Agency

Closing Date:Sunday 13 September 2026

Operations and Regulatory Support People and Capability

Job Title	Assistant Director People and Capability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$124,681 - $137,803
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Melbourne or Canberra (other locations may be considered)
Classification	Executive Level 1
Position Number	TBA
Agency Website	www.teqsa.gov.au

Job Description

https://www.teqsa.gov.au/about-us/careers

About the position

Reporting to the Director People and Capability, the Assistant Director People and Capability will provide high level strategic and operational advice on complex and high-risk employee matters including performance management, conduct and workplace behaviour matters, case management and capability development. The Assistant Director will exercise initiative and sound judgement to resolve complex and sensitive matters and will guide people leaders on a broad range of people matters.

The Assistant Director will also lead and implement strategic P&C projects and initiatives and will maintain an in-depth knowledge of relevant legislation, policy, procedures and guidelines.

Duties

As Assistant Director P&C, you will be responsible and accountable for:

- Leading a small team to deliver a broad range of services, including interpretation of relevant policy and legislation and support to the business areas, people leaders and employees within TEQSA.
- Contributing to preparation of P&C regular and ad hoc reporting and workforce data requests.

- Developing business cases, writing proposals and relevant project management reports and documentation as required.
- Working closely with senior management and all business areas to deliver positive outcomes in recruitment and retention, induction, learning and development, performance management, remuneration and rewards, and workplace health and safety, including compensation and rehabilitation matters.
- Contribute to the Enterprise Agreement bargaining process.
- Managing the preparation of internal and external briefings and correspondence.

Our ideal candidate

TEQSA is looking for high-performing and agile team members who are committed to TEQSA's role in assuring the quality and integrity of Australian higher education and protecting students' interests.

Our ideal candidate will have:

1. Demonstrated leadership and people management capability, including setting priorities, managing workflow and performance, building team capability, supporting continuous improvement and ensuring high-quality and timely outcomes.
2. Demonstrated experience leading HR functions including employee relations matters, enterprise-wide workforce performance and capability building initiatives.
3. Demonstrated experience providing risk informed, expert and sound policy and procedural interpretation and advice on complex and sensitive matters including enterprise agreement and other relevant HR legislation, policies and programs.
4. Demonstrated ability to build and maintain productive, trusted relationships with senior leaders and key internal and external stakeholders, and the ability to influence and negotiate outcomes
5. Demonstrated experience leading the design, development and delivery of relevant P&C strategic and operational projects and initiatives aimed at enhancing workforce performance, organisational capability, employee engagement and agency culture.

Qualifications and experience

- Tertiary qualifications in Human Resource Management or a related discipline is desirable.
- Relevant practical experience in the Australian Public Service (APS) will be advantageous but not essential.

Eligibility

The successful applicant must:

- be an Australian citizen.
- be able to complete a satisfactory National Police Check.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA, which must be maintained throughout the period of employment.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

- This recruitment process is being conducted to fill a non-ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies. It is active for 18 months from the date of this advertisement.
- Before commencing in the role, the successful candidate will be required to disclose details of any material personal interests in connection with their employment at TEQSA via a Declaration of Interest form and seek approval to undertake any outside employment (paid or unpaid) via an Outside Employment application.
- For further information on this role, please contact Cathy Daly on 03 8306 2480 or email recruitment@teqsa.gov.au

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

About the Tertiary Education Quality and Standards Agency

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

To Apply

Position Contact	Cathy Daly, 03 8306 2480
Agency Recruitment Site	https://www.teqsa.gov.au/about-us/careers

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Education

Vacancy VN-0772241

Tertiary Education Quality and Standards Agency

Closing Date:Sunday 13 September 2026

Executive Office and Strategic Delivery Strategic Delivery

Job Title	Program Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$146,720 - $176,120
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Melbourne or Canberra (other locations may be considered)
Classification	Executive Level 2
Position Number	19475
Agency Website	www.teqsa.gov.au

Job Description

https://www.teqsa.gov.au/about-us/careers

TEQSA is undertaking a critical technology refresh to support its regulatory teams and enabling teams through TEQcore, a multi-year digital transformation program that will establish a modern, organisation-wide platform supporting how TEQSA works.

Built on Salesforce, TEQcore will progressively deliver TEQSA’s regulatory case management system, provider portal, National Register, public website, enquiry management functions, and other organisational workflows.

The platform will connect teams and information across TEQSA, support the full regulatory lifecycle, and improve how providers and members of the public interact with the agency.

The Program Manager sits within the Strategic Delivery team and is responsible for the successful delivery of TEQcore.

The role leads a small internal team and works closely with the program sponsor, TEQSA teams, technical specialists, and implementation partners.

The Program Manager will oversee the program from planning and design through to implementation, adoption, and transition into ongoing operations.

Duties

As Program Manager, you will:

- lead the delivery of TEQcore across its program phases and implementation tranches.
- maintain integrated program plans, priorities, milestones, budgets, dependencies, and resources.
- coordinate internal teams, technical specialists, and implementation partners to deliver agreed outcomes.
- oversee program governance, reporting, risks, issues, assurance activities, and key decisions.
- manage supplier performance, contractual deliverables, and commercial arrangements.
- provide clear and timely advice to the program sponsor, senior executives, and governance bodies.
- engage teams across TEQSA to ensure the platform reflects organisational and operational needs.
- support organisational readiness, adoption, and the transition to new systems and ways of working.
- lead a small program team, set clear priorities, and support high-quality performance.
- promote a collaborative, accountable, and delivery-focused culture.
- Other duties as required.

Our ideal candidate

1. TEQSA is looking for someone who is passionate about contributing to the excellence of Australian higher education. Our ideal candidate will have:
2. Experience managing a complex digital, technology, or business transformation involving multiple workstreams, stakeholders, and delivery phases.
3. Experience delivering Salesforce, case management, customer relationship management technology solutions.
4. The ability to manage program governance, budgets, risks, suppliers, contracts, and assurance activities.
5. The ability to bring together business and technical perspectives, communicate clearly with senior stakeholders, and support organisational adoption.
6. Experience leading a small team, setting priorities, and creating a collaborative and accountable working environment.
7. Strong written and oral communication skills with the ability to convey complex information clearly and concisely to a variety of stakeholders, including reports, briefings, and presentations for senior audiences.

Eligibility

The successful applicant must:

- be an Australian citizen.
- be able to complete a satisfactory National Police Check.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA, which must be maintained throughout the period of employment.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

- This recruitment process is being conducted to fill a non-ongoing vacancy up to 3 years. There is potential for the position to become ongoing after this time.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies. It is active for 18 months from the date of this advertisement.
- Before commencing in the role, the successful candidate will be required to disclose details of any material personal interests in connection with their employment at TEQSA via a Declaration of Interest form and seek approval to undertake any outside employment (paid or unpaid) via an Outside Employment application.

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

About the Tertiary Education Quality and Standards Agency

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To Apply

Position Contact	Dhamendra Unka, 03 8306 2430
Agency Recruitment Site	https://www.teqsa.gov.au/about-us/careers

- 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

Education

Vacancy VN-0772377

Tertiary Education Quality and Standards Agency

Closing Date:Wednesday 23 September 2026

Regulatory Operations

Job Title	Senior Regulatory Assessment Manager and Regulatory Assessment Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$90,193 - $111,702
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Melbourne or Canberra (other locations may be considered)
Classification	APS Level 5;APS Level 6
Position Number	Multiple
Agency Website	www.teqsa.gov.au

Job Description

https://www.teqsa.gov.au/about-us/careers

TEQSA currently has multiple ongoing and non-ongoing (up to 18 months) opportunities for APS6 Senior Regulatory Assessment Managers and APS5 Regulatory Assessment Managers. These roles are responsible for undertaking tasks to support the comprehensive assessment of:

- Risk to compliance with relevant standards and legislation.
- Possible non-compliance with the relevant standards and legislation
- Applications involving higher education providers.

Duties

The primary duties of an **APS6 Senior Regulatory Assessment Manager** include:

- Undertaking complex risk-based assessments of higher education provider applications, reviewing, and analysing evidence submitted by providers and derived from other sources, interpreting legislation, and applying sound judgment to prepare well-argued reports / recommendations for consideration by decision makers.
- Undertaking complex risk-based assessments and investigations of possible non-compliance with the TEQSA Act, ESOS Act, or subordinate regulatory legislation, and applying sound judgment to prepare well-argued recommendations for consideration by decision makers.
- Planning and conducting intelligence activities using good operational judgement.
- Using knowledge of precedents, relevant legislation, standards, policy, procedures, and guidelines to interpret and analyse assessments involving moderate to high complexity and sensitivity.
- Managing communications with providers and other stakeholders and responding in a timely manner.
- Building and maintaining relationships with a range of internal and external stakeholders and responding to their needs to achieve work priorities and agency goals.
- Working effectively and harmoniously in a team, managing competing and complex priorities, solving problems, and providing advice and support to others as required.

The primary duties of an **APS5 Regulatory Assessment Manager** include:

- Undertaking less complex risk-based assessments of higher education provider applications, reviewing, and analysing evidence submitted by providers and derived from other sources, interpreting legislation, and applying sound judgment to prepare well-argued reports / recommendations for consideration by decision makers.
- Undertaking less complex risk-based assessments and investigations of possible non-compliance with the TEQSA Act, ESOS Act, or subordinate regulatory legislation, and applying sound judgment to prepare well-argued recommendations for consideration by decision makers.
- Conducting intelligence activities using good operational judgement
- Applying working knowledge of precedents, relevant legislation, standards, policy, procedures, and guidelines to interpret and analyse assessments involving moderate complexity and sensitivity.
- Undertaking analysis of information and data related to higher education providers' operations, students, and staff to assess risk.
- As required, supporting delivery of assigned regulatory functions and working with leaders to prioritise work assigned to those functions.
- As required, supporting the delivery of annual risk assessment cycles and risk monitoring programs.
- Managing communications with providers and other stakeholders and responding in a timely manner.
- Building and maintaining relationships with a range of internal and external stakeholders and responding to their needs to achieve work priorities and agency goals.
- Working effectively and harmoniously in a team, managing competing priorities, solving problems, and providing advice and support to others as required.

Eligibility

The successful applicant must:

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

How to apply

Your application must include the following items:

- TEQSA Job Application Cover Sheet
- A current resume (maximum two pages).
- A two-page cover letter (pitch) (maximum 1000 words) detailing how your skills, strengths and experience address the ‘our ideal candidates’ section (i.e. what makes you the best candidate for the position and the value you can add to TEQSA).

If you are applying for both the APS5 and APS6 level roles, please specify this on your application cover sheet. Your statement should be pitched at the higher classification level, and your application will be considered at both classification levels.

If you are applying for either the APS5 or APS6 (i.e. not both) level roles, please specify this on your application cover sheet. Your statement should be pitched at the classification level you are applying for.

Your application will be assessed on your ability to demonstrate that you possess the required skills, knowledge, experience and qualifications to perform the role. We are committed to fair and equitable recruitment processes offering reasonable adjustments for all applicants.

Notes

- This recruitment process is being used to fill multiple ongoing and non-ongoing (up to 18 months) APS6 and APS5 vacancies within the Regulatory Operations Division.
- Successful candidates may be placed in any one of the groups/teams within the Regulatory Operations Division and may be required to work in another team after 6-12 months as operational needs require.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within Regulatory Operations. It is active for 18 months from the date of this advertisement.
- Before commencing in the role, the successful candidate will be required to disclose details of any material personal interests in connection with their employment at TEQSA via a Declaration of Interest form and seek approval to undertake any outside employment (paid or unpaid) via an Outside Employment application.

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

About the Tertiary Education Quality and Standards Agency

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To Apply

Position Contact	People and Capability, 03 8306 2485 or 03 8306 2489
Agency Recruitment Site	https://www.teqsa.gov.au/about-us/careers

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Education

Vacancy VN-0772388

Tertiary Education Quality and Standards Agency

Closing Date:Wednesday 23 September 2026

Regulatory Operations

Job Title	Director Regulatory Operations and Assistant Director Regulatory Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$124,681 - $176,120
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Melbourne or Canberra (other locations may be considered)
Classification	Executive Level 1;Executive Level 2
Position Number	Multiple
Agency Website	www.teqsa.gov.au

Job Description

https://www.teqsa.gov.au/about-us/careers

TEQSA currently has multiple ongoing and non-ongoing (up to 18 months) opportunities at the Executive Level 2 (EL2) and Executive Level 1 (EL1) classification levels.

An **EL2 Director Regulatory Operations** will draw on significant regulatory and public sector knowledge and experience to influence and set the strategic direction for the group they are responsible for. They will translate strategy into operational goals and standards, create plans, provide expert advice, make decisions based on professional judgement, manage risks, and have demonstrated experience in achieving results and business process improvement.

The Director will be responsible for making regulatory decisions under TEQSA's regulatory frameworks, as well as providing advice and guidance to the Executive Director Regulatory Operations, Chief Executive Officer (CEO) and Commission on other regulatory matters. They will initiate, establish, and maintain strong relationships with key internal and external stakeholders, capitalising on the knowledge within the organisation as well as consulting externally where appropriate to drive and implement a culture of change and continuous improvement.

They will communicate with influence by anticipating and adapting messages to their target audience, gain stakeholder support through persuasive negotiation and be able to identify common ground to facilitate agreement and acceptance on highly complex and/or sensitive matters.

An **EL1 Assistant Director Regulatory Operations** will be accountable for providing leadership, coaching and direction to team members as well as developing and translating strategy into operational goals and standards.

Consistent with TEQSA's regulatory principles and risk-based approach, the Assistant Director will manage risks regarding their work, and exercise sound judgement and decision-making. The incumbent will collaborate extensively with internal and external stakeholders as well as prepare and quality assure reports for senior management and TEQSA Commissioners on regulatory matters. The Assistant Director will also proactively identify sector and risk trends and use data and sector intelligence to inform regulatory activities and delivery of innovation projects.

The Assistant Director will also demonstrate a commitment to ongoing professional development and continuous improvement, contributing to efficiencies in team planning and regulatory effort. The incumbent will be innovative, flexible, and able to adapt to meet immediate and future challenges in a dynamic environment.

Duties

As an **EL2 Director Regulatory Operations** you will be responsible and accountable for:

- Leading the group's work to deliver high-quality regulatory assessments and related services.
- Building a strong regulatory team to use sound judgement and best practice regulatory intelligence, analysis and administrative law principles to deliver clear, timely and defensible risk-based decisions, supported by highly developed analytical and critical thinking skills.
- Providing leadership to team members, including setting the strategic direction of work priorities, monitoring workflows and resources, developing, coaching, and mentoring staff, resolving conflicts, and managing performance.
- Identifying, analysing, and drawing on contemporary public sector and regulatory thinking, research, and emerging technology, to improve access to, and the understanding and effectiveness of group services.
- Communicating information that is clear, concise and tailored to the needs of stakeholders.
- Leading change management, innovation and transformation agendas to support performance improvement and providing authoritative, practical and impartial advice as required.
- Building and sustaining productive and influential relationships with a network of key stakeholders including registered providers, peak bodies, government, and other agencies, to facilitate cooperation and ensure high-quality support and services are delivered, objectives achieved, and future needs addressed.
- Acting as a principal advisor on complex and/or sensitive regulatory matters, analysing and interpreting information and using sound judgement to choose an appropriate course of action.
- Participating in TEQSA's Executive Leadership Team and the group leadership team, actively contributing to corporate management and related statutory responsibilities including

strategic planning, reporting, corporate and budgetary tasks to deliver organisational outcomes and deliverables.

As an **EL1 Assistant Director Regulatory Operations** you will be responsible and accountable for:

- Leading a team to apply best practice regulatory and administrative law principles to deliver clear, timely and defensible risk-based decisions, supported by developed analytical and critical thinking skills to research, assess and resolve complex issues.
- High-quality regulatory assessments, providing specialist advice, and supporting the team to deliver quality and timely outcomes, encouraging critical thinking, and driving a positive team culture committed to continuous improvement.
- Building team capabilities by providing leadership to team members, including setting the strategic direction of work priorities, monitoring workflows and resources, developing, coaching, mentoring staff, resolving conflict, and managing performance.
- Leading, planning, conducting, and managing complex assessments, investigations, and intelligence activities, including gathering and managing information and evidence using relevant legislation, standards, policies, and procedures.
- Providing strategic advice and problem solving for internal and external stakeholders regarding complex and potentially controversial matters, using professional judgement and evaluating risks.
- Building and maintaining a broad knowledge of relevant legislative and administrative frameworks, government decision-making processes, and agency guidelines and regulations, to provide expert advice to staff, senior management, and providers.
- Making balanced decisions and using professional judgement to analyse and solve complex problems, influence decision makers, and manage identified risks.
- Communicating information that is clear, concise and tailored to the needs of stakeholders.
- Building and sustaining strong relationships and collaborating with key internal and external stakeholders to identify opportunities, achieve outcomes, and facilitate cooperation through change, resolve conflict and manage sensitivities as they arise.
- Representing and explaining the agency’s views at cross-agency meetings and other forums.
- Reporting on team performance and outcomes and assisting in strategic corporate planning.
- Working effectively and harmoniously as part of the leadership and management team.

Eligibility

The successful applicant must:

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

How to apply

Your application must include the following items:

- TEQSA Job Application Cover Sheet
- A current resume (maximum two pages).

- A two-page cover letter (pitch) (maximum 1000 words) detailing how your skills, strengths and experience address the ‘our ideal candidates’ section (i.e. what makes you the best candidate for the position, and the value you can add to TEQSA).

If you are applying for both the EL1 and EL2 level roles, please specify this on your application cover sheet. Your statement should be pitched at the higher classification level, and your application will be considered at both classification levels.

If you are applying for either the EL1 or EL2 (i.e. not both) level roles, please specify this on your application cover sheet. Your statement should be pitched at the classification level you are applying for.

Your application will be assessed on your ability to demonstrate that you possess some or all of the required skills, knowledge, experience and qualifications to perform the role. We are committed to fair and equitable recruitment processes offering reasonable adjustments for all applicants.

Notes

- This recruitment process is being used to fill multiple ongoing and non-ongoing (up to 18 months) EL2 and EL1 vacancies within the Regulatory Operations Division.
- Successful candidates may be placed in any one of the groups/teams within the Regulatory Operations Division and may be required to work in another team after 6-12 months as operational needs require.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within Regulatory Operations. It is active for 18 months from the date of this advertisement.
- Before commencing in the role, the successful candidate will be required to disclose details of any material personal interests in connection with their employment at TEQSA via a Declaration of Interest form and seek approval to undertake any outside employment (paid or unpaid) via an Outside Employment application.

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

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To Apply

Position Contact	People and Capability, 03 8306 2485 or 03 8306 2489
Agency Recruitment Site	https://www.teqsa.gov.au/about-us/careers

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Environment and Energy

Vacancy VN-0772119

Clean Energy Regulator

Closing Date:Sunday 13 September 2026

Various
Various Various

Job Title	Executive Level 2 - Various Opportunities
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$150,252 - $176,995
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency offers flexible work arrangements, including fully remote work. Reasonable travel to the Canberra office may be expected.
Classification	Executive Level 2
Position Number	CER 086/26
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

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

Our Role and Functions

The agency is undergoing a period of significant change and growth, with new responsibilities and expanded scope of schemes, such as the Cheaper Home Batteries initiative, Guarantee of Origin scheme and the Nature Repair Market. The agency has also been appointed as the preferred regulator for distributed energy products, also known as consumer energy resources.

With a variety of roles on offer we are searching for candidates who can demonstrate capability in a variety of different areas.

Information about all the schemes we administer, as well as our publications, can be found on our **website.**

Scheme Operations Division

Our Scheme Operations Division enables entry and participation in the schemes administered by the agency. Staff assess applications and make statutory decisions on client scheme entitlements. The division works collaboratively across the agency to ensure efficient and effective administration of all schemes.

Scheme Support Division

The Scheme Support Division supports the agency to resolve complex issues, advocate for legislative and policy change, screen and monitor client behaviour, address serious non-compliance and improve operational efficiency and effectiveness.

Consumer Energy National Technical Regulatory Scheme

The Consumer Energy National Technical Regulatory Scheme is a new function within the agency, providing national leadership in the establishment, maintenance, and enforcement of technical requirements for Distributed Energy Resources (DER), also referred to as Consumer Energy Resources. This function will support a secure, efficient, and consumer-focused energy system by ensuring DER technologies are interoperable and effectively integrated into the electricity system. It will also enable innovation, reduce unnecessary regulatory burden, and promote equitable outcomes for consumers.

Current Opportunities

There are current, immediate vacancies available within the Renewable Energy Target (RET) branch and within the NGER and Safeguard branch in the NGER Obligation Management section.

The Renewable Energy Target (RET) Branch plays a critical role in delivering Australia's largest renewable energy incentive schemes, supporting the uptake of solar, batteries and other renewable energy technologies across the country from household to utility scale. The roles in this area vary from technical, such as electrical engineering to scheme administration, operational and compliance focused positions. The branch is fast paced, and every day brings a new challenge.

The NGER Obligation Management team helps administer the National Greenhouse and Energy Reporting (NGER) Scheme by assessing reporting obligations, managing registrations, providing guidance on legislative requirements, and driving compliance with reporting and record-keeping obligations. The team engages with industry to analyse corporate structures and operational control arrangements, respond to enquiries, and help maintain the integrity of emissions and energy data used for national reporting and the Safeguard Mechanism.

There are anticipated needs within the Consumer Energy National Technical Regulatory Scheme and the possibility of other roles within the Australia Carbon Credit Unit (ACCU) scheme.

Duties

As an Executive Level 2 you will be expected to lead significant, complex and sensitive work with a high degree of independence and strategic accountability. You will be responsible for setting direction, managing performance and risk across a broader span of control, and ensuring the delivery of outcomes that have organisational or whole of government impact. You will provide strategic, authoritative advice to senior executives and manage relationships with senior internal and external stakeholders. Roles at this level involve leadership of managers, stewardship of resources, and accountability for governance, capability development and a high performing, inclusive culture.

- Translate organisational priorities into actionable plans for a program, policy, regulatory or corporate function; ensure delivery achieves intended outcomes and benefits.
- Provide strategic advice to senior executives and key decision-makers on complex, sensitive, cross-cutting issues; anticipate emerging risks and opportunities.
- Lead and develop EL1s and other managers; establish an accountable, high-performing culture; oversee workforce planning, capability uplift and succession.
- Manage critical relationships with senior internal/external stakeholders; negotiate to resolve issues; represent the organisation in high-level forums and cross-agency settings.
- Establish and maintain governance arrangements; oversee risk management and assurance; ensure compliance with relevant legislative, financial and integrity frameworks.
- Accountable for effective management of budgets and resources (people, finance, information, systems) to deliver priorities and maintain sustainable operations.
- Drive continuous improvement, service excellence and innovation; sponsor reforms that improve outcomes, efficiency and stakeholder confidence.
- Lead by example in APS Values, integrity, inclusion, safety and respectful workplaces; champion constructive participation and ethical decision-making.

Specific roles and responsibilities will be discussed with candidates as they progress through the recruitment process. If an offer of employment is made to you, you will receive the detailed duties for the specific role being offered.

Key Capabilities and Attributes

We are seeking candidates who demonstrate some of or all our core capabilities:

- Building Relationships
- Developing Self and Others
- Managing Risk
- Applying Legislation and Policy
- Delivering Results
- Leveraging Insights

In addition to these core capabilities, you will also have some of or all the following personal attributes:

- Provides strategic leadership and stewardship of the responsible function
- Exercises high level judgement, balancing economic, technical, legal and public interest considerations
- Influences and partners effectively across government, industry and market bodies
- Sets culture and tone; champions integrity, adaptability and long term system health

While tertiary qualifications are not essential, demonstrated experience and expertise in the following disciplines would be advantageous:

- Science and engineering
- Public policy and government
- Business and management
- Law
- Commerce and economics

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens. You will be asked to declare your citizenship status as part of the application process.

We will conduct pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

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

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Chandler Macleod, 1800 242 560
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0772146

Clean Energy Regulator

Closing Date:Sunday 13 September 2026

Various
Various Various

Job Title	Executive Level 2 - Various Opportunities Affirmative Measures (Indigenous)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$150,252 - $176,995
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency offers flexible work arrangements, including fully remote work. Reasonable travel to the Canberra office may be expected.
Classification	Executive Level 2
Position Number	CER 087/26
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

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

Acknowledgment of Country

The Clean Energy Regulator acknowledges the Traditional Custodians of the lands on which we live and work across Australia. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Yuma – Welcome to the Clean Energy Regulator

The Clean Energy Regulator plays a key role in driving carbon abatement and supporting the transition to clean energy in Australia by administering national schemes that measure, reduce and offset emissions.

Through initiatives such as the Australian Carbon Credit Unit (ACCU) Scheme, we support projects that reduce emissions, store carbon and create economic opportunities across Australia - including on land and waters where Aboriginal and Torres Strait Islander peoples have rights, interests and deep cultural connections.

We recognise the importance of ensuring Aboriginal and Torres Strait Islander voices, perspectives and knowledge are reflected in our work, particularly where projects intersect with Country, culture and community.

We warmly invite applications from Aboriginal and Torres Strait Islander peoples for this opportunity. We value the strength, lived experience, cultural knowledge and community connection that Aboriginal and Torres Strait Islander peoples bring, and the important contribution this makes to delivering effective, inclusive and respectful outcomes for Australia.

About this Recruitment – Affirmative Measure

This role is being recruited under the Affirmative Measures – Indigenous Employment provision.

This means the opportunity is open only to Aboriginal and/or Torres Strait Islander applicants. The use of this measure supports the Australian Government's commitment to increasing representation of Aboriginal and Torres Strait Islander peoples in the APS and addressing historical under representation.

We are committed to a fair and inclusive process where all candidates are assessed on merit, with an understanding that capability can be demonstrated in many ways, including through community, cultural, and lived experience.

As a part of the recruitment process, you will be required to provide evidence that confirms your Aboriginal and/or Torres Strait Islander heritage. This is generally via a letter issued by a recognised Aboriginal and/or Torres Strait Islander organisation that confirms:

- You are of Aboriginal and/or Torres Strait Islander descent; or,
- You identify as an Aboriginal and/or Torres Strait Islander person; and
- You are accepted by the community as such.

If you progress to the interview stage, you will be required to provide this evidence prior to your interview.

Our Commitment to Cultural Safety

We are committed to creating a culturally safe and respectful recruitment process and workplace.

In this recruitment process, we will:

- Use clear, plain language and minimise unnecessary jargon
- Provide flexibility in how you demonstrate your skills and experience
- Offer alternative assessment approaches (such as storytelling or conversational approaches where appropriate)
- Ensure panel members are culturally aware and respectful
- Provide opportunities to ask questions and feel comfortable throughout the process

We recognise that everyone communicates differently and want to create an environment where you can best show your strengths and potential.

Our Commitment to Ongoing Support

We are committed to supporting you throughout your time at the Clean Energy Regulator by fostering a workplace where you feel culturally safe, valued and connected. Our First Nations Network plays a central role in this by creating an inclusive environment for Aboriginal and Torres Strait Islander staff, amplifying First Nations voices, and supporting initiatives led by First Nations peoples. Through celebrating and sharing cultural heritage, recognising significant events and milestones, and promoting cultural understanding across the agency, the Network helps strengthen our ongoing commitment to reconciliation and respect.

Our Role and Functions

The agency is undergoing a period of significant change and growth, with new responsibilities and expanded scope of schemes, such as the Cheaper Home Batteries initiative, Guarantee of Origin scheme and the Nature Repair Market. The agency has also been appointed as the preferred regulator for distributed energy products, also known as consumer energy resources.

With a variety of roles on offer we are searching for candidates who can demonstrate capability in a variety of different areas.

Information about all the schemes we administer, as well as our publications, can be found on our **website.**

Scheme Operations Division

Our Scheme Operations Division enables entry and participation in the schemes administered by the agency. Staff assess applications and make statutory decisions on client scheme entitlements. The division works collaboratively across the agency to ensure efficient and effective administration of all schemes.

Scheme Support Division

The Scheme Support Division supports the agency to resolve complex issues, advocate for legislative and policy change, screen and monitor client behaviour, address serious non-compliance and improve operational efficiency and effectiveness.

Consumer Energy National Technical Regulatory Scheme

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There are anticipated needs within the Consumer Energy National Technical Regulatory Scheme and the possibility of other roles within the Australia Carbon Credit Unit (ACCU) scheme.

Duties

As an Executive Level 2 you will be expected to lead significant, complex and sensitive work with a high degree of independence and strategic accountability. You will be responsible for setting direction, managing performance and risk across a broader span of control, and ensuring the delivery of outcomes that have organisational or whole of government impact. You will provide

strategic, authoritative advice to senior executives and manage relationships with senior internal and external stakeholders. Roles at this level involve leadership of managers, stewardship of resources, and accountability for governance, capability development and a high performing, inclusive culture.

- Translate organisational priorities into actionable plans for a program, policy, regulatory or corporate function; ensure delivery achieves intended outcomes and benefits.
- Provide strategic advice to senior executives and key decision-makers on complex, sensitive, cross-cutting issues; anticipate emerging risks and opportunities.
- Lead and develop EL1s and other managers; establish an accountable, high-performing culture; oversee workforce planning, capability uplift and succession.
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- Establish and maintain governance arrangements; oversee risk management and assurance; ensure compliance with relevant legislative, financial and integrity frameworks.
- Accountable for effective management of budgets and resources (people, finance, information, systems) to deliver priorities and maintain sustainable operations.
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- Lead by example in APS Values, integrity, inclusion, safety and respectful workplaces; champion constructive participation and ethical decision-making.

Specific roles and responsibilities will be discussed with candidates as they progress through the recruitment process. If an offer of employment is made to you, you will receive the detailed duties for the specific role being offered.

Key Capabilities and Attributes

We are seeking candidates who demonstrate some of or all our core capabilities:

- Building Relationships
- Developing Self and Others
- Managing Risk
- Applying Legislation and Policy
- Delivering Results
- Leveraging Insights

In addition to these core capabilities, you will also have some of or all the following personal attributes:

- Provides strategic leadership and stewardship of the responsible function
- Exercises high level judgement, balancing economic, technical, legal and public interest considerations

- Influences and partners effectively across government, industry and market bodies
- Sets culture and tone; champions integrity, adaptability and long term system health

While tertiary qualifications are not essential, demonstrated experience and expertise in the following disciplines would be advantageous:

- Science and engineering
- Public policy and government
- Business and management
- Law
- Commerce and economics

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens. You will be asked to declare your citizenship status as part of the application process.

We will conduct pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

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

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Chandler Macleod, 1800 242 560
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Finance

Vacancy VN-0772301

Digital Transformation Agency (DTA)

Closing Date:Wednesday 16 September 2026

Strategy, Planning and Performance
NA Strategy, Planning and Performance - Executive Office

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$80,581 - $97,892
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DTA Enterprise Agreement.
Classification	APS Level 4;APS Level 5
Position Number	125_08/26
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We’re big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don’t just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

We are seeking a motivated and proactive individual to join the team as an APS5 Executive Assistant, Strategy, Planning and Performance Division, on a non-ongoing basis for up to 12 months with the possibility of extension.

Opportunities also exist for motivated individuals to fill ongoing Executive Assistant vacancies at the APS4 classification level. A merit pool will be established for future positions that may arise in other divisions and branches.

As an Executive Assistant, you will play an important role in ensuring the smooth operation of your work area while also providing high-level executive and administrative support to our senior leaders. Our ideal candidate will be customer focused, enjoy interacting with various stakeholders, have exceptional communication skills, and will be highly proficient in managing multiple tasks and competing priorities.

Key duties:

- Provide timely and professional support to internal and external stakeholders as a rst point of contact for the branch and managing these relationships.
- Diary and correspondence management, including organising workows and tracking tasks to ensure completion based on priority and deadlines.
- Provide high level support to the Senior Executive member/s by undertaking basic research and coordinating and preparing papers for DTA and external board meetings.

- Support the broader work of the branch, as required, including arranging meetings and events, coordinating travel, providing secretariat support, and assisting with supporting the delivery of branch projects.
- Prepare and coordinate a range of routine or moderately complex correspondence to ensure the completeness, quality and timeliness of information for the Senior Executive.
- Oversee the coordination of divisional/branch responses to ministerial and parliamentary requests.
- Work collaboratively with other Executive Assistants, Executive Officers and the broader business areas.
- Continuous improvement of the Senior Executive’s office performance through implementing efficient and practical administration processes and systems.
- Take personal responsibility for accurate completion of work and seek guidance when required. Demonstrate initiative and drive to see that goals are achieved.
- Arrange travel for Executive and branch sta as required.
- Provide other high-level administrative assistance and ad hoc duties as directed.

Eligibility

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

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner’s Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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

About the Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Emma Collier, 0458 834 860
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Finance

Vacancy VN-0772343

Parliamentary Workplace Support Service (PWSS)

Closing Date:Wednesday 31 March 2027

Job Title	Temporary Employment Register
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	$82,613 - $188,578
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2;Senior Executive Service Band 1;Senior Executive Service Band 2
Position Number	Multiple
Agency Website	

Job Description

https://www.pwss.gov.au/pwss-careers

About the Parliamentary Workplace Support Service

The Parliamentary Workplace Support Service (PWSS) is an independent, trusted HR and support service. We partner with Parliamentarians and their employees to achieve cultural change within Commonwealth Parliamentary Workplaces (CPWs). With us, you will undertake meaningful and rewarding work.

The PWSS provides a wide range of human resource services for Parliamentarians and their staff including work health and safety services, recruitment support and advice on general employment matters, development and delivery of bespoke training, coaching and education. In addition, PWSS provides 24-hour independent and confidential support services for all CPW participants.

Our terms and conditions of employment are governed by the Public Service (Terms and Conditions of Employment) (Parliamentary Workplace Support Service) Determination 2024 (the Determination). This Determination applies the terms and conditions of the *Department of Finance Enterprise Agreement 2024-2027* (Finance EA).

More information about the PWSS is available on our website.

About the Temporary Employment Register

The PWSS seeks to attract, develop and retain diverse, enthusiastic and high-performing employees. To help us in achieving this, we maintain a temporary employment register of interested applicants that the PWSS can use to fill a variety of employment opportunities across various classifications and business areas. The positions may be full time, part time or casual depending on individual team needs.

Duties

The register may be utilised to access candidates to fill roles at short notice in areas such as learning and development, workplace health and safety, counselling and support, human resources, project delivery, policy development, corporate functions, administrative support including Executive Assistants and more!

To help us better match you with a role that suits your employment preferences, interests and skills, we want to know more about you and the work that you are interested in, and we will collect this information through your application.

If there is a suitable opportunity that matches your skills and experience, you may be contacted regarding your application. Submitting an application does not guarantee employment with the PWSS.

Eligibility

- Ongoing engagement or promotion under the *Public Service Act 1999* is not possible through this register. Non-ongoing opportunities may be offered with an initial engagement of up to 12 months with the option to extend up to a total period of 18 months.
- 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.
- Candidates must be independent, impartial, and apolitical, and must be seen as such. A conflict-of-interest declaration form must be completed prior to an offer being made to disclose any material personal interests that may or may appear to influence a candidate's ability to discharge their responsibilities as an APS employee.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold, the required security clearance level for the role as indicated. All PWSS staff are required to have a minimum baseline security clearance prior to a job offer being made.
- Successful applicants will be required to undergo a mandatory National Co-ordinated Criminal History Check (NCCHC).
- The Parliamentary Workplace Support Service is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature-aged employees and carers.

Notes

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

About the Parliamentary Workplace Support Service (PWSS)

The Parliamentary Workplace Support Service (PWSS) is a team of trusted advisors helping to build and maintain a safe, respectful, and inclusive parliamentary workplace through human resources advice, training and professional development, work, health and safety advice and trauma-informed complaint resolution and counselling. In addition, the PWSS provides 24 hour independent and confidential support services, for all Commonwealth parliamentary workplace participants.

To Apply

Position Contact	PWSS Enabling Services HR, 0262779887
Agency Recruitment Site	https://www.pwss.gov.au/pwss-careers

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Foreign Affairs and Trade

Vacancy VN-0772214

Austrade

Closing Date:Sunday 13 September 2026

Job Title	International Education Global Engagement Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$121,755 - $136,267
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	6467_08/26
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Australian Trade and Investment Commission (Austrade) is the Australian Government agency responsible for the promotion and marketing of Australian education internationally.

Our client-focused Global Engagement Managers (GEMs) work with Austrade's offshore network across 30+ markets and external partners to help Australian education businesses engage and expand internationally and to promote Australia's quality education and training offerings to international students, parents and agents.

GEMs are trusted advisers to their clients, developing a deep understanding of their international ambitions and ensuring the services, insights and connections provided by Austrade deliver tangible value and support long-term export success in line with government priorities and global trends.

We are seeking an individual with a successful track record working in international education. You will bring experience building trusted relationships with education businesses, managing client portfolios, and engaging and influencing diverse stakeholders. You will possess a strong understanding of the competitive strengths of Australian international education providers, the opportunities and challenges associated with international expansion, and the commercial strategies, diversified delivery models and partnership approaches that enable education providers to succeed in global markets (including transnational education). You will also demonstrate strong project management capabilities, with experience leading complex initiatives, coordinating multiple stakeholders and delivering outcomes in a dynamic environment.

Duties

- Work with experts across Austrade to identify, target and assess clients in the international education sector seeking to expand internationally;
- Provide strategic advice and drive outcomes for clients by:
  - Creating and delivering action plans with clients;
  - Establishing and maintaining global networks and relationships;
  - Managing relationships with key government and industry stakeholders;
  - Using partnerships to strengthen the team;
  - Maintaining and sharing sector knowledge with the team;
  - Anticipating and responding to client needs and challenges, escalating where required;
  - Maintaining detailed client records in our CRM system;
- Demonstrate client engagement, commercial acumen and consultative selling skills.
- Collaborate effectively with Senior GEMs, GEMs and colleagues across Austrade's domestic and international network to deliver outcomes and support Austrade's strategic objectives;
- Lead on sector-related projects and initiatives within the team and amongst broader Austrade networks;
- Contribute to a high-performing and collaborative team culture, sharing expertise and supporting colleagues to deliver collective outcomes;
- Represent Australia and Austrade in both corporate and government settings;
- Clearly articulate Austrade's services and value proposition to clients, partners and stakeholders.
- Understand the Government priorities and policy settings relating to the international education sector, providing relevant insights and advice;
- Demonstrate excellent written and oral communication skills; and
- Contribute to the improvement of Austrade’s digital services.

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process.

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade’s core purpose is to grow Australia’s prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia’s visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia’s economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade’s role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit https://www.austrade.gov.au/About/Employment/Working-at-Austrade.

To Apply

Position Contact	Sarah Stanton-French, Sarah.Stanton-French@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0772244

Austrade

Closing Date:Sunday 13 September 2026

Job Title	Senior Policy Adviser Tourism, Office of Tourism and the Visitor Economy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$121,755 - $136,267
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	6452_08/26
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

This is an exciting time to be working on the visitor economy and tourism policy for the Australian Government. The tourism industry directly employs more than 700,000 people across 350,000 businesses in Australia.

The visitor economy covers:

- domestic and international tourism
- international student, business, employment-related and leisure travellers
- visiting friends and relatives
- associated industries such as hospitality, aviation, attractions, travel agents and tour operators, transport, retail, arts and culture, sport and accommodation.

The Office of Tourism and the Visitor Economy in Austrade leads the development and implementation of tourism and visitor economy policy for the Australian Government and provides the Australian Government's official tourism statistics.

We work with a range of Commonwealth agencies, States and Territories, industry and researchers to develop and deliver innovative and effective policy outcomes for tourism. We use insights from this engagement, along with tourism data, to support the Minister for Trade and Tourism and Assistant Minister for Tourism in our collective work to deliver THRIVE 2030, the national visitor economy strategy.

We are seeking experienced and enthusiastic person to fill Senior Policy Advisor roles at the EL1 level. There is one confirmed vacancy in the International and Diversification Section of the Office of Tourism and the Visitor Economy. A merit list will be developed to fill future vacancies.

Successful candidates will work on a diverse range of issues, which could include growing international tourism, workforce and skills, transport and border services, First Nations, sustainability, and regional tourism.

Duties

- Lead development of strategic policy advice and policy proposals, informed by data, stakeholder views and high-level research and analysis.
- Develop and deliver effective research and analysis, including on opportunities and challenges to grow international visitation and spend in Australia.
- Lead the preparation of high-quality, innovative and data-driven advice, briefings and correspondence for the Minister, Assistant Minister and Senior Executive to inform and influence government deliberations on tourism and visitor economy issues.
- Engage with Cabinet processes, participate in committees, and use networks across the APS, state and territory governments, and industry, to develop policy and provide advice to Ministers and senior management.
- Build and leverage relationships with stakeholders in industry, state, territory and Commonwealth governments, to influence a range of policy and programs that impact tourism and the visitor economy.
- Lead and build the capability of junior team members and act for section manager as required.
- Contribute to other divisional priorities as needed.

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process.

Notes

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To Apply

Position Contact	Natalia Aueb-Charles, +61 403 142 686
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0772287

Austrade

Closing Date:Wednesday 16 September 2026

Job Title	Senior Adviser, Investment Division
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$121,755 - $136,267
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	6475_08/26
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade's Investment Division is seeking high-quality candidates for multiple Senior Adviser roles across the Division. These roles offer the opportunity to work at the intersection of government, international business and Australia's economic priorities. We value the perspectives people bring from different cultures, languages, sectors and career paths, including experience gained outside Australia.

The Investment Division consists of four branches; a Strategy, Insights and Performance branch and three Region desks:

- Europe, Middle East and Africa;
- Americas; and
- Asia.

Investment Division:

- Develops the overarching strategy – and performance framework - for Austrade's global investment program;
- Works directly with companies on investment projects: among other things, providing information and sectoral insights to support due diligence; providing connections of suppliers and service providers; collaborating with S&T's to support navigation of regulatory and environmental approvals.

- Plans and delivers inbound and outbound investment delegations and bespoke site visit programs.

A merit pool may be created from this recruitment round to fill similar vacancies that may arise during the subsequent 18 months from the date of advertising.

Duties

As a Senior Adviser you will:

- Work as part of an Australia-based team supporting key investors and staff in our global network.
- Contribute to a disciplined client management approach for Austrade's portfolio of significant existing investors in close partnership with states and territories and offshore Austrade offices.
- Identify, shape, and deliver new investment propositions or opportunities for promotion to investors.
- Write reports and briefings to Ministers or the Executive and provide clear, authoritative and relevant reports to clients.
- Engage with other government agencies, private sector developers and commercial intermediaries to support investment outcomes.
- Develop business insights from company engagement that can help inform government programs and policy.
- Provide mentoring and guidance to junior team members (with potential staff management responsibilities).

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold or have the ability to obtain, and maintain, a Baseline security clearance.
- **Pre-employment checks -** your suitability for employment will be assessed through a pre-employment screening process.

Notes

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To Apply

Position Contact	Wendy Haydon, +61416 276 902
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0772242

Australian Secret Intelligence Service

Closing Date:Monday 14 September 2026

Not specified
Not specified

Job Title	Business Continuity Officer and Preparedness Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$150,072 - $175,338
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	.
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/

Business Continuity Officer

Business Continuity Officer leads the Service's business continuity function and coordinates and leads the day-to-day work of junior team members. The role involves setting priorities, providing quality assurance over briefings and response arrangements. In addition, they represent the function to Senior Executives and external partners, exercise significant delegation and independent judgment in order to drive strategic direction.

Preparedness Officer

Preparedness Officer develop, maintain and drive multiyear business continuity and resilience strategy, framework and improvement roadmap whilst embedding business continuity and resilience into enterprise, corporate, workforce, and investment planning, and develop supporting policy, standards, and governance. The role involves leading horizon scanning and threat analysis to anticipate emerging continuity risks and shape forward planning.

Duties

Under broad direction, Business Continuity and Preparedness Officers will be responsible for the following key duties:

Business Continuity Officer

Business Continuity Planning

- Develop and maintain comprehensive business continuity plans that align with the Services strategic objectives and risk management framework.
- Identify critical business functions and processes, and determine the resources required to support them during a disruption.
- Conduct Business Impact Analyses (BIAs) to assess the potential effects of an interruption to critical business operations.
- Monitor and review business continuity plans regularly to ensure they remain effective and up-to-date.

Training and Awareness

- Provide training and awareness programs to educate employees about business continuity principles and their roles in the recovery process.
- Conduct exercises and simulations to test the effectiveness of business continuity plans and identify areas for improvement.
- Ensure that all relevant stakeholders are aware of their responsibilities in the event of a disruption.

Incident Response and Recovery

- Support the incident response team during disruptions, ensuring that business continuity plans are activated and followed.
- Coordinate the recovery of critical business functions and processes, and monitor progress until normal operations are restored.

- Document and analyse incidents to identify lessons learned and improve future response and recovery efforts.

Preparedness Officer

Strategic Planning and Development

- Develop, maintain, and drive the multi-year business continuity and resilience strategy, framework, and improvement roadmap.
- Lead horizon scanning, scenario, and threat analysis to anticipate emerging continuity risks and shape forward planning.

Capability and Maturity Uplift

- Design and steward the capability and maturity uplift program across the agency over multiple planning cycles.
- Embed business continuity and resilience into enterprise, corporate, workforce, and investment planning, and develop supporting policy, standards, and governance.

Stakeholder Engagement and Advice

- Prepare business cases and proposals for continuity capability, and advise senior executives and governance committees on maturity, assurance, and long-term readiness.
- Partner with the EL1 Business Continuity Officer to translate strategy into day-to-day readiness and to feed lessons learned back into the roadmap.

Core skills

We encourage applicants with the following skills and attributes to apply:

- Demonstrated ability to build and maintain strong and productive working relationships with key stakeholders.
- Ability to exercise independent judgement, critical thinking and innovative problem-solving in a complex and changing environment.
- Ability to deliver training, guidance and support to areas across the Service.
- Ability to deliver frank and fearless advice and guidance.
- Demonstrated ability in applying legislation, policy and procedural framework to support sound decision making.
- Strong ability to communicate clearly and effectively, both in writing and verbally, specifically when developing policy, submissions and briefings.
- Ability to manage sensitive matters with discretion and confidentiality.

Education and qualification requirements

The following education, qualifications and/or experience are not essential, but will be highly regarded:

- Experience in business continuity planning, crises/disruption response, and/or policy.

- Experience in strategic thinking and development, including a background in threat analysis, or related areas.
- Experience in developing, implementing, and assuring programs of work over multi-year time horizon.

Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance

For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at https://protectivesecurity.gov.au, section 12 provides information on Eligibility and suitability.

The position is Canberra based, with conditions similar to those in the Australian Public service including superannuation.

Notes

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respective work environment. We encourage applications from Aboriginal and Torres Strait Islander people, Women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

Please note: ASIS does not provide feedback to unsuccessful applicants

About the Australian Secret Intelligence Service

ASIS is Australia’s overseas secret intelligence collection agency. Its mission is to protect and promote Australia’s vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia’s coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/

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Foreign Affairs and Trade

Vacancy VN-0771228

Department of Foreign Affairs and Trade

Closing Date:Sunday 13 September 2026

Multiple

Job Title	Executive Assistants including Affirmative Measures (Multiple Vacancies)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$84,115 - $99,113
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site in Canberra
Classification	APS Level 4;APS Level 5
Position Number	0540/2026
Agency Website	

Job Description

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

Applications close 11:30pm AEST Sunday 13 September 2026

The department is seeking motivated and proactive individuals to provide high-level administrative and executive support to senior executive service (SES) officers and their respective teams.

There are various positions available throughout the department. These are critical roles that offer a challenging and rewarding experience with exposure to government decision-makers. You will have the opportunity to showcase your skills and further develop your career. Successful officers may be expected to provide support to multiple senior executive staff.

We welcome candidates from government and non-government backgrounds, who can add value by using their initiative and judgement to recognise issues, develop solutions and anticipate and respond to the needs of our senior executive officers.

Vacancies to be filled are Canberra-based roles. Due to the nature of the work, these positions require a significant on-site presence and are not generally suitable for fully remote work arrangements.

If you are currently employed by DFAT as an On-going APS officer at the level being advertised, and you wish to move within the department, you are not required to apply through this recruitment process. DFAT employees at level seeking a move should instead apply through the internal domestic placement process.

Duties

APS Level 4 Executive Assistants

Executive Assistants at the APS4 level will:

- work collaboratively across the branch and with other executive support staff
- manage the office and diary of at least one SES Band 1 (or equivalent)
- manage and prioritise emails, calendar and appointments, and associated briefing requests
- coordinate meeting briefs, papers, minutes and correspondence, including task tracking to ensure tasks are completed according to priority and deadlines
- manage office systems and records using Microsoft Office, SAP, Parliamentary Document Management System (PDMS) and Electronic Document Record Management Systems (EDRMS)
- organise domestic and international travel, including visa applications, travel itineraries and financial reconciliations
- operate with discretion and good judgement in managing the flow of work and visitors
- be committed to contributing positively to a workplace culture that values diversity and inclusivity.

APS Level 5 Executive Assistants

Executive Assistants at the APS 5 level will:

- work collaboratively across the branch or division and with other executive support staff
- strategically manage the office and diary of at least one SES Band 2 (or equivalent)
- be the first point of contact for the SES, and provide clear, timely and effective communication and coordination, receive and respond to phone calls, emails and general correspondence
- coordinate and prepare meeting briefs, papers, minutes and correspondence, including task tracking to ensure tasks are completed according to priority and deadlines
- manage office systems and records using Microsoft Office, SAP, PDMS and TRIM (electronic file management systems)
- undertake research and analysis to support project and administration or coordination tasks
- arrange domestic and international travel, including visa applications, travel itineraries and financial reconciliations
- operate with discretion and good judgement in managing the flow of work and visitors for your SES
- be committed to contributing positively to a workplace culture that values diversity and inclusivity.

Applications close 11:30pm AEST Sunday 13 September 2026.

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.

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).

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	DFAT Recruitment Section, NA
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Health

Vacancy VN-0772310

Aged Care Quality and Safety Commission

Closing Date:Sunday 20 September 2026

ACQSC Sector Capability and Regulatory Strategy
Legal, FOI & Privacy Legal Services

Job Title	Legal 2 - Principal Regulatory Lawyer - Regulatory Advice
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Hobart TAS, Adelaide SA, Brisbane QLD, Darwin NT, Perth WA, Sydney NSW
Salary	$165,948 - $179,273
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Work from Home or On Site; Flexible; Hybrid
Classification	Executive Level 2
Position Number	TBC
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=88A69087-9DDE-6B4F-5FC6-ED397D50A87D

The Aged Care Quality and Safety Commission is the national regulator of Australian Government-funded aged care services.

We protect and enhance the safety, health, wellbeing, and quality of life of people receiving aged care. This includes managing complaints and feedback about the care older people receive.

We help build confidence and trust in aged care, by promoting best practice and a culture of safety and quality in the sector. We register providers and hold them to account if they don't meet expected standards of care.

We work with providers, workers, older people, their families, and supporters to make sure they understand and uphold older people's rights.

Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website www.agedcarequality.gov.au

About the Team - The Legal Services Branch

The Legal Services Branch, led by the Chief Counsel, provides the full scope of legal services relevant to the Aged Care Quality and Safety Commissioner's (the Commissioner) and Complaints Commissioner's functions, principally in relation to the interpretation and application of the legislation that currently regulates aged care providers, being the Aged Care Act 2024 and Aged Care Rules 2025.

The Legal Services Branch will work closely with policy and operational units, particularly to support defensible decision making and the implementation of the Commission's regulatory framework. This will include supporting Commission staff with training programs, where necessary.

The FOI, Privacy and Information Section in the Legal Services Branch also is responsible for coordinating FOI requests and advising on privacy matters, as well as overseeing and promoting FOI and privacy awareness/ compliance across the Commission.

About the Role

Our role includes advising on the Commissioner's and Complaints Commissioner's regulatory activities, administrative law, commercial law, information law and employment law matters, managing the Commission's involvement in litigation in relevant courts and tribunals as well as engagement with external legal service providers.

Duties

As part of the Branch's senior leadership team, your work will include:

- Providing strategic legal leadership on complex, novel and high-profile regulatory matters, guiding the Commission's approach to legal risk and supporting sound regulatory decision-making.
- Shaping the interpretation and application of aged care legislation, influencing regulatory practice and ensuring legal advice aligns with the Commission's strategic objectives and regulatory priorities.
- Leading the development and execution of legal strategy, setting the direction of the legal function and ensuring longer-term planning supports the Commission's mission, emerging priorities and future regulatory challenges.
- Acting as a trusted adviser to senior executives and decision-makers, influencing organisational outcomes through the provision of pragmatic, solutions-focused legal advice on matters of significant strategic importance.
- Building and maintaining strong relationships across government legal practices, fostering collaboration, driving shared outcomes and enhancing the legal team's effectiveness.
- Leading, mentoring and developing a high-performing team of lawyers, fostering a culture of excellence, accountability, innovation and continuous improvement while investing in the growth of future legal leaders.
- Driving capability uplift across the organisation by promoting legal excellence, strengthening regulatory decision-making and embedding sound governance and risk management practices.
- Championing a modern, high-performing legal function that delivers strategic value to the Commission and contributes to the protection of the rights, safety and wellbeing of older Australians.

For senior legal professionals seeking challenge, influence and purpose, this role offers a unique combination of complex legal work, executive level leadership and work that improves the lives of older Australians.

The role requires attendance in the office at least 2 days per week and occasional interstate travel.

Eligibility

To be successful in this role, you will demonstrate the following minimum requirements:

- **Exceptional legal expertise and judgement**, with a proven ability to advise on complex, novel and sensitive statutory interpretation, administrative law and regulatory matters, balancing legal risk with strategic organisational objectives.

- **Outstanding leadership capability**, including a demonstrated track record of building, leading and sustaining high-performing legal teams, fostering a culture of excellence, accountability and continuous improvement, and confidently addressing underperformance when required.
- **Deep understanding of the Commonwealth legal framework**, including the Legal Services Directions 2025, government legal practice requirements, model litigant obligations and public sector governance expectations.
- **Exceptional stakeholder engagement and influence skills**, with experience building trusted relationships and transforming challenging stakeholder dynamics into productive partnerships that deliver organisational outcomes.
- **A strong commitment to client service and organisational impact**, with the ability to cultivate a responsive, solutions-focused legal team that is highly valued by internal clients and strategic partners.
- **Superior communication and advocacy skills**, including the ability to distil complex legal issues into clear, practical and persuasive advice tailored to diverse audiences, including Commissioners, Senior Executives, Boards, external counsel and government stakeholders.
- **Strategic thinking and organisational awareness**, with the ability to anticipate emerging legal and regulatory issues, identify risks and opportunities, and align legal strategy with broader organisational priorities.
- **Resilience, sound judgement and adaptability**, with the capacity to lead confidently through ambiguity, manage competing priorities, and perform effectively under sustained pressure in a fast-paced and high-profile regulatory environment.
- **A passion for developing people and legal capability**, demonstrated through coaching, mentoring and empowering others to reach their full potential while creating a positive, inclusive and high-performing workplace culture.
- **A commitment to public service and regulatory excellence**, with a genuine desire to contribute to outcomes that protect the rights, safety and wellbeing of older Australians and strengthen public confidence in the aged care system.

You will also have:

- at least 10 years post-admission experience working in an in-house legal team or a legal services provider/law firm;
- experience advising regulator(s) on complex regulatory issues; and
- senior leadership experience, including at least 5 years leading legal teams and/or leading complex programs of work, with a demonstrated ability to inspire excellence, manage competing priorities, and achieve exceptional organisational outcomes.

In addition to the above key capabilities, to be eligible for this position you must:

- be admitted as a legal practitioner (however described) of the Supreme Court of an Australian State or Territory. Be eligible to hold and maintain a practising certificate in the jurisdiction in which they practise; and
- be capable of holding security clearance up to Negative Vetting 1 level.

Notes

- Salary offered will be between **$165,948 to $179,273** per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- 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
- Non-ongoing opportunity will be offered for a specified term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.

- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than **1000-words**, including what strengths you would bring to the role, and a copy of your CV.

- Please complete the application and submit by **11.30pm Sunday 20 September 2026 AEST**
- Follow our guidelines for candidate use of Artificial Intelligence (AI) throughout the recruitment process.

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Ashley Preston by emailing ChiefCounsel@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

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

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please email recruitment@agedcarequality.gov.au if you need any adjustments made.

Further information:

For further information about the Quality 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.

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

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission is the national regulator of Australian Government-funded aged care services. We protect and enhance the safety, health, wellbeing, and quality of life of people receiving aged care. This includes managing complaints and feedback about the care older people receive. We help build confidence and trust in aged care, by promoting best practice and a culture of safety and quality in the sector. We register providers and hold them to account if they don't meet expected standards of care. We work with providers, workers, older people, their families, and supporters to make sure they understand and uphold older people's rights.

To Apply

Position Contact	Ashley Preston, 02 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=88A69087-9DDE-6B4F-5

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Health

Vacancy VN-0772345

Australian Digital Health Agency

Closing Date:Wednesday 16 September 2026

Policy, Programs and Education
Partnership and Education Education

Job Title	Digital Educator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$101,379 - $114,373
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0219_07/26
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Australian Digital Health Agency is leading the transformation of Australian's health system through digital innovation. We work with governments, healthcare providers, industry and communities to deliver safe, secure and connected digital health services that improve health outcomes for all Australians.

Our work includes nationally significant initiatives such as My Health Record, electronic prescriptions and the 1800MEDICARE app. Together, these services are helping create a more connected and person-centred healthcare system.

Duties

About the role

We are seeking an experienced and passionate Digital Educator to join our Partnerships and Education Branch. In this nationally significant role, you will design and deliver innovative education and capability-building initiatives that support healthcare professionals, students, consumers, aged care providers and Aboriginal and Torres Strait Islander communities to confidently engage with digital health technologies.

Working collaboratively with internal and external stakeholders, you will play an important role in improving digital health literacy, encouraging adoption of digital health solutions and supporting better health outcomes for Aboriginal and Torres Strait Islander peoples.

This is your opportunity to help shape the future of digital health for Aboriginal and Torres Strait Islander communities across Australia.

What you'll do

As a Digital Educator, you will:

- Design, develop and maintain digital learning resources, eLearning modules and educational materials.
- Collaborate with subject matter experts, healthcare providers, education partners and community stakeholders.
- Deliver engaging education programs and capability-building activities to diverse audiences.
- Evaluate learning outcomes and identify opportunities to enhance learning effectiveness.
- Provide advice on education strategies, learning design and digital learning technologies.
- Contribute to initiatives that promote digital inclusion and improve health outcomes for Aboriginal and Torres Strait Islander peoples.

About you

You are an experienced educator with strong cultural capability and a passion for improving digital health outcomes for Aboriginal and Torres Strait Islander peoples. You bring the ability to design engaging learning experiences, build trusted relationships with communities and stakeholders, and contribute to culturally safe and inclusive education initiatives.

Essential Experience

- Demonstrated experience designing, developing, delivering and evaluating learning programs, digital learning products or educational resources.
- Experience engaging and building relationships with Aboriginal and Torres Strait Islander communities and organisations.
- Strong communication and stakeholder engagement skills, and the ability to work collaboratively across diverse audiences.

Desirable Qualifications and Experience

- Qualifications in education, instructional design, health, public health, learning and development or a related discipline.
- Certificate IV in Training and Assessment (TAE) or equivalent experience.
- Experience using learning platforms such as Articulate 360, Vyond, Adobe Creative Suite or similar tools.
- Knowledge of adult learning principles and inclusive learning design.
- Experience evaluating learning effectiveness and driving continuous improvement.

Affirmative Measures

The filling of this vacancy is intended to constitute an affirmative measure under Section 26 of the Australian Public Service Commissioner's Directions 2016. This vacancy is open only to Aboriginal and/or Torres Strait Islander applicants.

Eligibility

- Applicants must be of Aboriginal and/or Torres Strait Islander descent and/or identify as an Aboriginal and/or Torres Strait Islander person and be accepted as such by the community in which they live or have lived, consistent with the requirements of the Commonwealth's affirmative measures recruitment provisions. Shortlisted candidates will be required to provide proof of eligibility ahead of interview.
- Australian citizenship is a mandatory eligibility requirement.
- Candidates must be able to obtain and maintain both a national police clearance and a baseline security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

How to apply

To apply for this opportunity, please submit your resume and a cover letter addressing the requirements outlined above and in the candidate pack.

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position-specific enquiries, please refer to the contact details provided in the candidate pack.

The position may be filled in Brisbane, Sydney or Canberra.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Tunde Kantor, tunde.kantor@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0772369

Australian Institute of Health and Welfare

Closing Date:Thursday 01 October 2026

Data Governance and Integration Group
Ethics and Privacy Unit Various

Job Title	EL1 - Senior Governance and Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$123,564 - $137,837
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	109_09/26
Agency Website	

Job Description

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

The AIHW's APS employee census results reflect the strength of our positive and supportive workplace culture. We continue to foster an inclusive, flexible and high-performing organisation where people are treated with respect and courtesy, and where diversity is recognised, valued, and celebrated.

The results are a testament to the professionalism, commitment, and dedication of our staff, highlighting the strong connection they have to our purpose, our flexible ways of working, and the contribution we make to improving the health and welfare of Australians. We are also proud to be ranked among the top ten APS agencies, out of 112, for employee engagement, enabling innovation and wellbeing, demonstrating our ongoing commitment to creating a workplace where people can thrive and perform at their best.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development.

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people, people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The Data Governance and Integration Group (DGIG) delivers on a wide variety of important health and welfare data linkage projects and infrastructure, with the aim of achieving better outcomes and supporting informed policy decisions by Government for these sectors. The core functions of DGIG include leading the development of the Institute’s strategies for acquiring, managing and integrating various data sources relating to health and community services. This furthers the AIHW's strategic goals of being trusted leaders in health and welfare data, innovative producers of data sets and a strong strategic partner.

The work of the Data Governance and Integration Group (DGIG) includes: building and implementing the

Institute's data integration strategies including the delivery of the National Health Data Hub; protecting the confidentiality and privacy of Institute data holdings through data governance leadership and the supporting the work of the AIHW Ethics Committee; and managing key relationships across government in support of the public sector data agenda.

The Ethics and Privacy Unit (EPU) provides support to the activities of the AIHW by:

- ensuring the Institute’s compliance with the Privacy Act 1988 (Cth) and Privacy (Australian Government Agencies — Governance) APP Code 2017 obligations,
- coordinating key Institute data governance activities and policies, including the Data Governance Framework, Data Catalogue and our accreditation with the Office of the National Data Commissioner and
- providing advice and secretariat support to the AIHW Ethics Committee.

The EPU is looking for an enthusiastic person with excellent policy, governance and, secretariat skills to support the work of the AIHW Ethics Committee. The Ethics Committee is a human research ethics committee (HREC) registered with the National Health Medical and Research Council (NHMRC) and plays a key role in the Institute’s governance arrangements.

Immediate Supervisor: EL2 Unit Head

Supervisory Responsibilities: APS6

Under general direction you will:

- Undertake research, interpret and apply policies and instruments including guidelines and standards issued by the NHMRC and other key requirements and guidance relevant to the ethical conduct of research, as they relate to the Ethics Committee's work. Prepare advice, reports and submissions to the Committee and other stakeholders on these matters and the committee's operations
- Provide detailed advice to the committee and the Institute on a wide range of complex ethical matters relating to the committee's work
- Identify, propose and implement business improvement activities designed to support the committee's consideration of matters requiring ethical review by statute and NHMRC guidelines and standards, and improving the timeliness and efficiency of related processes and procedures.
- Provide efficient and effective secretariate and governance support to the Ethics Committee
- Manage complex projects and activities and provide professional and/or administrative support
- Work collaboratively with the Unit Head and other EL1 officers withing the Unit to provide leadership, direction, performance management of staff, the effective management of allocated resources and contribute to unit priorities, objectives and deliverables.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute

A probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Please provide:

1. A summary of your relevant skills and experience and explain how your skills, experience and capabilities make you suitable for the role. Your response should clearly detail which classification you are applying for and align with the position summary and key duties of the position information above, and must be no more than 750 words.
2. Your current CV and the names of two referees and their contact details.

Please note, late applications will not be accepted.

Candidates applying for APS vacancies should follow the principles for candidate use of AI in recruitment.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Melinda Leake, 02 6244 1048
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0772103

Department of Health, Disability and Ageing

Closing Date:Monday 21 September 2026

Job Title	Inspector-General - Office of the Inspector-General of Aged Care
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	$470,800 -
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The position is based in Canberra; however remote workplace arrangements may be agreed by the Minister.
Classification	Statutory Appointment
Position Number	26-LDIV-31976
Agency Website	

Job Description

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

The Inspector-General of Aged Care Act 2023 sets out the Inspector-General's functions and powers. The Inspector-General is appointed by the Governor-General and is responsible for overseeing the operation of the aged care system. The Inspector-General will be the Accountable Authority and Agency Head and is the senior leader of the OIGAC.

The Inspector-General will:

- manage OIGAC capability and performance;
- provide whole of agency leadership;
- establish the strategic direction of the OIGAC and publish an Annual Work Plan;
- lead the planning, development and implementation of the major functions of the OIGAC, including but not limited to Reviews, Monitoring and Reports of the aged care system;
- be required to exercise the legislative powers and functions as set out in the Inspector-General of Aged Care Act 2023;
- develop and maintain effective working relationships and strategic partnerships with a diverse range of stakeholders; and
- represent the OIGAC.

Duties

The Australian Government is seeking an executive leader experienced in strategic oversight, review and evaluation, and government and legislative processes.

To be a strong contender for this nationally important and challenging role, you will:

- have demonstrated you can operate independently in determining review and reporting priorities;
- be a leader who sets the standard for independence, integrity and performance, with a substantial record of achievement operating within a complex governance and regulatory framework;
- have extensive professional / executive management experience and a solid knowledge of public administration, government and parliamentary processes and protocols;
- have experience in exercising legislative powers and functions, or the ability to acquire it;
- have demonstrated your excellent strategic judgement and ability to deliver high-quality outcomes;
- have a focus on enabling and nurturing high-performing teams where people are supported to deliver and give their best. This includes setting expectations, uniting people behind a strategic vision, developing staff and building the capability of the organisation;
- be flexible and innovative in how you marshal internal and external resources;
- have first class communication skills and a personal style that engenders trust and respect;
- have demonstrated your ability to build and maintain positive relationships across industry, government and the community;
- be resilient, with a proven ability to maintain focus and take practical steps to resolve, prioritise and deliver results in complex matters; and
- have a strong understanding of the aged care system, or the ability to quickly acquire this understanding.

Eligibility

To be eligible for employment, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant’s suitability for employment 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 **Negative Vetting 1** security clearance.
- Remuneration and allowances are those set by the **Remuneration Tribunal**. The total remuneration package is currently set at **$470,800**.

Please note this role is **non-ongoing** with a **5-year** appointment.

Notes

- Applications close **11:30pm AEST.**
- Applicants are asked to quote reference number **26-LDIV-31976** to assistwhen making an enquiry.
- For more information, please contact **Amanda O’Rourke** at admin@amandaorourke.com.au.

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Amanda O'Rourke, NA
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0772253

Department of Health, Disability and Ageing

Closing Date:Monday 14 September 2026

Regulatory Legal Services Division
Dispute Resolution, Compliance and Commercial Branch Dispute Resolution and Compliance Section

Job Title	Legal 1 Broadband - Senior Lawyer and Lawyer - Dispute Resolution and Compliance Section
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$101,679 - $154,622
Future Merit Locations	Brisbane, Canberra, Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements by negotiation
Classification	APS Level 6;Executive Level 1
Position Number	26-RLSDIV-31732
Agency Website	

Job Description

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

The Legal 1 role is responsible for providing high-quality legal advice and assistance on complex and sensitive matters relevant to the work of the Department of Health, Disability and Ageing's Health Products Regulation Group (HPRG). You will manage and help resolve a diverse range of legal and related issues, contributing to effective regulatory decision-making and the achievement of departmental objectives.

The HPRG includes the Therapeutic Goods Administration (TGA), Office of Drug Control (ODC), Office of the Gene Technology Regulator (OGTR), and Australian Industrial Chemicals Introduction Scheme (AICIS).

Key responsibilities:

- Dispute resolution and litigation:
  - Managing or assisting with civil penalty proceedings, in the Federal Court (including related interlocutory applications);
  - Managing or assisting with judicial review proceedings in the Federal Court;
  - Preparation of the Minister's response to Administrative Review Tribunal applications and, depending on seniority, appearing for the Minister before the Tribunal; and
  - Advising on and reviewing criminal briefs to the Commonwealth Director of Public Prosecutions.
- Compliance and enforcement:

    - Advising on a range of administrative decisions, for example: requests for information, the imposition of conditions, cancellation of marketing authorisation and the recall of goods;
    - Advising on a range of other compliance and enforcement options including, for example: infringement notices, enforceable undertakings and advertising directions;
    - Advice on search, seizure and forfeiture powers (including under warrant); and
    - Advising on sensitive law enforcement issues and interactions with State and Territory law enforcement, Australian Border Force and the Australian Federal Police.
- Other:
    - Assisting senior decision makers in responding to claims under the Scheme for Compensation for Detriment caused by Defective Administration;
    - Processing, or assistance with processing, subpoenas (from time to time);
    - Managing debt recovery; and
    - Responding to notices from other governments or government authorities

Duties

Key capabilities - Executive Level 1 Senior Lawyer:

- Demonstrated ability to quickly acquire and apply a comprehensive understanding of HPRG-administered legislation, associated legislative frameworks, and relevant government policies.
- Proven capability to undertake complex legal work with a high degree of professionalism, judgement and autonomy, while operating under the strategic guidance of a Principal Lawyer (Executive Level 2).
- Well-developed legal analysis, strategic thinking and problem-solving skills, with the ability to resolve complex issues and deliver high-quality, client-focused outcomes.
- Demonstrated experience in dispute resolution, compliance and enforcement matters, including managing risk and providing practical legal advice.
- Strong organisational skills, with the ability to prioritise competing demands, manage a substantial workload, meet deadlines and deliver outcomes in a fast-paced environment.
- Proven ability to lead teams, supervise complex projects and foster a collaborative, inclusive and high-performing workplace culture.
- Excellent oral and written communication, stakeholder engagement and interpersonal skills, with the ability to influence, negotiate and build effective working relationships.
- Demonstrated ability to coach, mentor and develop junior lawyers and peers, while effectively managing relationships and expectations at senior levels.
- High level of attention to detail and the ability to quickly absorb, analyse and apply complex technical, legal and scientific information.
- Demonstrated supervisory and leadership experience, including responsibility for guiding, supporting and developing staff, ideally gained over four to more years in a relevant legal environment.

Desirable experience:

- Administrative law expertise, and/or
- Experience working in a regulatory environment and/or providing legal advice on compliance, enforcement, regulatory investigations, and associated risk management matters.

Key capabilities - APS Level 6 Lawyer:

- Demonstrated ability to quickly develop and apply a very good understanding of relevant legislation, regulatory frameworks and government policies, including the ability to interpret and apply legislative requirements to complex legal matters.
- Proven ability to undertake complex legal work under the guidance of senior lawyers, exercising sound judgement and delivering accurate, practical and risk-based legal advice.
- Strong legal research, analytical and problem-solving skills, with the ability to identify issues, assess risks and develop effective solutions to increasingly complex matters.
- Ability to manage a varied and often competing workload, set priorities, meet deadlines and deliver high-quality outcomes in a fast-paced environment.
- Demonstrated capacity to work with a reasonable degree of autonomy, while effectively seeking guidance, responding to feedback and contributing to team objectives.
- Strong oral and written communication skills, including the ability to prepare clear legal advice, engage effectively with stakeholders and build productive working relationships.
- Ability to exercise initiative, adapt to changing priorities and contribute positively to a collaborative, inclusive and high-performing workplace culture.
- Demonstrated stakeholder management skills and the ability to influence and manage relationships effectively, including communicating with senior decision-makers.
- High level of attention to detail and ability to absorb, analyse and apply complex legal, technical and, where relevant, scientific information.
- Demonstrated supervisory experience, including responsibility for supporting junior staff over two or more years in a relevant legal environment.

Desirable experience:

- Administrative law expertise, and/or
- Experience working in a regulatory environment and/or providing legal advice on compliance, enforcement, regulatory investigations, and associated risk management matters.

Eligibility

- To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant’s suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
    - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
    - Completion of a medical declaration and pre-employment medical (where required),
    - Providing evidence of qualifications (where required), and
    - Obtaining and maintaining a security clearance at the required level.
- 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.
- To be eligible for role, applicants must hold a formal qualification in Bachelor of Laws (LLB), admission to an Australian court and eligibility to hold a government practising certificate.

Notes

- Applications close Monday 14 September 2026 at 11:30pm AEST.
- Applicants are asked to quote reference number 26-RLSDIV-31732 to assist when making an enquiry.

- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Stacey Callaghan, 07 2114 2383
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Home Affairs

Vacancy VN-0772049

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Monday 07 September 2026

Intelligence
Intelligence Operations North Opertations

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$79,877 - $86,730
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	APS Level 4
Position Number	6595_08/26_CO
Agency Website	https://www.acic.gov.au/

Job Description

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

As an Executive Assistant, you will provide quality administrative support services to a member of the Senior Executive team under general direction. This will include managing the Senior Executive's diary appointments and inbox, preparing meeting papers, organising venues and managing travel arrangements.

You will liaise with a broad range of internal and external stakeholders, have the ability to anticipate the needs of the Senior Executive and demonstrate flexibility and resilience.

Duties

As an Executive Assistant, you will:

• Provide active support to a branch or work area by undertaking 'front of office' functions, including greeting visitors, receiving and responding to phone calls, emails and correspondence, directing enquiries to the most appropriate service channel and assisting in resolving more complex issues that arise

• Communicate with employees internally and externally, such as ministerial offices and external government departments on behalf of the SES Officer

• Provide advice, organise, schedule and coordinate all travel arrangements and supporting documentation for the Senior Executive

• Build and sustain relationships and obtain cooperation and assistance within the work area and other areas of the ACIC

• Understand and support the principles of the legislative, regulatory, and corporate policy and procedures as they apply in the ACIC

• Be responsive to changes and use sound judgement to solve problems that may be complex yet broadly similar to previous situations, research solutions which generally can be found in documented precedents or procedures

• Apply sufficient expertise and experience to perform a range of procedural, operational, administrative, analytical and problem-solving activities

Your Skills and Capabilities

We invite applications from people with the following experience, skills and attributes:

• Ability to apply sound judgment in providing executive and administrative assistance to senior executives, managing diaries, organising conferences and meetings and collating required documentation

• Ability to provide administrative support and to research, manage multiple tasks, adapt to changing work priorities and deliver outcomes on time

• Well-developed communication skills and the ability to adapt to an audience both in written and oral form

• Ability to develop and maintain effective relationships with a wide range of internal and external stakeholders

• Strong team skills with the ability to transfer knowledge, support colleagues and contribute to team/organisational goals

Eligibility

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

• **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting Level 1 security clearance.

• **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. Please refer to the ACIC's Character Standards for further information.

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Fatimah or Carey, 0427 810 283 or 0417 728 606
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Industry, Science, Energy and Resources

Vacancy VN-0772216

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 13 September 2026

Nuclear Science and Technology
NST Strategic Research Serv Engagement

Job Title	Marketing Events Coordinator
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$86,000 - $97,000
Future Merit Locations	Lucas Heights
Office Arrangement	On Site
Office Arrangement Details	TBC with hiring manager
Classification	
Position Number	PD-1904
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/

Position Overview

- Ongoing | Full Time | $86K-97K +15.4% super
- Lucas Heights location (Sydney Based) I Flexible Work practices
- Free onsite parking | access to pool, soccer field & café | Fitness Passport & Health & Wellbeing Programs
- Great opportunity to be immersed in exciting events and projects, engaging with experts and promoting initiatives at the cutting edge of nuclear science and technology.

About the Opportunity

The Marketing and Events function is key to building awareness of ANSTO's expertise with external stakeholders, strengthening and supporting our outreach activities and facilitating engagement opportunities between ANSTO scientists and technologists and the wider community with an interest or stake in nuclear science and technology. The role sits within the Nuclear Science and Technology Group's Industry and Stakeholder Engagement Team whose mission is to enable a sector-based industry engagement model, based on the unique capabilities of ANSTO's infrastructure and research themes. The Marketing and Events Coordinator is an integral role in the planning, promotion and execution of these engagement activities.

About You

"This is a unique opportunity to work in an environment, and with people, on the cutting edge of nuclear science and technology and to promote engagement between these and external stakeholders in a meaningful manner that facilitates research opportunities and the promotion of

outcomes that are for the benefit of all Australians. If you have exceptional stakeholder management and communication skills, are adept at event planning, budgeting and execution, are comfortable learning and then utilising different software solutions to enable your work, have a great eye for detail and ability to work to deadlines then this is the opportunity for you" - **Kyle Arthars, SRSE Operations Manager NSW**

Duties

- Events project management, from scoping and project team stand-up and planning through to promotion, execution and post-event review;
- Acting as project leader responsible for guiding ANSTO scientists, technologists through the event lifecycle and assisting them in facilitating successful internal and external events, ensuring effective budget management and acting as main point of contact for contacts and activities as diverse as reporting, registration, programs, merchandise, logistics, transport, accommodation, visa and security, amongst others, across both campuses (Lucas Heights and Clayton)
- Work with internal and external teams to plan, develop, execute and refresh marketing collateral, including team newsletters and newsworthy events/updates, intranet and internet pages, communications and promotions to stakeholders around potential and/or upcoming events, etc.
- Develop and influence positive working relationships across ANSTO, with externa stakeholders and suppliers, and to foster open and honest communication at all levels.
- Contribute to and embrace continuous improvement by identifying and implementing process/system related improvements across all activities working closely with the SRSE team.
- Support the General Manager Strategic Research Services and Engagement with ad hoc administrative duties and manage all information with confidentiality, sensitivity, and tact, in a professional manner.
- Undertake additional duties as required and during period of leave of other staff

Please click here to view the Position Description.

Eligibility

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Working with us you will enjoy

ANSTO 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!

How to Apply

For further technical information relating to this position please refer to the Position Description or contact **Kyle Arthars** on +61 2 9717 3223. For all other queries please contact Talent Acquisition on +61 (02) 9717 3740.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 13 September 2026 at 11:59pm

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

About the Australian Nuclear Science and Technology Organisation

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To Apply

Position Contact	Kyle Arthars, +61 2 9717 3223
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0772355

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 13 September 2026

Nuclear Operations Safety and Security
Safety Interoperability WHS Management Systems

Job Title	WHS Management Systems Coordinator
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$100,445 - $134,236
Future Merit Locations	Lucas Heights
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-2649
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/search/

WHS Management Systems Coordinator

Position Overview

- Ongoing | Full Time | $100k - $134 | linked role with career progression | +15.4% super
- Sutherland Shire location I Health & Wellbeing Programs I Generous leave provisions
- On-site Childcare for employees | Onsite Cafe | Work in a campus-based community environment
- Excellent opportunity for WHS professional looking for a challenge with career progression via linked role.

About the Opportunity

At ANSTO, you'll be part of a community that advances scientific discovery, improves lives and contributes to outcomes that benefit all Australians.

Join a supportive, client focussed safety team where you can grow your skills and WHS career while contributing to nationally significant science, research and innovation. Career progression opportunities are available through ANSTO's linked role framework.

Whether your experience has been gained in operational environments, scientific and laboratory settings, construction, maintenance, engineering or quality control activities, you'll bring a practical and collaborative approach to safety.

As Australia's nuclear science and technology organisation continues to grow, we are expanding our diverse and highly skilled workforce to support an exciting future. We recognise that diverse perspectives strengthen our organisation and we encourage applicants from a broad range of backgrounds and experiences. At ANSTO, we value capability, curiosity and potential. If you're excited by the opportunity to contribute to rewarding work but don't meet every requirement, we still encourage you to apply.

As the Work Health and Safety Management Systems Coordinator, you will provide trusted advice, guidance and specialist support to Safety Operations and the teams across ANSTO to enable innovative research, engineering and operational activities to be conducted safely. Working collaboratively within our team and with our clients to support safety systems, compliance and training activities across the Organisation.

About You

"You are a collaborative and detail oriented safety or quality professional looking to apply your experience and expertise to creating and maintaining real world safety systems that support our diverse organisation to achieve compliance and best practice safety operations" **Shelley Levy - Manager, Work Health & Safety Management Systems**

Duties

Your Duties and Responsibilities

- Support the ANSTO Work Health and Safety Management System (WHS MS) by developing and maintaining documentation in accordance with feedback from our stakeholders, WHS, ARPANSA and other relevant legislative and compliance requirements to retain ISO45001 certification and achieve best safety practice.
- Support the implementation of ANSTOs Safety Consultation Framework.
- Prepare communications to support safety awareness across ANSTO in various mediums to ensure information is shared across ANSTO for best safety practice.
- Assist the review and update of safety training materials to reflect current Work Health & Safety Management System and updates as they occur and support delivery of in-house safety related training, as required.

- Assist with other safety compliance activities such as management system audits, inspections and investigations to identify opportunities for improvement. Implement improvement actions as identified.
- Support targeted WHS projects aimed at maintaining and improving ANSTO’s safety performance and culture; and
- Build and maintain working relationships in a collaborative way within High Reliability and with Regulatory and Governance functions, Comcare, ARPANSA, and other networks for WHS and radiological safety.

Please view the full position description or click Apply to view.

About Us

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Benefits of Working with Us

ANSTO offers training and development, performance-based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
  - 18 weeks Parental leave for primary caregiver
  - 14 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Eligibility

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Shelley Levy on (02) 9717 3757. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 13 September 2026 at 11:59pm

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

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To Apply

Position Contact	Donna Mansfield, (02) 9717-9361
Agency Recruitment Site	https://careers.ansto.gov.au/search/

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Industry, Science, Energy and Resources

Vacancy VN-0772270

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Tuesday 08 September 2026

Finance
Business Partnering

Job Title	Deputy Finance Manager - Business Partnering (103983)
Job Type	Full-Time, Ongoing
Location	Black Mountain ACT, Dutton Park QLD, St Lucia QLD, Marsfield NSW, Clayton VIC
Salary	$118,102 - $127,808
Future Merit Locations	Black Mountain, Dutton Park, St Lucia, Marsfield, Clayton
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible, Hybrid
Classification	
Position Number	103983
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation.

Role highlights

- **Provide trusted financial advice to leaders across research and enterprise areas**
- **Monitor financial performance, compliance, risk and investment outcomes**
- **Build strong stakeholder relationships and support strategic decision-making**

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

Visit CSIRO.au for more information.

The opportunity

As the Deputy Finance Manager - Business Partnering you'll play a key role in delivering value-added financial management and business partnering support across Research Units, Programs and Enterprise Support areas.

You will provide trusted financial advice and oversight across compliance, revenue, commercial activities, investment, risk and performance, helping leaders make informed decisions and achieve strategic objectives.

Duties

High-level duties include

- Support the Finance Manager to develop a financial strategy that enables delivery of the overall RU strategy.
- Under limited direction, use technical expertise to lead a range of financial support activities with independence of action.
- Support the Finance Manager with the budget process.
- Analyse RU pipeline and actively engage appropriate stakeholders to build the revenue forecast & out year external revenue budgets. Forecast projected outcomes and recommend corrective actions, including review RU revenue/expenditure forecasts and identify key risks & strategies.
- Prepare monthly management reports including commentary, issues to escalate, mitigation options and recommendations.
- Support the Finance Manager and Management Team for larger scale commercial transactions including submissions to Major Transaction Committee. Ensure interaction with the appropriate stakeholders to positively influence commercial terms & conditions of client agreements particularly in respect to price, cash flow, and compliance reporting.
- Manage the RU salary forecast including liaison with HR Partnering and Managers on recruitment & cessations.
- Key responsibilities may change or evolve to support the success of the Finance function in the Enterprise organisational model.

Role particulars

Location and office arrangements: Canberra ACT, Dutton Park QLD, St Lucia QLD, Marsfield NSW, Clayton VIC

Salary: AU$118,102 – AU$127,808 per annum (pro rata for part-time), plus 15.4% superannuation

Tenure & work schedule: Indefinite

Reference: 103983

Eligibility

As the successful candidate, you will bring:

Essential criteria

- A tertiary qualification in accounting or finance or relevant work experience in a financial environment.
- Proven ability to participate as an effective team member and ability to build strong relationships with stakeholders to achieve a high level of trust and respect to influence outcomes and communicate findings.
- Demonstrated ability to identify and manage financial risk, provide mitigation strategies, and where appropriate escalate to Research Unit Leaders.
- Ability to prepare and communicate insightful commentary that identifies issues and recommendations, and to provide financial advice on Revenue, Commercial and Investment transactions, Risk and Performance

Desirable

- Knowledge and experience of CSIRO systems and processes to develop and drive a financial strategy to support, monitor and deliver the business unit and CSIRO objectives.
- Proficiency in using SAP and Microsoft Dynamics and SAC reporting.
- Understanding of Australian Accounting Standards, in particular AASB15: Revenue from Contracts with Customers

For full details about this role, and other criteria, please review the Position Description.

Notes

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact person in the Position Description.

Setting you up for success

We are committed to providing a recruitment process that is fair, equitable and accessible to everyone. We recognise that it may be helpful for us to adjust our process to make it equitable for your individual situation. Please contact Careers.online@csiro.au and let us know how we can support you.

Life at CSIRO and flexible work arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, benefits and career development opportunities. To find out more, visit Careers at CSIRO.

Inclusion and belonging

Solving Australia's greatest challenges takes a diversity of minds and lived experiences. We know diverse teams are more effective and deliver more innovative outcomes. As an equal employment opportunity organisation, we are committed to creating diverse and inclusive teams where people feel they belong. We recognise true diversity encompasses all ages, abilities, cultures, faiths, levels of education, genders, sexualities, diversity of thought and much more. We focus on hiring people who share our values of People First, Further Together, Making it Real and Trusted.

CSIRO holds Platinum Status for the Australian Workplace Equality Index for LGBTQIA+ inclusion, and a Science in Australia Gender Equity Bronze Award.

Eligibility

Applications for this position are open to Australian Citizens, New Zealand Citizens and Australian Permanent Residents. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

How to apply

Please apply online and submit a cover letter (maximum 2 pages) and CV that demonstrate your motivation and ability to meet the essential requirements of this role.

Applications close

8th September 2026, 11pm AEST

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Careers Online, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/

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Industry, Science, Energy and Resources

Vacancy VN-0772279

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Sunday 13 September 2026

Information Management & Technology

Job Title	Senior Test Analyst (103980)
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Adelaide SA, Hobart TAS, Canberra ACT, Perth WA
Salary	$118,102 - $127,808
Future Merit Locations	Brisbane, Sydney, Melbourne, Adelaide, Hobart, Canberra, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	
Position Number	103980
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation.

Role highlights

- **Lead functional, regression, system & integration testing to support quality product delivery**
- **Mentor test analysts and contribute to testing strategy & continuous improvement**
- **Collaborate with cross-functional teams to deliver solutions supporting CSIRO's strategic objectives**

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

Visit CSIRO.au for more information.

The opportunity

As the Senior Test Analyst, you will lead and coordinate a range of testing activities, including functional, regression, system and integration testing, to support the successful delivery of high-quality digital products. Working in an agile, collaborative environment, you will contribute to test strategy, mentor and build the capability of test analysts, and help shape the future direction of the testing function.

Partnering with developers, business analysts, infrastructure specialists and business stakeholders, you will play a key role in delivering solutions that support CSIRO’s strategic and operational objectives while demonstrating initiative, leadership and a strong focus on continuous improvement.

Duties

High-level duties include

- Lead Testing Activities: Oversee and manage functional, regression, system integration, release, and regression testing activities, ensuring thorough and effective testing processes. Apply risk-based testing principles to identify quality risks, prioritise testing efforts, and support successful product releases.
- Strategic Planning: Develop, maintain and communicate test strategies, test plans, schedules, environments, and quality objectives that align with organisational and business goals, ensuring effective delivery and stakeholder visibility.
- Reporting: Produce comprehensive test reports for key product releases, providing quality assessments, risk analysis, release readiness evaluations, and evidence-based go/no-go recommendations to stakeholders.
- Capability Building: Take responsibility for building the capability of test analysts, providing mentorship and guidance to enhance team skills.
- Innovation and Improvement: Foster a culture of continuous review and improvement, encouraging innovation and the adoption of best practices.

- Advanced Automation Strategy and Quality Engineering: Define and influence automation strategy, continuous testing practices, and quality engineering improvements. Collaborate with cross-functional teams to establish and deliver automation roadmaps that improve delivery efficiency, coverage, and product quality

Role particulars

Location and office arrangements: All major Australian capital cities with CSIRO sites

Salary: AU$118,102 – AU$127,808 per annum (pro rata for part-time), plus 15.4% superannuation

Tenure & work schedule: Indefinite

Reference: 103980

Eligibility

As the successful candidate, you will bring:

Essential criteria

- Extensive Testing and Quality Assurance Experience: Demonstrated extensive experience (minimum 12 years) in software testing and quality assurance, supported by relevant tertiary qualifications in Information Technology or a related discipline, or equivalent relevant industry experience.
- Advanced Testing Leadership and Delivery Management: Demonstrated ability to lead and manage end-to-end testing activities across complex projects, including functional, system integration, regression, release, and user acceptance testing, ensuring high-quality and reliable software outcomes.
- Strategic Test Planning and Risk Management: Proven experience developing, maintaining, and communicating test strategies, test plans, schedules, quality objectives, and risk-based testing approaches that align with organisational priorities and support informed release decisions.
- Quality Engineering and Test Automation Expertise: Demonstrated experience defining and implementing test automation strategies, continuous testing practices, and quality engineering improvements, with the ability to influence technical direction and improve delivery efficiency, coverage, and product quality.
- Agile Delivery and Scrum Experience: Extensive experience working within Agile delivery environments, including active participation and leadership in backlog refinement, sprint planning, daily stand-ups, sprint reviews, retrospectives, and other Agile ceremonies to embed quality throughout the software development lifecycle.
- Stakeholder Engagement and Influencing Skills: Highly developed communication and stakeholder management skills, with the ability to collaborate effectively and influence quality outcomes across multidisciplinary teams, including Product Owners, Business Analysts, Developers, Infrastructure Teams, executive stakeholders, and business representatives.
- Reporting, Analysis and Release Readiness Assessment: Proven ability to prepare and present comprehensive test reports, quality assessments, risk analyses, and release-readiness recommendations, providing evidence-based advice to support organisational decision-making.
- People Leadership, Mentoring and Capability Development: Demonstrated experience mentoring, coaching, and developing testing professionals, fostering capability uplift, knowledge sharing, and high-performing teams.
- Continuous Improvement and Innovation: Demonstrated ability to drive continuous improvement initiatives, promote testing best practices, and identify innovative approaches that enhance testing effectiveness, team capability, and delivery outcomes.
- Independence, Leadership and Strategic Contribution: Proven ability to operate with a high degree of independence, exercise sound judgement, and provide leadership that contributes to the achievement of organisational, strategic, and operational objectives.

Desirable

Experience testing both front-end and back-end web application systems with

1. A focus on discovery and access of research data;
2. high throughput requirements for relational & file-based data processing.
3. significant data scale/magnitude (i.e. Terabytes, Petabytes).
4. a focus on discovery and access of research data.
5. Integrations and interfaces with external systems e.g. REST web services
6. Knowledge/ hands-on experience with NFT tools

For full details about this role, and other criteria, please review the Position Description.

Notes

Not sure if you meet all the criteria?

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Life at CSIRO and flexible work arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, benefits and career development opportunities. To find out more, visit Careers at CSIRO.

Inclusion and belonging

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CSIRO holds Platinum Status for the Australian Workplace Equality Index for LGBTQIA+ inclusion, and a Science in Australia Gender Equity Bronze Award.

Eligibility

This is a security assessed position, applications for this position are open to Australian Citizens only with the successful candidate being required to be able to obtain and maintain a security clearance at the Negative Vetting 1 level. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

How to apply

Please apply online and submit a cover letter (maximum 2 pages) and CV that demonstrate your motivation and ability to meet the essential requirements of this role.

Applications close

Sunday 13th of September, 11pm AEST

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

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To Apply

Position Contact	Careers online, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/

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Industry, Science, Energy and Resources

Vacancy VN-0772199

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 11 September 2026

Chief Operating Officer
People

Job Title	Senior Work Health and Safety Advisor (Expected Vacancy), APS Level 6, Chief Operating Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$102,072 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 6
Position Number	1145_08/26
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=DB462EF9-5627-77D5-6216-ED3851A05586

About the Department

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

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

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

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

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

About the team

The Work Health Safety (WHS) and Wellbeing Section supports the Department to meet its work health and safety obligations, strengthen safe systems of work, and promote a workplace culture that supports both physical safety and psychological wellbeing. The team works in partnership with leaders, managers, workers and specialist stakeholders to provide advice, manage WHS systems and programs, support incident and hazard reporting, coordinate consultation arrangements, and deliver practical tools and initiatives that prevent harm and improve workplace health, safety and wellbeing.

We are part of People Branch, which sits within the Chief Operating Officer Division. People Branch leads the department's strategic and operational human resources functions, including workforce planning, recruitment and employment programs, capability and talent, employee relations, people support, inclusion, work health and safety, and wellbeing. As part of the COO Division, the branch contributes to the department's enabling services by supporting a safe, capable, inclusive and high-performing workforce, and by helping leaders and employees access practical people-related advice, systems and support.

The opportunity

The APS6 Senior Work Health and Safety Advisor (Operations / Wellbeing) delivers practical WHS and wellbeing support, advice and coordination services that contribute to a safe, healthy and legislatively compliant workplace. Working under limited direction as a WHS subject matter expert, the role uses their technical and professional knowledge to apply WHS legislation, policies, procedures and systems to complex and sensitive WHS and/or wellbeing matters, exercising sound judgement and practical problem-solving. Please note, there are two key work streams within the team (WHS Operations and Wellbeing) at this level and Senior Advisors specialise in either operations or wellbeing, however support both the operations and wellbeing streams, as needed.

What's in it for you?

Joining our team will give you exposure to a wide range of contemporary WHS issues across a large and diverse organisation. You will have opportunities to build your capability in WHS operations, incident management, consultation, reporting, training and continuous improvement.

Our ideal candidate

Our ideal candidates will possess:

- Strong understanding of WHS legislation, risk management, consultation, incident and hazard management, and operational WHS and/or wellbeing systems, with the ability to apply this knowledge to complex and sensitive matters.
- Ability to interpret legislation, policies, procedures and guidance material and translate requirements into clear, practical and defensible operational advice.
- Well-developed analytical and problem-solving skills, including the ability to assess WHS risk, identify trends, develop options, recommend controls and monitor implementation.
- Strong written communication skills, including the ability to prepare clear, accurate and fit-for-purpose reports, briefs, committee papers, procedures, guidance material and communication products.
- Strong stakeholder engagement skills, including the ability to build trust, manage competing perspectives, consult effectively and work collaboratively with managers, workers, HSRs and specialist stakeholders.
- Strong organisational skills and judgement, including the ability to manage competing priorities, coordinate operational workflows, monitor actions and deliver outcomes within agreed timeframes.
- Ability to handle sensitive and confidential information with discretion, professionalism and awareness of privacy, procedural fairness and recordkeeping requirements.
- Ability to provide guidance, quality assurance and task coordination to more junior staff while contributing to a positive, collaborative and service-focused team culture.
- Confidence using Microsoft Office applications, electronic records management systems and WHS reporting or incident management systems.

Desirable qualifications or experience:

- Certificate IV in Work Health and Safety, or progress towards a relevant WHS or human resources qualification.
- Experience using WHS incident management systems.

Duties

The APS6 Senior WHS Advisor coordinates day-to-day operational workflows, assists with incident and hazard assessments (physical and psychosocial), providing advice on this to stakeholders, contributes to notifiable incident reporting and related processes, and undertakes WHS reporting. They lead the development of WHS guidance material for the department, including in relation to workplace inspections, risk assessments and operational consultation arrangements as it relates to their area of expertise (either in Operations or Wellbeing). Key responsibilities include:

- Support the management of complex or sensitive WHS incidents, including coordination of operational and psychosocial WHS activities, ensuring consistent application of WHS risk management processes (including hazard identification, risk assessment and control implementation) across physical and psychosocial hazards.
- Provide specialist operational and/or wellbeing WHS advice to managers, workers, HSRs and stakeholders on WHS legislation, departmental procedures, incident and hazard reporting, risk controls, consultation obligations and safe systems of work.
- Maintain and improve WHS management system procedures, guidance, templates, standard operating procedures, dashboards and reporting products, and drive consistency of WHS practices across the department.
- Prepare high-quality written material, including reports, briefings, correspondence, meeting papers, committee updates, governance papers, talking points, communication products and draft responses to complex or sensitive WHS enquiries.
- Analyse WHS data, incident and hazard trends, corrective actions, inspection outcomes and service demand to identify emerging risks, improve controls and inform management reporting.
- Liaise with internal stakeholders, specialist teams, divisional WHS contacts, property, security, People Branch teams, external providers and regulators where appropriate to support coordinated WHS outcomes.
- Provide guidance, quality assurance and task coordination to more junior team members, including supporting consistent case handling, inbox and systems administration, records management and operational coverage.
- Contribute to WHS projects and continuous improvement activities, including WHS management system uplift, procedure implementation, operational service improvements, training, awareness activities and Safe Work Month initiatives.

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

Please note, this is an expected vacancy. This round will be used to fill positions as they arise over the next 18 months.

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

The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

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

To Apply

Position Contact	Sam Junor, 02 6102 9135
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=DB462EF9-5627-77D5-6216-ED3

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Industry, Science, Energy and Resources

Vacancy VN-0772208

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 11 September 2026

Chief Operating Officer
People

Job Title	Work Health and Safety Advisor (Expected Vacancy), APS Level 5, Chief Operating Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,576 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 5
Position Number	1141_08/26
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=BE90C796-C972-AC1C-C27B-ED38523AF894

About the Department

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

About the team

The Work Health Safety (WHS) and Wellbeing Section supports the Department to meet its work health and safety obligations, strengthen safe systems of work, and promote a workplace culture that supports both physical safety and psychological wellbeing. The team works in partnership with leaders, managers, workers and specialist stakeholders to provide advice, manage WHS systems and programs, support incident and hazard reporting, coordinate consultation arrangements, and deliver practical tools and initiatives that prevent harm and improve workplace health, safety and wellbeing.

We are part of People Branch, which sits within the Chief Operating Officer Division. People Branch leads the department's strategic and operational human resources functions, including workforce planning, recruitment and employment programs, capability and talent, employee relations, people support, inclusion, work health and safety, and wellbeing. As part of the COO Division, the branch contributes to the department's enabling services by supporting a safe, capable, inclusive and high-performing workforce, and by helping leaders and employees access practical people-related advice, systems and support.

The opportunity

The APS5 Work Health and Safety Advisor delivers practical WHS and wellbeing support, advice and coordination services that contribute to a safe, healthy and legislatively compliant workplace. Working under limited direction, the role applies WHS legislation, policies, procedures and systems to routine and moderately complex matters, undertakes WHS activities with a degree of independence, and exercises sound judgement to support compliance with WHS legislative obligations.

What's in it for you?

Joining our team will give you exposure to a wide range of contemporary WHS issues across a large and diverse organisation. You will have opportunities to build your capability in WHS operations, incident management, consultation, reporting, training and continuous improvement.

Our ideal candidate

Our ideal candidate will possess:

- Sound understanding of WHS legislation, risk management principles, consultation obligations and organisational WHS systems.

- Ability to interpret and apply legislation, policies, procedures and guidance material to provide practical advice on routine and moderately complex WHS matters.
- Well-developed written communication skills, including the ability to prepare clear reports, correspondence, briefings, procedures, meeting material and communication products.
- Strong organisational skills, attention to detail and ability to manage competing priorities, track actions and deliver outcomes within agreed timeframes.
- Sound judgement, initiative and problem-solving skills, including the ability to assess risk, recommend practical options and escalate complex or sensitive matters appropriately.
- Ability to build and maintain productive working relationships, communicate respectfully and confidently, and work collaboratively with managers, workers, HSRs, service providers and other stakeholders.
- Ability to handle confidential and sensitive information with discretion, professionalism and awareness of privacy and procedural fairness considerations.
- Confidence using Microsoft Office applications, electronic records management systems and WHS reporting or incident management systems.

Desirable qualifications or experience:

- Certificate IV in Work Health and Safety, or progress towards a relevant WHS or human resources qualification.
- Experience using WHS incident management systems.

Duties

The APS5 WHS Advisor coordinates enquiries, incident and hazard management processes, risk management activities, consultation arrangements, reporting products, and supports WHS programs such as Health and Safety Representatives, First Aid Officers, wellbeing initiatives and psychosocial safety activities, with administrative support from the APS4 WHS Advisor.

Key responsibilities include:

- Providing practical WHS advice and support to managers, workers and stakeholders on established legislation, departmental policies, procedures, systems and safe work practices.
- Applying WHS risk management processes in accordance with the WHS Regulations, including hazard identification, risk assessment and implementation of control measures.
- Supporting the management and triage of WHS incidents, hazards and near misses, including initial assessment, tasking, follow-up actions, investigation support, records management and trend monitoring, including identifying matters that may require notifiable incident consideration and escalating appropriately.
- Coordinate or contribute to WHS risk management activities, including providing input into hazard inspections, workstation assessments, first aid needs analysis, psychosocial hazard and risk management activities in line with regulatory requirements, and risk assessments.
- Prepare accurate written material, including reports, brief updates, correspondence, meeting papers, procedures, guidance material, dashboards and communication products.
- Maintain WHS records, registers, spreadsheets, dashboards and inputs to reporting products to support compliance monitoring, governance and management decision-making.

- Liaise with internal stakeholders (including Health and Safety Representatives and First Aid Officers), external service providers and relevant business areas to obtain information, resolve moderately complex issues and support timely WHS outcomes and support administration of health and wellbeing programs.
- Contribute to WHS training, awareness activities, wellbeing initiatives and continuous improvement projects that strengthen workplace health, safety and wellbeing capability.

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

Please note, this is an expected vacancy. This round will be used to fill positions as they arise over the next 18 months.

The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

Position Contact	Sam Junor, 02 6102 9135
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=BE90C796-C972-AC1C-C27B-ED

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Industry, Science, Energy and Resources

Vacancy VN-0772240

Department of Industry, Science and Resources (DISR)

Closing Date:Monday 07 September 2026

National Measurement Institute
Chemical and Biological Metrology

Job Title	Molecular Biology Technician
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Lindfield NSW
Salary	$81,448 - $87,918
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 4
Position Number	1149_08/26
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=A57A5355-C5DB-8928-93A3-ED388C3000EF

About the Department

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- Strengthening the resources sector.

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

About the team

The National Measurement Institute (NMI) is the Australian Government's national measurement authority. We play an important role in the Australian economy. NMI does this by leading, maintaining and regulating Australia's measurement system. We deliver world-class measurement products, advice and client services. Our national measurement standards are internationally recognised.

We value the different skills, knowledge and perspectives our employees bring. NMI provides all employees with learning and development opportunities. We work to give everyone an equal opportunity to contribute and progress.

The Chemical and Biological Metrology branch provides measurement standards including pure chemicals, matrix mixtures and DNA standards. The branch also co-ordinates proficiency testing programs to assist laboratories assessing their ongoing performance. The branch houses three of Australia's national testing laboratories, for forensic drugs, ultra-trace pollutants and anti-doping in sport. The branch delivers services across multiple sectors, including food, health and environment, carrying out research and development to enhance our capabilities in line with national and international requirements.

The Bioanalysis Section provides technical support and genetic reference materials within Australia and internationally. The industries we engage with include biotech instrument and test kit manufacturers, food and feed producers, biotherapeutic manufacturers and cancer research organisations.

The opportunity

We need a systematic, well-organised person to support project work within the Bioanalysis laboratory. The position encompasses a wide range of laboratory work using the latest digital PCR methods. You will be provided with thorough training in measurement science, method validation and to be able to support the delivery of the requirements for provision of accredited services and reference materials. You will be supporting the smooth running of the section by maintaining laboratory reagents and arranging instrument calibrations.

What’s in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year.
- maternity and paternity leave
- flexible working arrangements such as teleworking, part time and job sharing where possible.
- salary packaging which allows you to make certain payments using your pre-tax salary.
- access to staff counselling services.

Our ideal candidate

Our ideal candidate will have:

- demonstrated experience and understanding of molecular biology techniques, including digital PCR, qPCR, PCR assays design, and nucleic acids electrophoresis analysis.
- demonstrated experience with optical microscope instrumentation and microscopic imaging data analysis applied to droplet volume measurements.
- demonstrated experience with maintenance of molecular biology scientific instrumentation and inventory management of reagents and consumables.
- effective interpersonal and written communication skills and the ability to work as an individual and in a team to meet deadlines.
- knowledge of and experience in computer applications relating to data manipulation and Microsoft Office programs.

- posses a good conceptual understanding of genetic analysis gained through tertiary qualifications or equivalent experience.

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

Duties

You will be accountable for managing your workflow to deliver timely, high-quality results.

The main functions of the position will be:

- contribution to preparation of protocols, reports and quality documentsensuring adequate supplies of reagents and materials are maintained to enable the section to meet business goals
    - support maintenance of scientific equipment and arranging calibration services when required
    - organising couriers to deliver reference materials to customers nationally and internationally
- contributing to maintenance of a safe workplace

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

Since you may be handling biological materials such as human blood or wastewater, we will provide relevant vaccinations if needed and assessment of immunity.

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 laboratory-based role located in Lindfield, Sydney. Please reach out to the contact officer to discuss this further.

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

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

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To Apply

Position Contact	Dr Daniel Burke, (02) 8467 3674
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=A57A5355-C5DB-8928-93A3-ED

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Industry, Science, Energy and Resources

Vacancy VN-0772263

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 15 September 2026

Chief Information Officer
ICT Operations ICT Support

Job Title	Executive ICT Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,576 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 5
Position Number	1111_08/26
Agency Website	https://www.industry.gov.au/

Job Description *https://industrycareers.nga.net.au/?jati=A100DCC2-5625-B95D-88EF-ED38C685EE52*

About the Department

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About the division

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

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

About the branch

The ICT Operations Branch provides high-quality ICT support and underpinning infrastructure services to the department and Ministers' Offices, ensuring all staff in the department and MOs have access to stable and secure technology.

About the team

The Executive ICT Support team sits within ICT Operations and is dedicated to supporting the department's Minsters, the Departmental Executive and SES, and various office holders spread across 20+ sites.

The opportunity

Deliver high-touch ICT support services to Ministerial Offices, SES executives and key departmental stakeholders. Provide proactive management of executive technology environments, including desktop, mobile, collaboration and meeting room technologies. Respond rapidly to incidents affecting critical business operations, maintain strong stakeholder relationships and ensure a secure, reliable and professional ICT experience for the senior executive and their supporting staff. The role operates within a high-pressure environment requiring discretion, technical expertise, customer focus and the ability to manage competing priorities in a dedicated Level 1 and 2 service function.

Our ideal candidate

Our ideal candidates are driven individuals who can satisfy the requirements of our Executive and Ministerial stakeholders in a high-pressure IT service delivery environment by bringing their varied client interactions and customer experience.

As an APS Level 5, you will have:

- Excellent verbal and written communication skills
- The ability to communicate with influence in simple language, with a diverse range of customers and stakeholders
- Experience delivering on outcomes whilst working independently
- Experience responding to ICT enquiries and requests from a range of stakeholders
- Experience working in a digital support environment supporting multiple operating systems including, but not limited to Microsoft Suite
- A strong focus on continual service improvement within the ICT Service Delivery context
- Demonstrated experience in effective people skills and the ability to engage authentically with stakeholders on complex issues
- Skills and experience in managing competing priorities, able to anticipate and meet the needs of stakeholders

Duties

As an Executive ICT Support Officer, you will work collaboratively across the Division to support the ICT requirements of the Departments SES cohort, as well as Ministerial Offices. Identifying and supporting service improvements and reporting team activities to the Team Leader & Assistant Manager.

As an APS Level 5 you will:

- Provide priority ICT Support to the department’s senior executives and Ministers’ Offices, delivering digital and in-person support for SES executives, Ministerial officers and key department staff including VIP meetings and video conferencing technical support
- Manage device deployments, replacements, maintenance and stocktake of Executive ICT assets
- Draft and maintain operational and technical documentation (e.g. systems, process and end-user documentation)
- Possess the ability to quickly acquire knowledge of complex IT systems and familiarise themselves with new concepts and technologies to deliver high level support
- Foster strong divisional relationships to ensure staff enquiries achieve positive outcomes
- After hours on call support (24/7)

Eligibility

This position requires a minimum 3 years' experience across ICT support services with demonstrated customer service skills.

Qualifications in ITIL, or a working understanding of ITIL practices is desirable.

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

This role requires participation in aa rotating 24/7 on-call support arrangements and may require interstate travel to undertake specific duties and support departmental operations.

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 offers flexible work opportunities for many roles. However, this position is based in Canberra (Industry House) and requires ongoing on-site attendance. Remote working arrangements are not available for this role. Please contact the nominated contact officer if you would like to discuss the role requirements further

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

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

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To Apply

Position Contact	Joey Lansdowne, 0447840659
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=A100DCC2-5625-B95D-88EF-ED

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Industry, Science, Energy and Resources

Vacancy VN-0772265

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 08 September 2026

Job Title	Research Scientist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	North Ryde NSW
Salary	$89,576 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	This role is conducted on site and as such there is limited capacity to work flexibly outside of an ad-hoc basis.
Classification	APS Level 5
Position Number	1151_08/26
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

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

About the team

The Australian Sports Drug Testing Laboratory (ASDTL), as part of the National Measurement Institute, is the only World Anti-Doping Agency (WADA) accredited laboratory conducting the testing of athlete samples in the Oceania region as well as conducting research in the field of human sports anti-doping. The ASDTL provides testing service to two key clients, Sport Integrity Australia (SIA) and Sport Integrity Commission New Zealand (SICNZ), as well as international sporting federation and anti-doping organisation.

The ASDTL is a proactive team that effectively manages diverse tasks under tight deadlines while ensuring delivery of high-quality services to stakeholders is maintained.

It is expected that our ideal candidate will be able to support and promote NMI's vision, mission and business objectives, by actively contributing to the ASDTL's team goals, strategies and work plans while achieving quality outcomes and adhering to documented procedures.

The opportunity

The Research Scientist will contribute to ASDTL's Anti-Doping research and analytical capability through the development, validation and implementation of innovative GC-MS and GC-MS/MS analytical methods for the detection of prohibited substances and emerging doping agents.

Working within the Research team and in close collaboration with the GC-MS operational team, the role will develop an understanding of routine testing workflows and laboratory challenges to ensure research outcomes are practical, fit-for-purpose and readily transferable into operational use. The position will focus on sample preparation and extraction methodologies, method optimisation, instrument operation and troubleshooting, and the delivery of applied research outcomes that enhance testing quality, laboratory efficiency and compliance with WADA requirements.

What’s in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year.
- maternity and paternity leave
- flexible working arrangements such as teleworking, part time and job sharing where possible.
- salary packaging which allows you to make certain payments using your pre-tax salary
- access to staff counselling services.

Our ideal candidate

Our ideal candidate will have:

- Demonstrated experience in GC-MS and/or GC-MS/MS analysis of small molecules in complex biological matrices (e.g. urine), including sample extraction, preparation, derivatisation, instrument operation, troubleshooting and data interpretation.
- Experience undertaking scientific investigations, analytical studies and method validation activities, applying sound judgement, initiative, problem-solving skills and statistical principles, including measurement uncertainty calculations, to deliver high-quality outcomes within established timelines.
- Knowledge of laboratory quality systems and accreditation requirements, particularly ISO/IEC 17025, and experience working within regulated analytical laboratory environments operating under strict analytical, technical and quality requirements.
- Strong written and verbal communication skills, including the preparation of technical reports, method documentation, scientific publications and presentations.
- Experience in Anti-Doping science, forensic toxicology or related bioanalytical fields would be highly desirable.

- A BSc degree or postgraduate qualification (PhD or Masters) in Analytical Chemistry, Forensic Science, Biochemistry or a related discipline, with demonstrated experience in industry-based research and the development, validation and implementation of analytical methods.

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 a Research Scientist (S&T5), you will be responsible for conducting analytical and research activities on biological molecules to support the testing of athletes for the detection of prohibited substances in sport, as outlined below:

- Develop, optimise, validate and implement GC-MS and GC-MS/MS analytical methods, including innovative sample extraction, preparation and derivatisation techniques for the detection of prohibited substances and related analytes in biological matrices.
- Conduct applied research projects in Anti-Doping and analytical science, contributing to improvements in analytical capability, laboratory efficiency, scientific knowledge and compliance with WADA requirements.
- Operate, maintain and troubleshoot GC-MS and GC-MS/MS instrumentation, ensuring optimal system performance, data quality and continuity of analytical and research activities.
- Review scientific literature, emerging technologies and analytical approaches, applying appropriate experimental design and statistical analysis to support method development, validation and research outcomes.
- Prepare scientific reports, validation documentation, technical procedures, presentations and publications, effectively communicating research findings and project outcomes to internal and external stakeholders.
- Collaborate with laboratory scientists, researchers and external partners, and participate in relevant conferences, workshops and scientific meetings to support professional development and knowledge exchange.

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

This role is conducted on site and as such there is limited capacity to work flexibly outside of an ad-hoc basis. Please reach out to the contact officer to discuss further.

The laboratory offers flexible working arrangements but during major sporting events there is an expectation for all staff to work shifts and on weekends or public holidays.

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

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

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To Apply

Position Contact	ChemBio Recruitment, n/a
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0772305

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 16 September 2026

Chief Operating Officer
People Work, Health, Safety and Wellbeing

Job Title	WHS and Wellbeing Assistant Manager (Expected Vacancy)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,391 - $134,225
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1172_08/26
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=4C922807-8D88-F669-1D4D-ED397BC3DD43

About the Department

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

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

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

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

About the team

The Work Health Safety (WHS) and Wellbeing Section supports the Department to meet its work health and safety obligations, strengthen safe systems of work, and promote a workplace culture that supports both physical safety and psychological wellbeing. The team works in partnership with leaders, managers, workers and specialist stakeholders to provide advice, manage WHS systems and programs, support incident and hazard reporting, coordinate consultation arrangements, and deliver practical tools and initiatives that prevent harm and improve workplace health, safety and wellbeing.

We are part of People Branch, which sits within the Chief Operating Officer Division. People Branch leads the department's strategic and operational human resources functions, including workforce planning, recruitment and employment programs, capability and talent, employee relations, people support, inclusion, work health and safety, and wellbeing. As part of the COO Division, the branch contributes to the department's enabling services by supporting a safe, capable, inclusive and high-performing workforce, and by helping leaders and employees access practical people-related advice, systems and support.

The opportunity

The WHS and Wellbeing Section has three key streams, each led by an EL1. Whilst EL1s specialise in their stream's area of focus, collectively they work with the EL2 Manager to strengthen the overarching function by improving coordination, consistency, service maturity and the effective delivery of WHS and wellbeing priorities across the department. All work under broad direction, providing high-level strategic and technical advice as relevant to their stream, work collaboratively with multiple stakeholders and translate WHS and wellbeing legislative, policy and operational requirements into practical, defensible and sustainable improvements.

The EL1 Assistant Manager, WHS Operations provides primary oversight of the WHS operations stream, with responsibility for coordinating and assuring the delivery of operational WHS services, including incident and hazard management, operational risk processes, service delivery, consultation support, WHS reporting inputs and team workflow coordination. The role has primary responsibility for operational WHS risks, incidents, hazards, enquiries and service delivery, while working closely with the Wellbeing Lead on psychosocial matters and the Strategic WHS Projects Lead on enterprise frameworks, assurance activities and WHSMS governance.

The EL1 Assistant Manager, Wellbeing, provides primary oversight of the wellbeing stream (including psychosocial safety work) with responsibility for coordinating and assuring psychosocial risk prevention activities, wellbeing programs, wellbeing-related reporting, EAP contract/vendor oversight, manager capability initiatives and related team workflow. They have primary responsibility for psychosocial risk prevention, wellbeing programs and related service improvement, while working with WHS Operations on incident, hazard and operational WHS matters and with Strategic WHS Projects on enterprise frameworks, assurance and WHSMS governance.

The EL1 Assistant Manager, WHS Strategic Projects provides primary oversight of strategic WHS projects, enterprise WHS risk frameworks, assurance activities, WHSMS governance uplift, reporting maturity and capability-building initiatives. They have primary responsibility for enterprise WHS frameworks, assurance, WHSMS governance and strategic improvement activity, while working with WHS operations stream on operational implementation and with the wellbeing stream on psychosocial risk and prevention priorities.

What’s in it for you?

Joining our team will give you exposure to a wide range of contemporary WHS issues across a large and diverse organisation. You will have opportunities to build your capability in WHS operations, incident management, consultation, reporting, training and continuous improvement.

Our ideal candidate

Our ideal candidate will possess:

- Strong understanding of WHS legislation, risk management, consultation, incident and hazard management, governance and WHS management systems, with the ability to apply this knowledge to complex, sensitive and emerging matters.
- Demonstrated ability to operate with independence, sound judgement and accountability under broad direction, including setting priorities, managing risk, making defensible decisions and delivering outcomes in a complex environment.
- Strong leadership and delivery capability, including coordinating workflows, projects or programs; allocating work; assuring quality; coaching staff; building capability; and fostering an inclusive, professional and service-focused team culture.
- Highly developed analytical and problem-solving skills, including interpreting legislation; assessing risk; identifying trends; developing practical options; recommending proportionate controls; and evaluating effectiveness.
- Strong written and verbal communication skills, including the ability to prepare, review and present clear, accurate and fit-for-purpose advice, briefs, reports, governance papers, procedures, guidance and communication products for varied audiences.
- Strong stakeholder engagement, consultation and influencing skills, with the ability to build trust, manage competing perspectives and work collaboratively with work collaboratively with senior leaders, managers, workers, HSRs and specialist stakeholders.

- Strong organisational skills and judgement, including the ability to manage competing strategic and operational priorities, dependencies and timeframes; monitor actions; maintain delivery momentum; and escalate issues appropriately.
- Sound discretion and professionalism when handling confidential, sensitive or high-risk matters, with appropriate regard to privacy, procedural fairness, trauma-informed practice, recordkeeping and legal, regulatory and reputational considerations.
- Confidence using Microsoft Office applications, electronic records management systems and tools to support effective delivery and informed decision-making.

Desirable qualifications or experience:

- Certificate IV in Work Health and Safety, or progress towards a relevant WHS or human resources qualification.
- Experience using WHS incident management systems.

Duties

All EL1s within the team exercise a high degree of independence, judgement and accountability. They lead and assure delivery within their stream, manage competing priorities, identify and respond to emerging physical and psychosocial risks, provide authoritative advice to senior leaders and stakeholders, and contribute to a positive, collaborative and service-focused WHS and Wellbeing team culture. Key responsibilities across the roles include:

- Lead, coordinate and assure the delivery of WHS and wellbeing priorities within the relevant stream, including work planning, task allocation, workflow management, governance, quality assurance and timely escalation of issues.
- Provide authoritative, evidence-informed and legally sound advice to senior leaders, managers, workers, Health and Safety Representatives and specialist stakeholders on WHS and wellbeing obligations, risk management, consultation, governance and safe systems of work.
- Identify, assess and respond to complex, sensitive or emerging physical and psychosocial risks, incidents, hazards and service issues, including developing proportionate controls, monitoring actions and escalating high-risk, regulatory, strategic or reputational matters.
- Translate legislation, policy, assurance findings, data, consultation feedback and operational insights into practical procedures, guidance, tools, templates, programs, communication products and sustainable service improvements.
- Prepare, review and clear high-quality written material, including briefs, reports, committee papers, correspondence, procedures, guidance, dashboards, executive updates and responses to complex or sensitive enquiries.
- Build effective partnerships and coordinate consultation with workers, managers, Health and Safety Representatives, People Branch teams, divisional contacts, specialist areas, external providers and regulators to deliver integrated and workable outcomes.
- Provide leadership, coaching and quality assurance to APS-level staff, supporting capability development, clear performance expectations and a positive, inclusive and service-focused team culture.
- Lead continuous improvement of WHS and wellbeing systems, services, governance, assurance, reporting, capability and organisational maturity, while contributing to whole-of-function planning, workforce priorities and implementation of the WHS Management System.

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

Please note, this is an expected vacancy. This round will be used to fill positions as they arise over the next 18 months.

There are three key work streams within the team at this level (WHS Operations, Wellbeing and WHS Strategic Projects) and EL1s specialise in one of these, however support across all streams, as needed. Please indicate your preferred work stream in your statement and tailor your pitch accordingly.

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

The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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To Apply

Position Contact	Sam Junor, 02 6102 9135
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=4C922807-8D88-F669-1D4D-ED3

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Industry, Science, Energy and Resources

Vacancy VN-0772351

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 17 September 2026

Chief Information Officer
Digital Strategy & Cyber Security Cyber Security

Job Title	Cyber Security – Multiple Roles (APS5-APS6)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Darwin NT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	$89,576 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 5;APS Level 6
Position Number	1205_08/26
Agency Website	https://www.industry.gov.au/

Job Description *https://industrycareers.nga.net.au/?jati=7A0B9110-456D-87EB-AF1B-ED49C7F80356*

About the Department

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- Investing in science and technology
- Strengthening the resources sector.

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About the team

The Chief Information Officer Division is an exciting, fast-paced team that drives the digital agenda for the Department of Industry, Science and Resources. The group leads the department's digital agenda by partnering with our stakeholders to co-design digital experiences, making it simpler to innovate, collaborate and communicate, and continue to evolve digital services using leading edge technology and smart design.

The Cyber Security Team is responsible for oversight and management of cyber security within the department. The team is made up of four functions including: Governance, Risk and Compliance, Security Operations Centre, Project Advisory and Assurance and Cyber Engagement.

Our ideal candidate

We are a dynamic organisation looking for agile, innovative, and motivated individuals who thrive in a fast-paced environment. As part of our Cyber Security team, you will contribute to enabling the department to deliver its mission with confidence and resilience.

We welcome candidates who demonstrate:

- A high level of professionalism, integrity, discretion, and sound judgement.
- Strong interpersonal, written, and verbal communication skills, with excellent attention to detail and the ability to provide clear, comprehensive advice.
- The ability to interpret and apply cyber security legislation, policies, frameworks, procedures, and corporate objectives to complex scenarios.
- A collaborative mindset with the capacity to work independently and take accountability for outcomes.
- Proven ability to build productive, collegiate relationships across the department and the CIO Division.
- A proactive approach to understanding and responding to stakeholder needs to achieve meaningful outcomes.
- Resilience, maturity, and a strong commitment to Australia’s national interests.
- Leadership capabilities, including mentoring team members, managing workflows, setting priorities, and contributing to strategic planning and policy development.

Duties

APS6 Senior Cyber Security Specialist

As part of the Cyber Security Engagement function, you will contribute to a range of cyber security advisory, governance, assurance, stakeholder engagement, and capability uplift activities. These responsibilities are shared across the team, and the specific duties undertaken at any point in time will depend on operational priorities, workload, team capability, and business requirements.

Responsibilities may include:

- Provide cyber security advice, guidance, and assurance to business areas, project teams, and senior stakeholders to support secure and risk-informed decision making.
- Act as a cyber security subject matter expert, resolving complex enquiries and supporting the development and mentoring of team members.
- Develop, review, and maintain cyber security policies, standards, guidance material, and awareness initiatives to support departmental and government requirements.
- Deliver customer-focused cyber security services by managing enquiries, resolving or escalating issues, maintaining stakeholder relationships, and communicating effectively with technical and non-technical audiences.
- Identify opportunities to improve cyber security processes, analyse workflows, recommend enhancements, and support the implementation of improved ways of working.

- Use ServiceNow and related platforms to manage requests, track activities and workflows, support reporting, and improve the efficient delivery of cyber security services.
- Contribute to cyber security strategy delivery, security uplift initiatives, awareness campaigns, and workforce capability development activities.
- Prepare reports, briefings, presentations, and other artefacts to communicate cyber security risks, initiatives, outcomes, and recommendations to stakeholders and executives.
- Collaborate with internal and external stakeholders to support the delivery of cyber security objectives and continuous improvement initiatives.
- Maintain awareness of emerging cyber threats, government policies, security frameworks, and industry best practice to continuously improve departmental cyber resilience.

APS5 Cyber Security Operations Centre Analyst

As part of the Cyber Security Operations function, you will contribute to a range of security monitoring, incident response, threat management, and vulnerability management activities. These responsibilities are shared across the team, and the specific duties undertaken at any point in time will depend on operational priorities, workload, team capability, and business requirements.

Responsibilities may include:

- Monitor the department's SIEM, SOAR, and vulnerability management platforms to detect, analyse, and respond to security threats, suspicious activity, and emerging vulnerabilities.
- Investigate security incidents and vulnerabilities using security logs, threat intelligence, and other data sources to determine impact, root cause, and remediation requirements.
- Perform incident response activities, including triage, containment, remediation, and post-incident improvement actions.
- Administer and maintain vulnerability scanning tools (e.g. Tenable and Microsoft Defender), including scan validation, platform health checks, and onboarding support for project teams.
- Support vulnerability prioritisation, remediation tracking, and reporting through ServiceNow and other governance processes, including contributions to the Vulnerability Management Board.
- Develop and implement security controls, procedures, and recommendations to reduce cyber risk and prevent future incidents.
- Deliver reporting and briefings on security incidents, vulnerabilities, and threat trends to technical and non-technical stakeholders, including executives.
- Collaborate with intelligence, operational, and project teams to develop threat assessments, remediation strategies, and risk-informed security outcomes.
- Maintain accurate security and asset information, including departmental system registers, system ownership records, and technology version data.
- Stay informed of emerging cyber security threats, vulnerabilities, government guidance, and industry best practice to continuously improve departmental cyber resilience.

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.

We welcome applications from all over Australia and flexible working arrangements will be discussed with the successful applicants. However, you may need to be able to get to one of our State Office locations in Canberra, Brisbane, Adelaide, Hobart, Melbourne, Perth or Sydney to attend to IT matters, face-to-face training opportunities, and where required for ongoing team, branch and planning and development opportunities.

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To Apply

Position Contact	Samantha Soldo, 0499 938 093
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=7A0B9110-456D-87EB-AF1B-ED

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772276

Australian Maritime Safety Authority

Closing Date:Monday 14 September 2026

Maritime Safety and Environmental Compliance
Enforcement and Investigation Services

Job Title	Senior Advisor Investigation Services
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Coffs Harbour NSW, Fremantle WA, Adelaide SA, Hobart TAS
Salary	$154,955 - $179,636
Future Merit Locations	Sydney, Canberra, Melbourne, Brisbane, Coffs Harbour, Fremantle, Adelaide, Hobart
Office Arrangement	Flexible
Office Arrangement Details	Flexible - Hybrid
Classification	Executive Level 2
Position Number	1439
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Duties

Senior Advisor Investigation Services

$154,955– $179,636 + 15.4% super

Location flexible

Ongoing

- Help shape how AMSA delivers compliance and enforcement across Australia's maritime industry.

About AMSA - Work with Purpose

Safe Seas. Clean Seas. Saving Lives.

At the Australian Maritime Safety Authority (AMSA), every role contributes to our mission of ensuring safe vessel operations, combating marine pollution, and rescuing people in distress.

As Australia's national maritime regulator, we coordinate national maritime and aviation search and rescue services, protect Australia's marine environment, and support a safe and resilient maritime industry. Our work is made possible by the expertise of our people across corporate, specialist, digital and operational functions, working together to deliver services nationwide.

With around 500 employees across Australia, AMSA offers meaningful careers in a complex, highly regulated environment where your work has national impact. Learn more at **amsa.gov.au**.

About the Role

As the Senior Advisor Investigation Services, you will lead a team responsible for supporting AMSA's compliance and enforcement activities, providing specialist advice to inspectors and strengthening regulatory capability across the organisation.

Working with operational teams, legal specialists and external compliance partners, you will oversee key programs including AMSA's breach reporting process, infringement notice scheme and Family Liaison Program. You will also lead the development of guidance, training and projects that support the consistent and effective use of compliance and enforcement powers.

This role offers the opportunity to apply your investigations, compliance or regulatory expertise in a complex operational environment that contributes directly to maritime safety and environmental protection.

In this role you will:

- Lead and develop a team of specialist compliance and investigation professionals.
- Provide expert advice and operational support on compliance and enforcement matters.

- Develop guidance, processes and resources that support consistent regulatory practice.
- Deliver training and capability-building programs for AMSA staff and compliance partners.
- Oversee AMSA's breach reporting process and infringement notice scheme.
- Coordinate AMSA's Family Liaison Program.
- Manage projects that support the delivery of compliance and enforcement functions.
- Build strong relationships with internal stakeholders, legal advisers and external compliance partners.

What We’re Looking For

Qualifications and Experience

- Qualifications in law enforcement, investigations or regulatory compliance that meet the requirements of the Australian Government Investigation Standard 2022, including a minimum Certificate IV in Government Investigations.
- A Certificate IV in Training and Assessment, or substantial experience supporting operational law enforcement, investigation or regulatory compliance teams.
- Significant experience managing and coordinating inspectorate, compliance or enforcement programs.
- Demonstrated understanding and experience with the Marine Safety (Domestic Commercial Vessel) National Law Act 2012 and the Navigation Act 2012.
- Proven operational experience in compliance, enforcement and investigations, including within Commonwealth compliance and enforcement frameworks.
- Demonstrated experience developing and delivering training, guidance and family liaison or stakeholder support programs.

You will bring:

- Strong leadership and judgement in a complex regulatory environment.
- Excellent communication skills, including the ability to provide advice on sensitive matters and prepare high-quality written material.
- Strong stakeholder engagement and negotiation skills.
- The ability to analyse and communicate complex legal, technical or regulatory information.
- Behaviours aligned with One AMSA values and ways of working.

For further details, please refer to the **position description**. Information about our terms and conditions of employment are contained in the *AMSA Enterprise Agreement 2024 - 2027*

What We Offer at AMSA

At AMSA, we support our people to do their best work through:

- Competitive remuneration and salary packaging options
- 15.4% employer superannuation contribution
- Generous leave entitlements with 20 days annual leave plus paid Christmas shutdown
- Paid parental leave with 18 weeks for primary and 14 weeks for secondary carer
- Wellbeing focus with health reimbursements, flu vaccinations and an Employee Assistance Program for you and your family
- Flexible work including work from home arrangements
- Career development including training, study assistance, paid professional memberships.
- Opportunity to connect, collaborate, and contribute through AMSA's staff-led networks

One AMSA: Shaping Our Future Together

One AMSA is our commitment to creating a workplace that is safe, respectful and inclusive – where every employee feels valued, supported and empowered to contribute. It shapes how we work together and ensures collaboration, trust, and shared purpose across AMSA.

How to Apply

To apply, visit the Careers at AMSA portal and click 'Apply' on the job listing before **11:55pm AEST on Monday 14th September 2026.**

You will need to provide:

- A resume (maximum 3 pages)
- A cover letter (up to 600 words) outlining your suitability based on the key responsibilities and capabilities required for the role.

For further information about the role, contact **David Marsh** on 03 8612 6005 or David.marsh@amsa.gov.au

For questions about the recruitment process, please contact recruitment@amsa.gov.au.

To be eligible for this role, you must be an Australian citizen and be able to obtain and maintain a security clearance

Applications from recruitment agencies will not be accepted, as AMSA recruitment is managed internally.

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

Eligibility
Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	David Marsh, 03 8612 6005
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772346

Australian Maritime Safety Authority

Closing Date:Tuesday 15 September 2026

Corporate and Enabling Services
Communication and Engagement Services

Job Title	Coordinator, Content Design
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	$90,879 - $105,355
Future Merit Locations	Canberra, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	flexible hybrid
Classification	APS Level 5
Position Number	2632
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Coordinator, Content Design

$90,879 – $105,355 + 15.4% super

Canberra, Melbourne or Brisbane

Ongoing

• Help shape digital experiences that make complex information easier for people to find, understand and act on

About AMSA - Work with Purpose

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With around 500 employees across Australia, AMSA offers meaningful careers in a complex, highly regulated environment where your work has national impact. Learn more at amsa.gov.au.

About the Role

As Coordinator, Content Design, you'll join AMSA's Digital and Design team and help create accessible, user-centred content across our digital channels, including websites, social media and EDMs. Using customer insights, analytics and evidence-based design principles, you'll contribute to digital experiences that support customers to access information, services and guidance more effectively.

Working collaboratively with stakeholders across the organisation, you'll help translate customer and business needs into content solutions that improve usability, strengthen customer experiences and support AMSA's strategic objectives.

In this role you will:

• Co-design, write, edit and publish customer-focused digital content for omnichannel delivery

• contribute to content design and user experience activities, including user research, journey mapping and content improvement initiatives

• use analytics, customer feedback and other evidence sources to identify opportunities to improve content and customer experiences

• provide advice and support to stakeholders on content design and digital publishing practices

• contribute to a culture of continuous improvement and evidence-based decision making.

Duties

What We’re Looking For

You will bring:

• Experience creating, editing and publishing digital content using web content management systems, preferably Drupal.

• Experience developing accessible, user-centred content for digital products and services.

• Strong stakeholder engagement skills and the ability to translate customer, user and business needs into effective content solutions.

• Experience using analytics, customer feedback and evidence to evaluate content performance and identify opportunities for improvement.

• Strong analytical skills and the ability to develop evidence-based insights and recommendations.

• Knowledge of accessibility requirements and digital content best practice, including the Digital Service Standard and WCAG 2.1/2.2 AA accessibility standards.

• Behaviours aligned with One AMSA values and ways of working.

Highly regarded:

• Experience using digital analytics and customer insight tools such as Google Analytics, Microsoft Clarity or Qualtrics.

• Experience creating and managing content across digital channels, including the use of AI-enabled tools.

• Qualifications or equivalent experience in content design, communications, user experience, digital content management, human-centred design or a related discipline.

For further details, please refer to the position description. Information about our terms and conditions of employment are contained in the AMSA Enterprise Agreement 2024 - 2027

What We Offer at AMSA

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· Competitive remuneration and salary packaging options

· 15.4% employer superannuation contribution

· Generous leave entitlements with 20 days annual leave plus paid Christmas shutdown

· Paid parental leave with 18 weeks for primary and 14 weeks for secondary carer

· Wellbeing focus with health reimbursements, flu vaccinations and an Employee Assistance Program for you and your family

· Flexible work including work from home arrangements

· Career development including training, study assistance, paid professional memberships.

· Opportunity to connect, collaborate, and contribute through AMSA's staff-led networks

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You will need to provide:

• A resume (maximum 3 pages)

• A cover letter (up to 600 words) outlining your suitability based on the key responsibilities and capabilities required for the role.

For further information about the role, contact Diana Campbell at Diana.Campbell@amsa.gov.au

For questions about the recruitment process, please contact recruitment@amsa.gov.au.

Applications from recruitment agencies will not be accepted, as AMSA recruitment is managed internally.

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

Eligibility
Notes

About the Australian Maritime Safety Authority

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To Apply

Position Contact	Diana Campbell, diana.campbell@amsa.gov.au
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772181

Civil Aviation Safety Authority Australia

Closing Date:Sunday 13 September 2026

Air Navigation, Airspace & Risk
Safety, Risk and Intelligence Enterprise Risk & Resilience

Job Title	Senior Data Governance Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$120,448 - $140,835
Future Merit Locations	Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	Executive Level 1
Position Number	4545
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

The Role

The CASA Senior Data Governance Officer plays a critical role in strengthening the governance, clarity and accountability of organisational data to support CASA's safety oversight, regulatory decision making, risk management, assurance activities and reporting obligations. Operating within the Safety, Risk and Intelligence Branch, the Senior Data Governance Officer is responsible for establishing, maintaining and embedding effective data governance arrangements across key systems and datasets. This includes defining data ownership and stewardship, maintaining data definitions and metadata, and supporting governance decision-making to ensure data is clearly understood, appropriately managed and fit for purpose.

The Senior Data Governance Officer operates with a high degree of autonomy under limited direction, exercising sound judgement to support CASA divisions in addressing complex, non-routine data governance issues and deliver high quality outcomes that contribute to CASA's strategic and operational objectives. The role requires strong analytical capability, stakeholder engagement skills, and an understanding of how clear data governance underpins effective data quality, risk management and regulatory decision making. The position is expected to work ordinary hours in accordance with CASA's enterprise agreement. From time to time, reasonable additional hours may be required, however this is regarded as the exception.

As the Senior Data Governance Officer you will need to:

- Develop, implement and maintain CASA’s data governance framework, including data ownership, stewardship, decision-rights and escalation pathways.
- Establish and maintain clear data ownership and stewardship arrangements across key datasets and systems.
- Develop, maintain and govern enterprise data definitions, data dictionaries, metadata and lineage artefacts.
- Support governance forums (including the Data Council) and decision-making processes related to data, information and system changes.
- Provide advice on data governance implications associated with new systems, enhancements, migrations or changes to data collections.
- Work with business areas to embed data governance requirements into operational processes and practices.
- Collaborate with Senior Data Quality Officers to ensure governance arrangements support effective data quality monitoring and remediation.
- Provide advice on legislative, regulatory and policy obligations related to information and data management.
- Prepare high-quality briefing material, reports and analysis products for Executives and governance forums.
- Assist with assurance, audit and compliance activities as required, including evidence provision and internal reporting.
- Build workforce capability and foster a collaborative team environment through coaching and mentoring staff, providing performance feedback, supporting professional development, and managing conflict in a timely and constructive manner.
- Operates under general direction and is guided by CASA legislation, policies, procedures, and precedents.
- Promote a culture of data accountability, clarity and transparency across CASA.
- Build and maintain productive working relationships with operational, regulatory, enabling and ICT stakeholders.
- Maintaining a positive health and safety culture, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.
- Demonstrating awareness of the diverse histories, cultures, and experiences of Aboriginal, Torres Strait Islander and other cultural groups. Communicating with respect and understanding of balancing work, family and community responsibilities.
- Initiating, positively engaging in and responding to change. Supporting others through change.
- Other duties as required.

Duties

Ideal Candidate

Our ideal candidate must demonstrate the following:

- Experience in data governance, information management, analytics, risk or a related discipline in a complex organisational environment.
- Sound understanding of data governance principles, including data ownership, stewardship, metadata and decision-rights.
- Ability to interpret and apply legislative, regulatory and policy requirements related to information and data management.
- Strong analytical skills with the ability to identify governance gaps, risks and improvement opportunities.
- Ability to influence and coordinate across business areas without direct authority.
- Ability to produce high-quality reports and briefing material suitable for Executive and governance audiences.

- Strong written and verbal communication skills, with the ability to communicate governance concepts to non-technical stakeholders.
- High attention to detail and a strong commitment to clarity, accountability and sound governance practices.
- Ability to work independently under limited direction and manage competing priorities.
- Ability to exercise initiative, judgement and problem-solving skills where established procedures may not fully cover the circumstances.

Mandatory qualifications, licenses and experience

- Tertiary qualifications, or equivalent experience, in information management, data, business, risk, governance, ICT or a related discipline.
- Experience working with data governance or information-management practices in a regulated, risk-focused or complex environment.

Desirable qualifications, licenses and experience

- Experience in a regulatory, safety-critical, government or critical infrastructure context.
- Training or certification in data governance or data management frameworks (e.g. DAMA-DMBOK).
- Experience supporting audit, assurance or compliance activities.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the level of security clearance as required.

Notes

Brisbane preferred, all CASA locations considered.

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Mark Roberts, 07 3144 7404
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772238

Civil Aviation Safety Authority Australia

Closing Date:Sunday 13 September 2026

Air Navigation, Airspace & Risk
Safety, Risk and Intelligence Enterprise Risk & Resilience

Job Title	Senior Data Governance Officer - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$120,448 - $140,835
Future Merit Locations	Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	Executive Level 1
Position Number	4545
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://www.casa.gov.au/about-us/careers-casa

The Role

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- Establish and maintain clear data ownership and stewardship arrangements across key datasets and systems.
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- Support governance forums (including the Data Council) and decision-making processes related to data, information and system changes.
- Provide advice on data governance implications associated with new systems, enhancements, migrations or changes to data collections.
- Work with business areas to embed data governance requirements into operational processes and practices.
- Collaborate with Senior Data Quality Officers to ensure governance arrangements support effective data quality monitoring and remediation.
- Provide advice on legislative, regulatory and policy obligations related to information and data management.
- Prepare high-quality briefing material, reports and analysis products for Executives and governance forums.
- Assist with assurance, audit and compliance activities as required, including evidence provision and internal reporting.
- Build workforce capability and foster a collaborative team environment through coaching and mentoring staff, providing performance feedback, supporting professional development, and managing conflict in a timely and constructive manner.
- Operates under general direction and is guided by CASA legislation, policies, procedures, and precedents.
- Promote a culture of data accountability, clarity and transparency across CASA.
- Build and maintain productive working relationships with operational, regulatory, enabling and ICT stakeholders.
- Maintaining a positive health and safety culture, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.
- Demonstrating awareness of the diverse histories, cultures, and experiences of Aboriginal, Torres Strait Islander and other cultural groups. Communicating with respect and understanding of balancing work, family and community responsibilities.
- Initiating, positively engaging in and responding to change. Supporting others through change.
- Other duties as required.

Duties

Ideal Candidate

Our ideal candidate must demonstrate the following:

- Experience in data governance, information management, analytics, risk or a related discipline in a complex organisational environment.
- Sound understanding of data governance principles, including data ownership, stewardship, metadata and decision-rights.
- Ability to interpret and apply legislative, regulatory and policy requirements related to information and data management.
- Strong analytical skills with the ability to identify governance gaps, risks and improvement opportunities.
- Ability to influence and coordinate across business areas without direct authority.
- Ability to produce high-quality reports and briefing material suitable for Executive and governance audiences.

- Strong written and verbal communication skills, with the ability to communicate governance concepts to non-technical stakeholders.
- High attention to detail and a strong commitment to clarity, accountability and sound governance practices.
- Ability to work independently under limited direction and manage competing priorities.
- Ability to exercise initiative, judgement and problem-solving skills where established procedures may not fully cover the circumstances.

Mandatory qualifications, licenses and experience

- Tertiary qualifications, or equivalent experience, in information management, data, business, risk, governance, ICT or a related discipline.
- Experience working with data governance or information-management practices in a regulated, risk-focused or complex environment.

Desirable qualifications, licenses and experience

- Experience in a regulatory, safety-critical, government or critical infrastructure context.
- Training or certification in data governance or data management frameworks (e.g. DAMA-DMBOK).
- Experience supporting audit, assurance or compliance activities.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the level of security clearance as required.

Notes

Brisbane preferred, all CASA locations considered.

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Mark Roberts, 07 3144 7404
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772179

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

Closing Date:Sunday 13 September 2026

Job Title	APS6 - Senior Policy and Contract Management Officer, Triple Zero Access & Awareness Branch
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Orange NSW, Sydney NSW
Salary	$99,733 - $118,084
Future Merit Locations	Canberra, Adelaide, Brisbane, Melbourne, Orange, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48065
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

TheTriple Zero Custodian (the Custodian) oversees and promotes continuous improvement of the Triple Zero ecosystem. A key function of the Custodian is to ensure that all parts of the Triple Zero ecosystem are connected and coordinated, particularly in times of crisis. The Custodian ensures the efficiency and effectiveness of the Triple Zero ecosystem and coordinates a collaborative approach to information sharing and reform.

The Custodian works closely with the Australian Communications and Media Authority, telecommunication companies, state and territory governments, emergency service organisations and other key stakeholders. It aims to increase transparency in the system, including through community awareness.

The Triple Zero Custodian Division was established in October 2025. This Division comprises two branches working collaboratively to deliver on the Custodian's work program.

Triple Zero Access and Assurance branch leads engagement with telecommunications industry stakeholders. The branch manages contractual arrangements and develops policy to address gaps in the Triple Zero ecosystem and aims to ensure emergency calls connect to Triple Zero in line with community expectations. Our branch is made up of a passionate and collaborative group of individuals and oversees a variety of complex projects, with many opportunities for growth and professional development.

We are looking for a capable, friendly and organised Senior policy and contract officer to support the work of the branch until 31 March 2027 with possibility for extension.

Duties

What you will do

As an APS6 Senior policy and contract officer in the Custodian Access and Assurance Branch, you will play an important role in building and enhancing the policy framework for delivery of Triple Zero into the future. You will support a review into Triple Zero legislation and regulation, which is now underway and is core to the work of the branch. The review will identify opportunities to safeguard the Triple Zero ecosystem and deliver recommendations for a workplan that establishes a modern, scalable and adaptable regulatory framework capable of supporting reliable emergency assistance and providing regulatory certainty for industry.

You will also support delivery of the Emergency Call Service, device testing across networks and research via the National Telecommunications Resilience Centre and early warning capability development through management of contractual arrangements.

These roles are varied and dynamic, but typical duties include:

- Leading discrete pieces of work to support delivery of the Custodian’s work program, including planning, prioritisation, and tracking of actions and deliverables
- Undertaking research, analysis and synthesis to inform advice on emerging issues, stakeholder needs, and system improvement opportunities
- Preparing high-quality written products (for example briefs, minutes, submissions, talking points, correspondence and stakeholder packs)
- Contributing to (or leading) stakeholder engagement activities—planning meetings, developing engagement approaches, facilitating discussions, and capturing outcomes and next steps
- Monitoring and advising on issues relating to provision of services under Module E of the Telstra Universal Services Obligation Performance Agreement (TUSOPA) governing delivery of the Emergency Call Service and National Telecommunications Resilience Centre.
- Engaging with internal finance team to ensure contract arrangements are delivered while mindful of the Public Interest Telecommunications Special Services Account (PITSSA).
- Invoicing and reporting, both internal and external.
- Engaging at a regular cadence with Mobile Carriers to support delivery of the Custodian’s reform priorities.

The branch contains two teams with a flexible work structure, so team members may be asked to work flexibly across different work streams to meet tight deadlines.

Inherent requirements for the role

The successful candidate for this position will be able to demonstrate their capability against the APS6 Work level standards.

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

- Provide accurate and specialised advice including anticipating problems and contributing to issues management.
- Ensure knowledge of and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations.
- Maintain awareness of the longer-term strategic, political or operational outcomes for the agency/program and possible impacts on the work area.
- Work with independence, subject to limited direction against established priorities, practices, and methodologies to deliver quality outcomes.
- Make decisions, with direction from more senior staff, on tasks/assignments with considerable complexity and sensitivity.
- Manage relationships with stakeholders to achieve work area and agency goals.

Desirable requirements

Previous telecommunications industry or policy experience, previous experience supporting legislative review and/or previous experience in contract management is desired but not essential.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement

across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at baseline 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.
- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Harry Price, 02 6136 6503
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772180

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

Closing Date:Sunday 13 September 2026

Job Title	APS5 - Policy and Contract Management Officer, Triple Zero Access & Awareness Branch
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Orange NSW, Sydney NSW
Salary	$89,225 - $96,829
Future Merit Locations	Canberra, Adelaide, Brisbane, Melbourne, Orange, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 5
Position Number	48066
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

TheTriple Zero Custodian (the Custodian) oversees and promotes continuous improvement of the Triple Zero ecosystem. A key function of the Custodian is to ensure that all parts of the Triple Zero ecosystem are connected and coordinated, particularly in times of crisis. The Custodian ensures the efficiency and effectiveness of the Triple Zero ecosystem and coordinates a collaborative approach to information sharing and reform.

The Custodian works closely with the Australian Communications and Media Authority, telecommunication companies, state and territory governments, emergency service organisations and other key stakeholders. It aims to increase transparency in the system, including through community awareness.

The Triple Zero Custodian Division was established in October 2025. This Division comprises two branches working collaboratively to deliver on the Custodian's work program.

Triple Zero Access and Assurance branch leads engagement with telecommunications industry stakeholders. The branch manages contractual arrangements and develops policy to address gaps in the Triple Zero ecosystem and aims to ensure emergency calls connect to Triple Zero in line with community expectations. Our branch is made up of a passionate and collaborative group of individuals and oversees a variety of complex projects, with many opportunities for growth and professional development.

We are looking for a capable, friendly and organised Senior policy and contract officer to support the work of the branch until 31 March 2027 with possibility for extension.

Duties

What you will do

As an APS 5 Policy and contract management officer in the Custodian Access and Assurance Branch, you will play an important role in building and enhancing the policy framework for delivery of Triple Zero into the future. You will support a review into Triple Zero legislation and regulation, which is now underway and is core to the work of the branch. The review will identify opportunities to safeguard the Triple Zero ecosystem and deliver recommendations for a workplan that establishes a modern, scalable and adaptable regulatory framework capable of supporting reliable emergency assistance and providing regulatory certainty for industry.

You will also support the delivery of the Emergency Call Service, device testing across networks and research via the National Telecommunications Resilience Centre and early warning capability development through management of contractual arrangements.

These roles are varied and dynamic, but typical duties include:

- Supporting the review into Triple Zero legislation and regulation through secretariat work (organising meetings with key industry, regulatory and consumer advocacy stakeholders, drafting correspondence, minute taking). Work on the review may include supporting the drafting and development of an interim report synthesising initial stakeholder feedback and providing preliminary advice on possible reform opportunities.
- Supporting the management of the contract to deliver the Emergency Call Person service, including analysis of technical upgrades, audits of financials and future policy delivery.
- Input and analysis of performance and financial information for the Emergency Call Person (including briefing the relevant Delegate and invoicing via department accounts payable systems).
- Preparing for and attending meetings with stakeholders through both the review work and contract management responsibilities.
- Drafting input for Ministerial correspondence, submissions, meeting briefs, Senate Estimates briefs and Question Time briefs.
- Supporting colleagues with policy coordination and administrative tasks as needed.

The branch contains two teams with a flexible work structure, so team members may be asked to work flexibly across different work streams to meet tight deadlines.

Inherent requirements for the role

The successful candidate for this position will be able to demonstrate their capability against the APS 5 Work level standards.

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

- Provide professional and policy advice within an area of specialisation.
- Develop plans and objectives for short-term tasks of the work area and contribute to strategic planning for longer-term initiatives of the section.
- Have a sound general knowledge of the role and functions of the agency and an understanding of how these relate to a specific work area.
- Have sound understanding of the impact of the work area on longer-term strategic, political or operational outcomes for the agency/program.
- Work independently or under limited guidance in relation to their area of expertise. Complex or difficult issues are discussed with team leaders or experts.
- Exercise judgement to make decisions governed by the application of rules, regulations, best practice principles or the agency's operating instructions and procedures, under the support and general direction of a higher classification level.
- Respond to stakeholder needs and expectations.
- Develop and maintain internal and external relationships.

Desirable requirements

Previous telecommunications industry or policy experience, previous experience supporting legislative review and/or previous experience in contract management is desired but not essential.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS5 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

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

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline 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.
- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

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

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LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Harry Price, 02 6136 6503
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772278

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

Closing Date:Wednesday 16 September 2026

Consumer Safeguards, Media and Connectivity and Triple Zero Custodian
Divisions
Divisional Support

Job Title	APS5 - Divisional Support Officer, Consumer Safeguards, Media and Connectivity and Triple Zero Custodian Divisions
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$89,225 - $96,829
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 5
Position Number	48095
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

This role is a newly created position to provide divisional support to the Consumer Safeguards, Media and Connectivity Division and the Triple Zero Custodian Division.

The Consumer Safeguards, Media and Connectivity Division is at the centre of developing policy and programs to ensure all Australians have access to safe and reliable connectivity and communications services, as well as ensuring the diversity of Australia's media landscape. It also focuses on digital inclusion for Australia's First Nations communities.

The Triple Zero Custodian Division oversees the Triple Zero ecosystem to help safeguard the continued availability of emergency calling for all Australians. It ensures the ecosystem is operating effectively, and that it is co-ordinated, connected and responsive.

This position will play an integral role in the operations of both divisions to enable division staff and executives to operate efficiently and effectively. The Divisional Support Officer will report directly to the Divisional Coordinator, Consumer Safeguards, Media and Connectivity Division, and will work closely with both division's First Assistant Secretary (FAS) Executive Officers (EO).

This role provides a unique opportunity to operate across divisions and branches, with a large team of high-performing staff.

Duties

What you will do

You will:

- Work across both divisions to manage and co-ordinate information and input requests.
- Review and coordinate Senate Estimates, Question on Notice and Question Time Briefs briefs.
- Manage the distribution of ministerial correspondence and parliamentary documents using the Parliamentary Document Management System (PDMS), including liaising with various stakeholders to ensure timeframes are met.
- Manage and coordinate communications across the divisions, including drafting the Consumer Safeguards, Media and Connectivity Divisional Newsletter.
- Manage and maintain relevant records.
- Assist with other duties as required.

You will also provide high level support and advice to both division’s FAS and FAS EO to:

- Assist with high priority and sensitive issues and co-ordinate briefings and other materials for the EO and FAS.
- Work on key projects as directed to provide research, analysis and advice on corporate issues relating to the operation of the Division.
- Attend regular meetings to discuss current issues and projects, information requests, strategies to co-ordinate timely responses requests across the Division and advocate for the Division and its needs in various corporate spaces.
- Identify efficiencies and innovative solutions across the work of the team and conduct lessons learned on key pieces of work.

Inherent requirements for the role

Demonstrated capability in the following areas is required to succeed in the role:

- Being a natural collaborator, effectively working with people, developing and maintaining relationships with a broad range of internal and external stakeholders to influence them to achieve agreed outcomes.
- Working in a fast-paced and dynamic environment with excellent co-ordination and organisational skills (good time management and an ability to manage multiple tasks and competing priorities).
- Working independently and proactively, taking initiative to manage own work flows and raise issues with team leaders with the ability to think constructively, research and investigate issues and work with others to find solutions and add value.
- Demonstrating a written and verbal communication style that is clear, concise and is readily understood by the intended audience; the ability to communicate in writing and verbally with a wide range of people.
- Applying problem solving skills, assessing divisional needs, and following operating procedures or guidelines, whilst exercising a high level of discretion, flexibility, and excellent judgement.
- Taking responsibility for the achievement of own outcomes, monitoring progress of other team activities and following through tasks to delivery.

Desirable requirements

Candidates with substantial administration experience, in a government or similar environment such as executive, divisional, and project coordination or support roles would be at an advantage.

Cultural capability requirement

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As an APS5 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

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

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

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To Apply

Position Contact	Julie BAXTER, 02 6136 8313
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772290

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

Closing Date:Wednesday 16 September 2026

Job Title	Chair of the National Capital Authority Board
Job Type	Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Statutory Appointment
Position Number	.
Agency Website	https://www.infrastructure.gov.au/

Job Description

www.beaumontandbeaumont.com.au/11779

The Australian Government is inviting suitably qualified applicants to be considered for the upcoming Chair of the Board vacancy, with the position to commence in January 2027.

Salary: Remuneration and allowance are set by the Remuneration Tribunal, Remuneration Tribunal (Remuneration and Allowances for Holders of Part time Public Office) Determination 2026.

This position is Canberra-based. Due to the nature of the role and its requirements, the successful candidate will be required to work from Canberra. Vacancy is Non-Ongoing for a period of up to 5 years.

About the National Capital Authority and its Board

The National Capital Authority (NCA), established in 1989, is an independent statutory authority established under the Australian Capital Territory (Planning and Land Management) Act 1988 (the PALM Act). Its role is to secure the planning and development of Canberra as the National Capital, ensuring its function as the seat of government, a centre for national and cultural life, and a place for public enjoyment. Its core responsibilities include preparing and administering the national Capital Plan, managing and enhancing nationally significant public land and assets, approving work in designated areas, and promoting understanding and appreciation of Canberra as Australia’s National Capital.

The NCA Board is the Authority’s governing body and accountable authority under the Public Governance, Performance and Accountability Act 2013 (PGPA Act). It comprises a Chair, Chief Executive and three other members appointed by the Governor-General. The Board provides strategic leadership and oversight of the NCA’s governance, performance, financial management, risk management and statutory functions, including planning, asset stewardship and major project approvals.

Key functions of the Board include setting the strategic direction of the NCA through the Corporate Plan; establish and monitor performance measures; oversee risk management and financial governance; ensure compliance with relevant legislation; approve works and major projects and provide oversight on how the NCA delivers its statutory functions, including planning, asset stewardship and public engagement.

The key strategic objectives of the NCA are:

- People – enabling Australians and visitors to celebrate and share the story of our nation through Canberra, our National Capital
- Place – excellence in the care and custodianship of the National Capital’s special and symbolic places
- Plan – strategic planning and oversight of the places and spaces of national importance in Canberra

The Board meets 6 times per annum and maintains a governance framework that supports transparency, accountability and continuous review of its own performance and that of the NCA.

The NCA operates within the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts portfolio (the department) and is responsible to the Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories.

Duties

The opportunity available

The Chair leads the NCA's Board as its presiding member, providing strong strategic leadership and oversight of the NCA's statutory functions under the Australian Capital Territory (Planning and Land Management) Act 1988 (the PALM Act) and the Authority Charter. Working closely with the Chief Executive, they support the implementation of Board decisions, engage with stakeholders at senior levels, including with Ministers and government agencies, and ensures effective administration of the National Capital Plan and related policies, organisational performance, and compliance.

Key duties include:

- Provide leadership to the Board of the NCA, ensuring it fulfils its functions under the Australian Capital Territory (Planning and Land Management) Act 1988 (the PALM Act).
- Preside over Board meetings, setting agendas with the Chief Executive, facilitating effective, well-informed deliberations and decisions.
- Ensure the NCA as the accountable authority under the Public Governance, Performance and Accountability Act 2013 (PGPA Act), meets its statutory obligations for financial management, risk oversight and performance reporting.
- Guide the Board's focus on strategic priorities, including administration of the National Capital Plan, stewardship of nationally significant land and assets, and ensure decisions reflect the promotion and significance of Canberra as the National Capital.
- Foster a culture of integrity, accountability and transparency
- Support and oversee the Chief Executive in implementing Board decisions and delivering on the NCA's Corporate Plan and priorities.
- Maintain strong working relationships with the responsible Minister, the department, other government agencies and key stakeholders.
- Represent the NCA publicly, where appropriate, advancing its functions and enhancing understanding of its role.
- Ensure the Board regularly reviews its own performance, the governance framework and the effectiveness of its committees.

Who are we looking for?

To be considered for the Chair position, you will have previously held a senior executive or eminent position, where you demonstrated a commitment to the highest standards of governance and personal and professional integrity.

The ideal candidate will be able to demonstrate;

Strategic Leadership and Governance

- Ability to provide high-level strategic leadership in a complex statutory, policy or governance environment, including in environments subject to political, regulatory or public scrutiny.
- Proven experience in leading boards or governing bodies, setting strategic direction and overseeing organisational performance, risk and accountability frameworks.
- Appreciation of the national significance of Canberra as Australia's capital, with a commitment to protecting and promoting its role, heritage and identity.
- Experience in building consensus and influencing strategic decisions within a diverse group of stakeholders or Board members.
- Track record of acting in the best interests of an organisation, balancing stakeholder needs with long-term sustainability and risk management.
- Demonstrated capacity to exercise independent judgement, objectivity, integrity and critical thinking in Board deliberations.
- Proven ability to analyse complex information and make evidence-based decisions aligned with strategic priorities and long-term organisational interests.
- Willingness to challenge views, ask difficult questions and contribute alternative perspectives within a constructive governance framework.
- Experience contributing to robust decision-making while balancing independence with collective Board accountability.

Application of statutory or governance frameworks

- Strong understanding of statutory and governance responsibilities under the Australian Capital Territory (Planning and Land Management) Act 1988 (the PALM Act) and the Public Governance, Performance and Accountability Act 2013 (PGPA Act).
- Capacity to ensure compliance with relevant legislation, accountability standards and sound corporate governance practices
- Demonstrated adaptability and resilience in navigating ambiguity, shifting priorities and emerging challenges
- Experience navigating complex stakeholder landscapes, including government, community industry and regulatory bodies, navigating competing priorities.

Stakeholder engagement and representation

- Demonstrated ability to engage effectively with Ministers, senior officials, stakeholders and the community, representing the NCA with integrity and credibility.
- Proven capacity to manage complex relationships in politically, culturally and publicly sensitive environments.
- Understanding of stakeholder dynamics and the ability to navigate competing interests in a way that upholds the NCA's values and public trust.

- Experience representing an organisation or Board in formal and informal settings, including advocacy, consultation or public forums.

Integrity, Accountability and Transparency

- Demonstrates high standards of personal integrity, ethical conduct, impartiality and professionalism.
- Promotes a culture of respect and responsible decision making across the NCA.
- Strong ethical standards, including the ability to manage conflicts of interest and remain free from external influence.

Communication and influence

- Highly developed communication, negotiation and influencing skills, with the ability to foster collaborative and constructive board discussions.
- Ability to articulate strategic priorities and complex issues with clarity, to a wide range of audiences, including media.

Eligibility

Eligibility requirements

- Citizenship: Candidates must be an Australian citizen to be eligible for these roles.
- Security Clearance: The successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting 1. 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.
- National Police check: The successful candidate must satisfactory complete an Australian Federal Police criminal history check.
- Integrity and Suitability check: The successful candidate must demonstrate integrity and suitability standards expected of trusted public positions, including meeting comprehensive checks covering background, character, socials, and financial assessments, and the management of any actual or perceived conflicts of interest.
- Qualifications: Tertiary qualifications in public policy and administration, law, urban and regional planning or a relevant field and/or equivalent experience is desirable.

Notes

How to apply

Applications for this opportunity close at **11.30pm AEST, Wednesday 16 September 2026**.

The Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts as the responsible portfolio agency for these Appointments, will oversee and conduct the appointments process.

To apply for the NCA Board Chair position you will need to provide;

- An Expression of Interest in PDF format, no more than 3 pages, demonstrating your professional experience relevant to the key duties of the role and who we are looking for.
- A copy of your Curriculum Vitae (CV) of no more than 4 pages.

Applications that do not demonstrate the criteria outlined above may not progress for consideration at shortlisting stage.

Shortlisted candidates will be asked to attend an online panel interview and assessment and may be asked to undergo psychometric assessments.

For further information and to apply, visit www.beaumontandbeaumont.com.au/11779

If you experience any issues with the application system please contact Beaumont & Beaumont on 02 6126 4500 or via executive.recruitment@beaumontandbeaumont.com.au

All applicants will be notified of the outcome once the process is complete.

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

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To Apply

Position Contact	Kim Forbes, 02 6136 7908
Agency Recruitment Site	www.beaumontandbeaumont.com.au/11779

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Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772354

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

Closing Date:Thursday 17 September 2026

Legal & Integrity
Integrity Freedom of Information

Job Title	EL1 - Assistant Director, Freedom of Information, Integrity
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	$126,838 - $144,278
Future Merit Locations	Perth, Canberra, Sydney, Brisbane, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	Executive Level 1
Position Number	48104
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The EL1 Assistant Director, Freedom of Information (FOI) leads a team of FOI Case Officers. They will set priorities, monitor caseloads and manage resources to ensure compliance with statutory timeframes. The role requires strategic leadership, strong stakeholder engagement skills and a drive for continuous improvement.

Timely and effective processing of FOI requests is fundamental to maintaining transparency and accountability in government. By providing the public with access to government-held information, FOI processes promote openness in decision-making, enable scrutiny of public administration, and strengthen public confidence in government institutions.

Duties

What you will do

In this role, you will be responsible for:

- managing, leading and mentoring a team of FOI Case Officers, maintaining a positive working environment
- setting priorities and monitoring case-loads, managing resources effectively to ensure compliance with statutory timeframes
- analysing and distilling complex information, anticipating issues and contributing to ongoing issues management
- providing high quality technical FOI advice to authorised Decision Makers and Action Officers
- manage Internal Reviews and Information Commissioner Reviews, where required to do so
- assisting and supporting portfolio ministers and agencies with the processing of FOI requests, where required to do so
- developing and maintaining relationships with key stakeholders including portfolio Ministers' offices, portfolio agencies and the Office of the Australian Information Commissioner
- contributing to the ongoing improvement of the FOI Processing Framework within the Department
- entering and maintaining data into Departmental systems to ensure accurate record keeping

Inherent requirements for the role

Essential (inherent) requirements are core components, such as knowledge, skills and abilities, required to perform the duties of the role. They may also include essential qualifications/certificates e.g. law degree. Where a role is advertised as requiring an inherent requirement or mandatory qualification, candidates who do not hold that requirement or qualification cannot be found suitable for the role.

The inherent requirements for this role include:

- The successful candidate for this position will be able to demonstrate their capability against the EL1 Work level standards.
- Experience in processing complex Freedom of Information requests.
- Strategic program management skills including an ability to develop, interpret and apply policies and processes.
- Effective people management and leadership skills.
- Ability to engage and influence stakeholders in a professional and effective manner.
- Achieves results.
- Communicates with influence.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an EL1 you will be expected to:

- Lead the integration of cultural considerations into work area outcomes.
- Build trusted relationships with Aboriginal and/or Torres Strait Islander stakeholders.
- Champion cultural capability within teams and challenges culturally unsafe practices.

Eligibility

Eligibility requirements

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.

- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline 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.
- **Police check**: The successful candidate must satisfactory complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Kate Blume, 02 6136 7807
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772376

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

Closing Date:Wednesday 16 September 2026

Job Title	APS6 - Data Scientist, New Vehicle Efficiency Standard Regulator
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$99,733 - $118,084
Future Merit Locations	Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48075
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The New Vehicle Efficiency Standard (NVES) aims to reduce passenger vehicle emissions by encouraging companies to supply more zero- and low-emissions vehicles to Australia. The Standard works by setting fleet-wide emissions targets for each supplier. Companies that beat their target in a given year can receive units to trade with other suppliers that have exceeded their target. The target becomes more stringent over time.

The New Vehicle Efficiency Standard (NVES) Regulator sits within the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts, and is responsible for administering the NVES. Our vision is for a regulator that is informative, trusted and credible, and engaged. Currently, we consist of 4 sections:

- Regulatory Operations: monitoring regulated entity emissions performance against their target, managing the NVES Unit Registry, and coordinating compliance and enforcement action as appropriate.
- Business Systems Design: building the IT systems that underpin our regulatory operations and support industry to comply with their legislative obligations.
- Governance and Communications: producing communications products and engagement activities to support regulated entity compliance and broader stakeholder understanding of the NVES.
- Program Management Office (PMO): serves as a centralized hub for overseeing and coordinating program management activities within an the NVES Implementation Program.

By joining the NVES Regulator, you will be doing meaningful work that supports economic, health and environmental outcomes for Australians.

Duties

What you will do

We have a position available for a Data Scientist (APS6) to join the NVES Regulator. The Data Scientist provides specialist advice and support to the regulatory operations team, directly contributing to the delivery of intelligence and assurance functions. In this role you will apply data-driven methods and insights to inform and manage risk, support evidence-based decision making, and continuously improve processes and systems that underpin day-to-day monitoring, reporting and compliance activities. The successful candidate will demonstrate a proactive attitude, a curious mind and a commitment to ongoing development of domain knowledge and data skills.

Specific duties and responsibilities:

- **Contribute to data quality assurance:** Support the development, implementation and continuous improvement of processes to maintain data integrity across NVES regulatory operations. Perform data validation and quality checks to ensure accuracy, consistency and completeness.
- **Support IT design and testing:** Assist in defining business and data requirements for NVES IT systems, and participate in user testing, to ensure data and systems are fit for purpose for regulatory staff and regulated entities.
- **Data collection and analysis:** Collect, clean, curate and analyse structured and unstructured datasets using tools such as Power BI, Excel, Python/R, and SQL to generate insights for regulatory decision-making.
- **Modelling and anomaly detection:** Develop and maintain statistical and machine learning models and processes to identify anomalies and trigger correction workflows.

- **Data products and reporting:** Develop and maintain interactive dashboards and other data products to support routine monitoring and reporting.
- **Process improvement:** Collaborate with business areas to design, implement and refine processes for investigating and resolving data issues.
- **Stakeholder insights:** Present data-driven insights to team, leadership and broader stakeholders to inform engagement, compliance and enforcement strategies, and policy development.
- **Domain knowledge and advice:** Acquire and apply domain knowledge relevant to the New Vehicle Efficiency Standard to ensure accurate data interpretation and analysis.
- **Communications and engagement:** Contribute to communication and engagement activities that build trust and confidence in the NVES regulatory framework.
- **Specialist advice and professional development:** Maintain awareness of and provide advice relating to emerging trends, technologies and practices in business intelligence and data science.

Inherent requirements for the role

We are looking for people who have:

- Prior experience in a data science or analytics role, with a practical understanding of the full data science lifecycle.
- Demonstrated technical proficiency in Azure Databricks, Power BI and Python programming, with the ability to develop, maintain and optimise data processing, analytics and reporting solutions.
- Experience applying government data standards and secure data handling practices within a data governance framework.
- Strong communication skills with ability to translate complex data insights into clear narratives and actionable outcomes.
- Ability to work effectively in a hybrid team, and engage with a range of stakeholders including operations staff, executive leadership, IT teams, and external partners.

Desirable requirements

Data science qualifications are highly desirable however candidates with 3+ years experience aligned to the above requirements are welcome to apply.

An understanding of, or experience in an automotive or environmental sector will be advantageous.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline 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.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

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

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

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To Apply

Position Contact	Laearna Maxfield, (02) 6136 8191
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772383

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

Closing Date:Thursday 17 September 2026

Legal & Integrity
Integrity Freedom of Information

Job Title	EL1 - Assistant Director, Freedom of Information, Integrity - Affirmative Measures - First Nations
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	$126,838 - $144,278
Future Merit Locations	Perth, Canberra, Sydney, Brisbane, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	Executive Level 1
Position Number	48123
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The EL1 Assistant Director, Freedom of Information (FOI) leads a team of FOI Case Officers. They will set priorities, monitor caseloads and manage resources to ensure compliance with statutory timeframes. The role requires strategic leadership, strong stakeholder engagement skills and a drive for continuous improvement.

Timely and effective processing of FOI requests is fundamental to maintaining transparency and accountability in government. By providing the public with access to government-held information, FOI processes promote openness in decision-making, enable scrutiny of public administration, and strengthen public confidence in government institutions.

Duties

What you will do

In this role, you will be responsible for:

- managing, leading and mentoring a team of FOI Case Officers, maintaining a positive working environment
- setting priorities and monitoring case-loads, managing resources effectively to ensure compliance with statutory timeframes
- analysing and distilling complex information, anticipating issues and contributing to ongoing issues management
- providing high quality technical FOI advice to authorised Decision Makers and Action Officers
- manage Internal Reviews and Information Commissioner Reviews, where required to do so
- assisting and supporting portfolio ministers and agencies with the processing of FOI requests, where required to do so
- developing and maintaining relationships with key stakeholders including portfolio Ministers' offices, portfolio agencies and the Office of the Australian Information Commissioner
- contributing to the ongoing improvement of the FOI Processing Framework within the Department
- entering and maintaining data into Departmental systems to ensure accurate record keeping

Inherent requirements for the role

Essential (inherent) requirements are core components, such as knowledge, skills and abilities, required to perform the duties of the role. They may also include essential qualifications/certificates e.g. law degree. Where a role is advertised as requiring an inherent requirement or mandatory qualification, candidates who do not hold that requirement or qualification cannot be found suitable for the role.

The inherent requirements for this role include:

- The successful candidate for this position will be able to demonstrate their capability against the EL1 Work level standards.
- Experience in processing complex Freedom of Information requests.
- Strategic program management skills including an ability to develop, interpret and apply policies and processes.
- Effective people management and leadership skills.
- Ability to engage and influence stakeholders in a professional and effective manner.
- Achieves results.
- Communicates with influence.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement

across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an EL1 you will be expected to:

- Lead the integration of cultural considerations into work area outcomes.
- Build trusted relationships with Aboriginal and/or Torres Strait Islander stakeholders.
- Champion cultural capability within teams and challenges culturally unsafe practices.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

This is an Affirmative Measures – First Nations applicants only position. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person

For more information please visit - Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians.

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department’s preferred medical provider.

- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline 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.
- **Police check**: The successful candidate must satisfactory complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

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.

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

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

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To Apply

Position Contact	Kate Blume, 02 6136 7807
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772384

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

Closing Date:Thursday 17 September 2026

Legal & Integrity
Integrity Freedom of Information

Job Title	EL1 - Assistant Director, Freedom of Information, Integrity - Affirmative Measures - (Disability)
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	$126,838 - $144,278
Future Merit Locations	Perth, Canberra, Sydney, Brisbane, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	Executive Level 1
Position Number	48124
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The EL1 Assistant Director, Freedom of Information (FOI) leads a team of FOI Case Officers. They will set priorities, monitor caseloads and manage resources to ensure compliance with statutory timeframes. The role requires strategic leadership, strong stakeholder engagement skills and a drive for continuous improvement.

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Duties

What you will do

In this role, you will be responsible for:

- managing, leading and mentoring a team of FOI Case Officers, maintaining a positive working environment
- setting priorities and monitoring case-loads, managing resources effectively to ensure compliance with statutory timeframes
- analysing and distilling complex information, anticipating issues and contributing to ongoing issues management
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Inherent requirements for the role

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The inherent requirements for this role include:

- The successful candidate for this position will be able to demonstrate their capability against the EL1 Work level standards.
- Experience in processing complex Freedom of Information requests.
- Strategic program management skills including an ability to develop, interpret and apply policies and processes.

- Effective people management and leadership skills.
- Ability to engage and influence stakeholders in a professional and effective manner.
- Achieves results.
- Communicates with influence.

Cultural capability requirement

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As an EL1 you will be expected to:

- Lead the integration of cultural considerations into work area outcomes.
- Build trusted relationships with Aboriginal and/or Torres Strait Islander stakeholders.
- Champion cultural capability within teams and challenges culturally unsafe practices.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to people with disability.

For more information on Affirmative Measures - Disability, please visit - Affirmative measure for recruiting people with disability: guide for applicants.

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- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
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- **Police check**: The successful candidate must satisfactory complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Kate Blume, 02 6136 7807
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772273

National Film and Sound Archive of Australia

Closing Date:Sunday 13 September 2026

Collection Preservation
Conservation and Collection Management

Job Title	Storage Project Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Acton ACT
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	This is role requires to be onsite. You may apply for flexible working arrangements.
Classification	APS Level 5
Position Number	89893
Agency Website	https://www.nfsa.gov.au/

Job Description

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

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year.

The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and

developing the NFSA’s capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the Team

The Storage Transformation team is part of the Conservation and Collection Management section of Collection Preservation branch. They are primarily responsible for the delivery of the Nitrate Extension and Refit Project, which will significantly improve storage capacity and collection care outcomes for the cellulose nitrate motion picture and still image collection.

The Opportunity

The Storage Project Coordinator plays a key role in project delivery, coordinating collection transport logistics and documentation, researching contemporary approaches to the storage of cellulose nitrate materials, and provides operational support to the Manager, Storage Transformation.

The NFSA is seeking an enthusiastic candidate with an established understanding of collection care and management principles, and project management experience.

This is a non-ongoing role for 14 months, with the possibility of extension subject to business requirements.

Duties

Key Responsibilities

Under general direction, this position is responsible for delivering the following functions:

- Lead and coordinate small teams in the delivery of specific projects tasks, including monitoring workflows tracking progress and supporting the effective implementation of processes.
- Assist the Manager, Storage Transformation in the development and delivery of project objectives including construction, collection documentation and collection relocation.
- Coordinate and participate in project administration tasks including but not limited to project planning, weekly reporting, setting meetings and agenda, budget and scheduling activities, risk tracking and coordination of contractors onsite.
- Consult and share information, ensure others are kept informed, and contribute to ensuring project processes align with best practices.
- Build and sustain relationships; liaise with a range of stakeholders including team members, colleagues, and stakeholders.
- Operate as an effective representative of the organisation in internal and externals forums.
- Conduct and support research and analysis into the sustainable care and management of archival collections, in particular cellulose nitrate.
- Support the management of the NFSA collection in accordance with international best practice, including Indigenous Cultural and Intellectual Property requirements, and in line with relevant legislative, policy and workplace health and safety requirements.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated experience in collections management, including knowledge of professional standards, methodologies, and current practices.
2. Experience in project administration and support, with demonstrated capacity to achieve results in a collaborative team environment.
3. Proven ability to maintain productive working relationships, liaise effectively and negotiate with internal and external stakeholders, using well-developed verbal, written and interpersonal communication skills.
4. Demonstrated ability to undertake independent research and provide analysis in support of the successful delivery of projects.
5. Demonstrated knowledge of collection hazards and broader workplace health and safety requirements.

Eligibility

Qualifications and/or relevant experience required

Desirable:

• Relevant qualifications in cultural heritage management and/or collection management are desirable.

How to Apply

When applying via our online e-recruitment system, please address the details in the ‘Key Responsibilities’ and ‘Selection Criteria ‘’ by outlining in 1000 words or less, how your skills and relevant experience demonstrate that you would be our ideal candidate. Your current resume is also to be included in your application.

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

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

Eligibility

To be eligible for this position you must:

• Be an Australian Citizen.

• Satisfactorily complete an Australian Federal Police National Police Check.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

• Great training and development opportunities.

• Generous leave and flexible working arrangements.

• Our Employee Assistance Program (EAP – a free counselling service for you and your family).

• A competitive salary, plus 15.4% superannuation.

• Rewards and recognition initiatives.

Notes

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see: RecruitAbility | Australian Public Service Commission (https://apsc.gov.au).

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Janey Wood, 02 6248 2043
Agency Recruitment Site	https://candidate.aurion.cloud/nfsa/production/

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- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Prime Minister and Cabinet

Vacancy VN-0772243

Aboriginal Hostels Limited

Closing Date:Monday 14 September 2026

Frontline Services
Brisbane QLD Yumba Hostel

Job Title	AFFIRMATIVE MEASURES | Hostel Manager and Roving Hostel Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	VN-0772243
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Join AHL and make a real difference

At Aboriginal Hostels Limited (AHL), we're all about connection, care and opportunity. The work is real and so is the impact!

We provide culturally safe, affordable accommodation for First Nations people travelling away from home and for over 50 years, we have been helping change lives across Australia.

You're not just working; you are creating a place where people can feel safe and at home.

AHL is looking for reliable and motivated Hostel Manager’s to join our team and help create a safe, clean, and welcoming environment at our Yumba and Elly Bennett Hostels in Brisbane QLD. This is a great opportunity to be part of important work that supports First Nations peoples across Australia.

If you’re looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

Duties

Key responsibilities:

As a Hostel Manager, you’ll take on a broader leadership role, overseeing all aspects of hostel operations while building strong relationships with local stakeholders to support First Nations residents during their stay.

This role requires a proactive manager with strong organisational and people skills, a commitment to excellence, and a passion for delivering services that make a positive impact.

Key tasks:

Typical responsibilities for an APS5 Hostel Manager / Roving Hostel Manager may include:

- leading the day-to-day operations of the hostel;
- providing leadership, direction and support to staff;
- ensuring services are delivered in line with AHL policies, procedures and operational requirements;
- creating a safe, welcoming and culturally appropriate environment for residents;
- supporting residents to access services and resources that promote health, wellbeing and independence;
- managing bookings, payments, budgets, rosters and other operational requirements;
- overseeing food service, facility checks, maintenance reporting and general service delivery;
- supporting staff performance, development, training and induction;
- building positive relationships with stakeholders, including local Aboriginal and Torres Strait Islander organisations;
- supporting cultural activities and events, including days of significance for First Nations peoples;
- always promoting the safety and wellbeing of children and young people in line with AHL’s child safeguarding requirements; and

- ensuring WHS, incident reporting and emergency procedures are followed.

Roving Hostel Manager performs the same duties across multiple hostels and may travel between locations.

Our ideal candidate:

The ideal candidate is an experienced and driven leader with operational, people management skills and with a strong focus on customer service. You thrive in dynamic environments, are adept at building and leading effective teams, and are committed to delivering high-quality, person-centred services. You are confident engaging with local stakeholders and ensuring residents are well supported throughout their stay. You bring a high level of professionalism, attention to detail, and an ongoing focus on improving service delivery in line with AHL's standards and strategic objectives.

For further information about each role, please visit our website and review the position description.

Eligibility

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

Prior to engagement the successful applicants will be required to:

- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- hold and maintain a working with children check in QLD; and
- meet the fitness for duty requirements.

This is an Affirmative Measures – First Nations position.

The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person.

Evidence of Aboriginal and/or Torres Strait Islander status

Applicants under the Affirmative Measure must meet the three criteria above.

Successful applicants will be required to provide evidence of Aboriginal and/or Torres Strait Islander status before they are appointed to the role.

Notes

What We Offer:

- **Competitive Pay & Benefits:** You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Job Security & Career Growth**: Enjoy employment with plenty of opportunities to grow and move up within the organisation.
- **Generous shift penalties:** apply for work after hours, weekends and public holidays. 50% penalty rates apply for Saturday and 100% penalty rates apply for Sunday.
- **Regular salary packaging options:** Options such as; vehicles, superannuation and devicesPLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses.
- **Generous Leave Entitlements:** 18 days sick/personal leave per annum, cultural and NAIDOC day leave.
- **Employee Assistance Program:** Employees, their partners, and their dependants will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

How to apply

Upload and complete the application form, available from our website Work with us | Aboriginal Hostels Limited

Email your application form and current resume to jobs@ahl.gov.au by 11:59PM AEST,

Monday 14 September 2026.

Include your name and the job reference (VN-0772243) in the subject of your email.

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

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Jackson Beckley, 0437 767 985
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772248

Aboriginal Hostels Limited

Closing Date:Monday 14 September 2026

QLD Operations
Thursday Island hostels

Job Title	AFFIRMATIVE MEASURES | APS6 Head of Boarding, APS4 Assistant Hostel Manager and APS3 Residential Youth Worker
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	$70,477 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 3;APS Level 4;APS Level 6
Position Number	3186,3220,3188 and 3190
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Join AHL and make a real difference

At Aboriginal Hostels Limited (AHL), we're all about connection, care and opportunity. The work is real and so is the impact!

We provide culturally safe, affordable accommodation for First Nations people travelling away from home and for over 50 years, we have been helping change lives across Australia.

You're not just working; you are creating a place where people can feel safe and at home.

AHL is looking for reliable and motivated candidates to fill a number of vacant positions to help create a safe, clean, and welcoming environment at our Hostels. This is a great opportunity to be part of important work that supports First Nations peoples across Australia.

- APS6 Head of Boarding (Cannon Boggo Pilot Hostel)
- APS4 Assistant Hostel Manager (Jumula Dubbins Hostel)
- APS3 Residential Youth workers (Cannon Boggo Pilot Hostel)

If you're looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

What benefits do AHL Offer?

- **Competitive Pay & Benefits**: 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Security and Career Development**: Employment with plenty of opportunities to grow and move up within AHL.
- **Generous shift penalties:** These penalties apply for work after hours, weekends and public holidays. 50% penalty rates for Saturday, and 100% penalty rates for Sunday.
- **Salary Packaging:** Variety of options including; vehicles, superannuation and devices PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements:** 18 days sick/personal leave per annum, cultural and NAIDOC day leave and more.
- **Employee Assistance Program**: Employees, their partners, and their dependents will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

APS6 Head of Boarding:

In this role, you will be managing and supervising the day-to-day operations of the hostel to ensure appropriate pastoral care is provided to students. You will have an opportunity to contribute to the educational, social and cultural development of young First Nations students. You will be a leader for Residential Youth Workers and Hostel Workers, and key contact for students, teachers, parents and stakeholders. You will have prior management experience to be able to manage staff matters as well as difficult student situations and behaviours.

APS4 Assistant Hostel Manager:

AHL Assistant Hostel Managers are responsible for the day to running of the hostel. This is a hands-on role and will see you working closely with the team to provide a safe, clean and welcoming environment. While experience in a similar industry is important, a successful Assistant Hostel Manager must have empathy and resilience with a calm but firm demeanor. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming. You will ensure that all hostel operations are meeting standards in line with guidelines and policies and continually developing your team to improve our service offering. Reporting to the Operations Management Team you will provide regular reports on hostel operations and to AHL's National Office business areas where required.

APS3 Residential Youth Worker:

Residential Youth Workers are key in creating a home away from home environment for students. You will support students out of school hours, arrange and engage in creative, culturally rich programs and guide the students to build life-long skills and achieve their personal goals. The residential Youth Worker looks after 3 different areas:

- Student services: Residential youth workers support students with routine activities, including class preparation, provide transport to school/sport/medical appointments, homework and life skills. You will promote and safeguard the safety and welfare of students, always adhering to AHL'S child safeguarding framework
- Community Engagement: Residential youth workers develop cooperative relationships with teachers, parents and community members. You will work alongside your team and with the guidance of the Head of Boarding, resolve complex issues to ensure a positive, culturally appropriate experience and quality stay.
- Work, Health and Safety: Residential youth workers perform all tasks in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant WHS practices. You will report unsafe, hazardous or emergency situations using AHL's Hazard and Incident reporting procedures.

For further information about each of the roles, please review the position description on our website.

Eligibility

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

Prior to engagement the successful applicants will be required to:

- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- hold and maintain a working with children check in QLD; and
- meet the fitness for duty requirements.

This is an Affirmative Measures – First Nations position

The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person.

Evidence of Aboriginal and/or Torres Strait Islander status

Applicants under the Affirmative Measure must meet the above criteria.

Successful applicants will be required to provide evidence of Aboriginal and/or Torres Strait Islander status before they are appointed to the role.

Notes

How to apply

- Upload and complete the application form, available from our website Work with us | Aboriginal Hostels Limited

- Email your application form and current resume to jobs@ahl.gov.au by 11:59PM AEST, Monday 14 September 2026.
- Include your name and the job reference (VN-0772248) in the subject of your email.

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

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Timothy Wolfgang, 0477 702 393
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772250

Aboriginal Hostels Limited

Closing Date:Monday 14 September 2026

QLD Operations
Thursday Island hostels

Job Title	Cooks, Night Attendant and Housekeeper
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 2
Position Number	3067,3068 and 3071
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Join AHL and make a real difference

At Aboriginal Hostels Limited (AHL), we're all about connection, care and opportunity. The work is real and so is the impact!

We provide culturally safe, affordable accommodation for First Nations people travelling away from home and for over 50 years, we have been helping change lives across Australia.

You're not just working; you are creating a place where people can feel safe and at home.

AHL is looking for reliable and motivated hostel workers to fill the following vacancies:

- Weekend Cook (Cannon Boggo Pilot Hostel)
- Housekeeper and Night attendant (Jumula Dubbins Hostel)

Join our team and help create a safe, clean, and welcoming environment at our Hostels. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

What does AHL offer?

- **Competitive pay**: 5.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Job security & development:** Eemployment with plenty of opportunities to grow and move up within the organisation.
- **Supportive team**: You'll be part of a friendly, inclusive team where your work is valued.
- **Generous shift penalties:** apply for work after hours, weekends and public holidays. 50% penalty rates apply for Saturday, and 100% penalty rates apply for Sunday.
- **Regular salary packaging:** options for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave:** including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave.
- **Employee Assistance Program**: Employees, their partners, and their dependants will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

Under the general direction of the Hostel Manager, all hostel worker positions will provide high-quality care and support within a residential setting for First Nations people.

Cook:

The Cook position will assist with the preparation of meals and day-to-day operation of the kitchen in accordance with food standards and relevant legislation.

Duties include but not limited to:

- Preparing and serving meals for residents.
- Receiving, rotating and storing food and kitchen supplies.
- Assisting with stock management.
- Maintaining a clean and safe kitchen environment.
- Preparing and cleaning the dining room for all residents.

Night Attendant:

The Night Attendant position will assist with the monitoring of the night security of the hostel in accordance with AHL's policies and procedures.

Duties include but not limited to:

- Monitor premises to preserve order and protect property.
- Oversee and record entry/exit of residents, staff and visitors.
- Report and assist in escalating emergencies following established procedures.
- Enter and maintain data on AHL's online reservation system.
- Record daily activities and note irregularities, eg. equipment or property damage, theft, unauthorized persons, or unusual occurrences) using established templates.
- General domestic duties.

Housekeeper:

The Housekeeper position will assist with maintaining a clean, safe and welcoming environment for residents and staff in accordance with organizational standards and relevant legislation.

Duties include but are not limited to:

- Undertaking daily cleaning tasks throughout the hostel, including resident rooms, common and service areas.
- Ensure cleaning is performed to a high standard and maintaining hygiene requirements.
- Monitoring and maintaining an adequate supply of cleaning products and equipment.
- Inspecting rooms and facilities regularly for maintenance requirements and reporting issues to the Hostel Manager or Assistant Hostel Manager.

For further information regarding the duties of the role, please review the position description.

Eligibility

To be eligible to apply, applicants must be an Australian Citizens or have already lodged an application for Australian Citizenship.

Prior to engagement the successful applicants will be required to:

- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- hold and maintain a working with children check in QLD; and
- meet the fitness for duty requirements.

Essential Qualifications and Training

Night Attendant:

- First Aid Certificate

Any other relevant qualifications and training required for the role can be undertaken within the first 6 months of employment.

Notes

How to apply

- Upload and complete the application form, available from our website Work with us | Aboriginal Hostels Limited
- Email your application form and current resume to jobs@ahl.gov.au by 11:59PM AEST, Monday 14 September 2026.
- Include your name and the job reference (VN-0772250) in the subject of your email.

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

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

About the Aboriginal Hostels Limited

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To Apply

Position Contact	Jackson Beckley, 0437 767 985
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772272

Aboriginal Hostels Limited

Closing Date:Wednesday 16 September 2026

Frontline Services
Mackay QLD Mackay Hostel

Job Title	Assistant Hostel Manager, Cook and Weekend Cook
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Mackay QLD
Salary	$62,775 - $86,246
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2;APS Level 4
Position Number	VN-0772272
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

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We provide culturally safe, affordable accommodation for First Nations people travelling away from home and for over 50 years, we have been helping change lives across Australia.

You're not just working; you are creating a place where people can feel safe and at home.

AHL is looking for reliable and a motivated Assistant Hostel Manager, Cook and Weekend Cook to join our team and help create a safe, clean, and welcoming environment at our Mackay Hostel in Mackay QLD. This is a great opportunity to be part of important work that supports First Nations peoples across Australia.

If you’re looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

Duties

Key responsibilities:

Assistant Hostel Manager:

Your role is to ensure hostel occupancy is high and service to residents is exceptional. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming. You will be a perfectionist, ensuring all hostel operations are meeting standards in line with guidelines and policies and continually developing your team to improve our service offering. You will be reporting to an Operations Management Team and will provide regular reports on hostel operations to the Operations Management Team and to AHL’s National Office business areas as required.

Shifts will generally cover a 7am to 7pm day and you will be required to provide coverage.

Cook & Weekend Cook:

Typical responsibilities for Cook may include:

- Preparing and serving meals in accordance with AHL’s set menus.
- Maintaining compliance with Food Safety Standards and other relevant legislation.
- Assisting with food ordering, receive and monitor food and kitchen supplies.
- Cleaning and maintaining kitchen and kitchen equipment.
- Preparing the dining room for mealtimes and clean up afterwards.

Eligibility

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

Prior to engagement the successful applicants will be required to:

- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- hold and maintain a working with children check in QLD; and
- meet the fitness for duty requirements.

Recruitment Initiatives

This is an **Affirmative Measures – First Nations applicants only position**. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person.

Evidence of Aboriginal and/or Torres Strait Islander status

Applicants under the Affirmative Measure must meet the three criteria mentioned previously. Successful applicants will be required to provide evidence of Aboriginal and/or Torres Strait Islander status before they are appointed to the role.

Notes

What We Offer:

- **Competitive Pay & Benefits**: You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Job Security & Career Growth:** Enjoy employment with plenty of opportunities to grow and move up within the organisation.
- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Generous shift penalties** apply for work after hours, weekends and public holidays. This role require one weekend work - 50% penalty rates apply for Saturday, and 100% penalty rates apply for Sunday.
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.

- **Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave.
- **Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work

How to apply

Upload and **complete the application form**, available from our website Work with us | Aboriginal Hostels Limited

Email your **application form and current resume** to jobs@ahl.gov.au by 11:59PM AEST,

Wednesday 16 September 2026.

Include your name and the job reference **(VN-0772272)** in the subject of your email.

Contact person: Jackson Beckley – 0437 767 985

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

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Jackson Beckley, 0437 767 985
Agency Recruitment Site	https://www.ahl.gov.au/work

This notice is part of the electronic Public Service Gazette PS35 Weekly Gazette Thursday (Vacancy Notices) - 03 September 2026.pdf Published by Australian Public Service Commission.

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Prime Minister and Cabinet

Vacancy VN-0772309

Aboriginal Hostels Limited

Closing Date:Thursday 17 September 2026

Townsville QLD
Frontline Services Tonky Logan & Iris Clay Hostels

Job Title	Night Attendants and Weekend Cook
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	VN-0772309
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Join AHL and make a real difference

At Aboriginal Hostels Limited (AHL), we're all about connection, care and opportunity. The work is real and so is the impact!

We provide culturally safe, affordable accommodation for First Nations people travelling away from home and for over 50 years, we have been helping change lives across Australia.

You're not just working; you are creating a place where people can feel safe and at home.

AHL is looking for reliable and a motivated Night Attendants and Weekend Cook to join our team and help create a safe, clean, and welcoming environment at our Iris Clay and Tonky Logan Hostels in Townsville QLD. This is a great opportunity to be part of important work that supports First Nations peoples across Australia.

If you're looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

Duties

Night Attendants:

The Night Attendant position will assist with the monitoring of the night security of the hostel in accordance with AHL's policies and procedures.

Duties include but not limited to:

- Monitor premises to preserve order and protect property.
- Oversee and record entry/exit of residents, staff and visitors.
- Report and assist in escalating emergencies following established procedures.
- Enter and maintain data on AHL's online reservation system.
- Record daily activities and note irregularities, eg. equipment or property damage, theft, unauthorised persons, or unusual occurrences) using established templates.
- Carry out cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept tidy.
- Prepare rooms for housekeeping the following day.

Weekend Cook:

The Cook position will assist with the preparation of meals and day-to-day operation of the kitchen in accordance with food standards and relevant legislation.

Typical responsibilities for Cook may include:

- Preparing and serving meals in accordance with AHL's set menus.
- Maintaining compliance with Food Safety Standards and other relevant legislation.

- Assisting with food ordering, receive and monitor food and kitchen supplies.
- Cleaning and maintaining kitchen and kitchen equipment.
- Preparing the dining room for mealtimes and clean up afterwards.

Eligibility

To be eligible to apply, applicants must be Australian Citizens.

Prior to engagement the successful applicants will be required to:

- Provide an Australian Citizenship document (e.g. birth certificate or passport)
- Undergo a satisfactory National Criminal History Check
- Hold and maintain a working with children check in QLD
- Meet the fitness for duty requirements
- All Hostel Workers are required to be in good physical health, and will be required to walk, lift and carry due to the nature of the positions. These positions work a flexible schedule and must be able to move continuously during working hours. Shift work may apply.
- Hold or obtain relevant qualifications where appliable.

Notes

What We Offer:

- **Competitive Pay & Benefits:** 15.4% superannuation and generous leave entitlements to make sure you're well looked after.
- **Job Security & Career Growth:** Employment with plenty of opportunities to grow and move up within the organisation.
- **Supportive Team Environment:** Be part of a friendly, inclusive team where your work is valued.
- **Generous shift penalties:** This role require one weekend work - 50% penalty rates for Saturday. 100% penalty rates for Sunday.
- **Regular salary packaging options:** For vehicles, superannuation and devices PLUS - ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly pay.
- **Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave.
- **Employee Assistance Program:** Employees, their partners, and their dependants will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

How to apply

- Upload and **complete the application form**, available from our website Work with us | Aboriginal Hostels Limited
- Email your **application form and current resume** to jobs@ahl.gov.au by 11:59PM AEST, **Thursday 17 September 2026**.
- Include your name and the job reference **(VN-0772309)** in the subject of your email.
- **Contact person:** Jackson Beckley - 0437 767 985

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

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

About the Aboriginal Hostels Limited

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To Apply

Position Contact	Jackson Beckley, 0437 767 985
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772294

Australian Public Service Commission

Closing Date:Sunday 13 September 2026

Job Title	Practitioner Lead
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$155,479 - $174,790
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Negotiable in line with APSC Enterprise Agreement
Classification	Executive Level 2
Position Number	2026_49
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the APS Craft & Learning Branch

APS Craft & Learning is focussed on developing core APS Craft capabilities: Integrity, Working in Government, Engagement and Partnership, Strategy, Policy and Evaluation, Implementation and Services and Leadership and Management enabling the APS to develop the workforce and capabilities needed for the future.

The APS Craft & Learning branch ensures learning is accessible across the APS regardless of agency or location through partnerships with APS centres of excellence. Consistent with the Highly Capable, Future-Ready: APS Learning and Development Strategy the Operations Group provides access to a diverse range of learning experiences, learning through work, people, resources and courses, all connected to real-world experiences and supported by practitioners from within the APS.

Duties

As an Executive Level 2 Practitioner Facilitator, you will play a key role in leading the development and delivery of APS Craft products.

We are looking for someone who has a combination of deep practice experience in delivery of government policy or implementation priorities and developing and delivering learning products. This is an expert advisor position which sits within the Craft Learning Curation and Design Team.

In addition to responsibilities above, the position also provides practitioner advice on the broader set of products being designed and delivered within the Craft Learning Curation and Design Team and across the Craft & Learning Branch. This is a role that requires a strong focus on impact and delivery, alongside a highly collaborative approach within the APS Academy and APSC and partnering with agencies and organisations across the system.

Key responsibilities

- Lead design, development, delivery and review of APS Craft related products and services as identified through agreed work programs. To date this has included the Delivery Priority Reforms Pilot Program and work program relating to core public administration.
- Build on the current Delivering Priority Reforms Pilot Program and work across the Branch to roll this into a full cost recovered product including:
    - Facilitating deliveries of the course components in collaboration with SES practitioners sourced from across the APS.
    - Lead collaboration with internal and external stakeholders to incorporate specialist expertise and ensure effective delivery.
    - Providing direct briefing and support to senior practitioners engaged in the deliveries, including individuals at the level of Secretary or Deputy Secretary.
- Provide APS practitioner insights on priority APS Craft issues to learning designers and operations team to support delivery of the APS Academy’s course offerings.
- Lead a review of approach to bringing practitioner facilitators into the Craft & Learning Branch to guide and deliver APS Craft and products/services.
- Create as required communication products for internal and external stakeholders on the project.

Capabilities, skills and experience

- Demonstrated experience as a senior practitioner in government policy, implementation or delivery.
- Demonstrated experience in learning product development and facilitation of learning experiences for the SES, ideally within a public sector environment.
- Demonstrated experience in working in collaboration across the APS and in particular with very senior stakeholders such as Secretary or Deputy Secretary level staff.
- Strong administrative and coordination skills with the ability to manage competing priorities and meet deadlines.
- Excellent written and verbal communication skills, with the ability to prepare clear and concise documentation.

- Ability to work both independently and as part of a team – including convening different elements of the APS Academy and APSC to deliver on outcomes.
- Strong interpersonal skills and the ability to build effective working relationships with diverse stakeholders.

Eligibility

For detailed information about this role including what to include in your application, please refer to the downloadable Candidate Information Pack below.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

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

Notes

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

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Shyam Raghupathi, 02 6202 3960
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0772307

Department of the Prime Minister and Cabinet

Closing Date:Sunday 20 September 2026

DVSC Deputy Commissioner
Oversight and Engagement Communication and Stakeholder Engagement

Job Title	Communications and Stakeholder Engagement Officers, Defence and Veterans' Service Commission
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,657 - $114,239
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 6
Position Number	PMC/2026/094
Agency Website	

Job Description

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

About the Defence and Veterans' Service Commission

The Defence and Veterans' Service Commission (DVSC) provides independent oversight and evidence-based advice to government to drive system-wide reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving Australian Defence Force (ADF) members.

The Australian Government established the DVSC as a new Non-corporate Commonwealth Entity (NCE) on 29 September 2025 in response to the key recommendation of the Final Report of the Royal Commission into Defence and Veteran Suicide.

Key functions of the DVSC include:

- monitoring, inquiring and reporting on issues relevant to suicide and suicidality for serving and ex-serving ADF members
- monitoring, inquiring and reporting on the implementation of the Government's response to the recommendations of the Defence and Veteran Suicide Royal Commission
- improving supports for serving and ex-serving ADF members
- working with coroners to understand issues contributing to Defence and veteran deaths by suicide, and
- promoting an understanding of suicide risks and wellbeing for Defence members and veterans, including through engaging with people with lived experience.

Working at the DVSC

The DVSC is committed to fostering a trauma-informed and people-centred culture that supports independent oversight, accountability and meaningful action to support our goals. As a new agency, we are looking to recruit high performing and dedicated staff with a range of capabilities, who demonstrate courage, compassion, curiosity, influence and integrity (our values).

A key focus of the DVSC's work is the prevention of suicide and suicidality. While the DVSC has a proactive wellbeing program, applicants are encouraged to consider their personal circumstances when applying for this role. Applicants can familiarise themselves with the findings and recommendations of the Final Report of the Royal Commission into Defence and Veteran Suicide for further information.

The DVSC is an independent agency based in Canberra. Currently staff are employed by the Department of the Prime Minister and Cabinet and seconded to the DVSC. While we transition our employment framework, the successful candidate will be on-boarded via the Department of the Prime Minister and Cabinet and subsequently transitioned to the DVSC.

Employment with the DVSC is offered under the Public Service (Terms and Conditions of Employment) (Defence and Veterans' Services Commission) Determination 2025.

About the Roles

The DVSC is establishing a merit pool to fill current and anticipated Communications and Engagement Officer vacancies to deliver the DVSC's communications and stakeholder engagement function.

We are recruiting for vacancies across two streams in the Oversight and Engagement Branch: communications and media, and stakeholder engagement.

Senior Communications Officer

Reporting to the Assistant Director of Communications and Media, the Senior Communications Officer will operate under direction to deliver work across a wide range of communication activities and projects. This may include:

- Leading the creation of high quality, accessible content including media releases, talking points, website content, social media posts, subscriber emails, newsletters, fact sheets and speeches.
- Identifying and delivering proactive storytelling opportunities to build engagement across channels.
- Monitoring media coverage and emerging issues and contributing to media responses.
- Developing communication plans and contributing to communication strategies.
- Consulting and collaborating with internal teams and external stakeholders to plan, produce and evaluate content.
- Leading our web publishing, including maintaining content effectively and in a timely manner.
- Undertake other duties in the Communications and Engagement team, as required.

Senior Stakeholder Engagement Officer

Reporting to the Assistant Director of Stakeholder Engagement, the Senior Engagement Officer will operate under direction to:

- Lead the development and delivery of stakeholder engagement activities to support the Commissioner's statutory functions,

- Undertake policy research, prepare briefings, reports and products to inform the Commissioner's communication and engagement functions and activities.
- Support secretariat duties for advisory forums and events.
- Arrange, participate in and support internal and external meetings, committees and advisory groups, including maintaining professional relationships with key stakeholders.
- Engage on the work of the DVSC in a meaningful, trustworthy, and trauma informed way with Defence members, veterans and their families, ex-service organisations, and non-government and government organisations through both face-to-face and digital channels.
- Undertake other duties in the Communications and Engagement team, as required.

Duties

Our ideal candidate

General criteria – all roles

We are seeking motivated and professional officers who demonstrate integrity, independence and compassion while delivering the work of the Commission and:

- A high degree of adaptability, with the ability and willingness to work collaboratively within a small agency, and with external stakeholders.
- Excellent interpersonal and engagement skills, with a demonstrated ability to adjust styles to respond to different audiences and subject matter in a trauma informed manner.
- Exceptional skill and demonstrated experience in formulating written and verbal communication to a range of audiences.
- Sound judgement, discretion and resilience when representing the DVSC and engaging with a broad range of stakeholders and individuals in sometimes challenging circumstances.
- Excellent organisational skills, attention to detail and experience in managing competing priorities and meeting deadlines, in a fast-paced and varied environment.
- Maintain awareness of the longer-term strategic and operational outcomes for the DVSC and possible impacts to our work.
- Capability to appropriately engage with, and communicate content around, Defence and veteran suicide and suicidal distress.

Role-specific criteria

Senior Communications Officer

- Demonstrated high-quality written, verbal and visual communication skills in a media and communications context.
- Proven ability to translate complex policy or technical information into clear, accessible language tailored to audience needs across different channels.

- Demonstrated understanding of the Australian media landscape.

Senior Stakeholder Engagement Officer

- Demonstrated, well-developed analytical skills, including turning user/stakeholder data into meaningful insights.
- Excellent written and verbal communication skills and experience including the ability to prepare high-quality briefings, reports, correspondence, agenda papers, and communication products tailored to audience needs.

Qualifications/Experience

The following is required:

Relevant tertiary qualifications, and/or equivalent professional experience (3+ years) in areas such as communications, media, marketing, public relations and stakeholder engagement.

The following are highly regarded:

- An understanding of suicide and suicidality, particularly among serving and ex-serving Australian Defence Force members.
- Experience working with people with lived experience of suicide or suicidality, or other significant life events or experiences, to bring insight and understanding to agency work.
- Experience with content management and digital publishing tools.
- Media production and design experience.
- An understanding of trauma-informed communication and engagement principles.
- Experience delivering surveys and submissions processes, including qualitative and quantitative data analysis.
- Experience in providing secretariat services and policy support to committees or forums and arranging engagement opportunities.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month

probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for a period of up to 24 months)

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

Where a non-ongoing specified term is offered, this would be for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

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

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

About the Department of the Prime Minister and Cabinet

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

To Apply

Position Contact	Recruitment DVSC, N/A
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Prime Minister and Cabinet

Vacancy VN-0772230

National Indigenous Australians Agency

Closing Date:Monday 14 September 2026

Central
Executive Coordination

Job Title	Senior Regional Corporate Support Officer, Central Executive
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	$91,909 - $98,259
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	APS Level 5
Position Number	NIAA/2026/037
Agency Website	https://www.niaa.gov.au/

Job Description

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

The Regional Corporate Team aims to be a responsive, trusted and reliable partner that delivers valued advice and services. The team provides corporate services and administrative support to regional work, programs and day-to-day operations, ensuring the effective delivery of business outcomes across the NIAA.

The Regional Corporate Officer is an informal leadership role within the Group. Working with limited direction, the role is responsible for coordinating corporate services, managing stakeholder relationships and contributing to projects and business improvement initiatives. The position provides advice and support on corporate service matters, while coaching and sharing knowledge across the team.

Key duties include:

- contribute to a positive team culture aligned with NIAA values and committed to delivering quality outcomes
- support the delivery of corporate services and administration, including accommodation and finance management, asset management, contract and service agreement monitoring, account processing and stakeholder engagement and support
- provide advice and guidance to NIAA staff on corporate service matters, escalating complex issues where required
- identify emerging or ongoing issues affecting corporate services and recommend strategies for resolution
- prepare governance, performance and business reporting, including reporting for committees and relevant government agencies
- participate in and facilitate forums, meetings and governance activities in accordance with NIAA processes
- coordinate team workflows and manage personal work priorities to ensure quality and timely outcomes
- plan and deliver small-scale projects and contribute to larger branch initiatives
- monitor team performance and workload, identifying and implementing improvements where required
- contribute to continuous improvement initiatives, including the development and review of local procedures and business processes
- support capability development by providing on-the-job coaching, training and guidance to team members

Duties

We are seeking a proactive and collaborative professional with strong corporate service experience and the ability to build productive relationships across a diverse stakeholder environment.

The ideal candidate will demonstrate:

- experience delivering corporate, administrative or business support services in a complex organisational environment
- the ability to manage relationships with internal and external stakeholders, negotiate outcomes and resolve issues effectively
- experience coordinating projects, programs, functions or work activities, including workflow management and prioritisation
- exercise sound judgement and analytical skills, with the ability to interpret policies, procedures and legislative requirements and apply them appropriately
- strong organisational skills, including the ability to manage competing priorities and meet deadlines with minimal supervision
- experience providing guidance, coaching or quality assurance support to colleagues
- a commitment to continuous improvement and identifying opportunities to enhance business processes and service delivery
- well-developed written and verbal communication skills, with the ability to tailor messages to different audiences

- the ability to work collaboratively, build productive networks and contribute positively to team outcomes
- demonstrated professionalism, integrity and accountability, including the ability to provide impartial advice and operate within organisational policies and delegations
- cultural capability and a commitment to fostering a culturally safe and inclusive workplace that values diverse perspectives and experiences
- an understanding of, and commitment to, NIAA's vision, purpose and values

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

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

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

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

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

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	Matt Wood, (08) 8958 1202
Agency Recruitment Site	https://niaa.nga.net.au/cp

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0771264

Services Australia

Closing Date:Monday 14 September 2026

Various
Various Various

Job Title	APS4 Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Perth WA, Adelaide SA
Salary	$79,322 - $87,886
Future Merit Locations	Brisbane, Sydney, Melbourne, Adelaide, Perth, Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	These roles are expected to be filled onsite relevant to the locations advertised. Please note, some office arrangements may be negotiated.
Classification	APS Level 4
Position Number	EXT-APSL-2026-773
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=773&company=depthsP5

Executive Assistants' provide professional administrative support to Senior Executives (SES) who lead a branch or zone and their business areas to enable them to effectively carry out their duties.

These full-time roles require high levels of professionalism, discretion, tact and diplomacy in dealing with sensitive and/or confidential matters. The roles are typically fast paced with rigid timelines, with some work required outside normal work hours on occasion to meet peak work demands.

If you thrive in a fast-paced administrative environment, can manage changing priorities while maintaining professionalism and attention to detail, this role may be a great fit for you!

Aside from building a close bond with your own branch and SES, you will be supported by our Executive Assistant and Executive Officer networks as you learn about the agency. The agency encourages and offers learning and development opportunities to support your professional growth and career advancement.

Executive Assistants work closely with their Senior Executive and are generally expected to work from the same location on a regular basis.

Candidates will be asked to select their preferred work location in the application. You should only choose a location where you are able and willing to physically attend and work.

Duties

- Management of Microsoft Outlook calendar including the coordination of meetings and appointments for a SES officer within a Branch or zone, managing conflicts and ensuring your SES has all information and documentation for upcoming meetings.
- Providing administrative support to meetings, committees and working groups as required.
- Correspondence tracking and management: responding to enquiries where appropriate, triaging, collation and follow up of information, and tracking of activities to ensure deadlines are met.
- Provision of administrative support such as: preparation of emails, briefs, reports, presentations, minutes and other correspondence, records management, asset management, financial management, organising meeting rooms, venues and travel arrangements.
- Actively managing and promoting professional relationships with stakeholders.

Eligibility

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

Some roles may require:

- A working with Children or Vulnerable Persons Check in the relevant state (or ability to obtain and maintain).
- A current driver's license or ability to travel between workplaces.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia’s workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency’s surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Services Australia

We are one of Australia’s largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It’s rare you find a job that provides such a direct link to the community’ 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	DFP, 1300 764 444
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=773&

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0772140

Services Australia

Closing Date:Monday 28 September 2026

Chief Financial Officer Division
Various

Job Title	Finance Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Robina QLD
Salary	$141,751 - $168,571
Future Merit Locations	Robina, Canberra, Brisbane
Office Arrangement	On Site
Office Arrangement Details	It is expected that this role can only be performed in the advertised locations.
Classification	Executive Level 2
Position Number	EXT-EL-2026-924
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=924&company=depthsP5

The Chief Financial Officer (CFO) Division is seeking experienced leaders with financial management, budget management, financial statements and/or finance systems acumen to join the team.

Directors within the Division operate with a significant degree of independence and work under the broad direction of a National Manager and the CFO, to deliver quality outcomes regarding budget, financial matters, finance and payments systems design and deliver key financial information.

In performing a leadership role, Directors identify and drive innovation, manage and lead change and have an active role in contributing to and implementing Services Australia's (the agency's) strategic direction.

We are looking for people who are energetic critical thinkers who thrive on a challenge and have strong leadership, influencing skills and subject matter expertise to lead a team and influence across the agency. The CFO Division encompasses the following branches:

- **Group Financial Management,** responsible for the internal financial management and provision of financial services across business areas within the agency.

- **Financial and Budget Management,** responsible for delivery of the agency budget, Cabinet Submissions, costing policy proposals and reporting to the Executive on the agency's financial position.

- **Financial Systems, Policy and Reporting,** responsible for the agency's financial reporting, financial systems and treasury functions. This is complemented by the Branch's role in providing strategic guidance on customer payment and debt systems, asset management, taxation and internal financial management in compliance with the Public Governance, Performance and Accountability Act 2013.

Finance experience and accounting qualifications will be highly regarded.

The CFO Division manages the agency's budget of $6.1 billion and administered payments of over $200 billion on behalf of partner agencies to ensure all Australians, no matter where they live, can quickly and easily access streamlined government services and support. The CFO Division continues to implement an ambitious reform agenda to modernise and automate the finance function.

The CFO Division provides financial advice, contestability, control and assurance to the agency based on the following principles:

- Financial information that is accurate, transparent, consistent, relevant and timely.

- Simple, helpful, respectful, quality, contestable and informed financial and procurement advice to assist the agency in decision making.
- Standardise and streamline financial structures, processes, reporting and services, in order to remove duplication and reduce inefficiencies.
- The automation of financial processes where it is efficient and viable to do so.

Duties

- Exercising strong leadership and direction of a high-performing team in the delivery of financial and budget deliverables, managing business issues, monthly and annual management and/or financial reporting requirements, budgets and costings, developing and coordinating Cabinet Submissions and, developing improvements to financial systems and processes.
- Providing clear and concise strategic advice and reporting to internal and external stakeholders on matters relating to budget and financial management, financial policy, financial reporting and financial systems and processes.
- Proactively identifying and influencing the implementation of process and system improvements, whilst maintaining strong communication channels with relevant internal and external stakeholders to ensure effective delivery of CFO Division outcomes.
- Supervising, developing and coaching staff, including the provision of clear and consistent communication, setting clear performance and behavioural standards, managing performance and delegating responsibility.
- Engaging and influencing senior leadership by explaining complex information, translating financial systems management initiatives into operational goals. Create a shared sense of purpose to enable implementation.
- Overseeing, reviewing and advising on a range of written material including business cases, Cabinet Submissions, Senate Estimate submissions, Ministerial and agency briefs and corporate documentation.

Eligibility

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

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An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

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

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To Apply

Position Contact	Michele Robinson, 0460 018 846
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=9248

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0772159

Services Australia

Closing Date:Monday 14 September 2026

Various
Various

Job Title	Customer Service Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - WA WA, Various locations - NT NT, Various locations - TAS TAS, Various locations - SA SA
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	It is expected that this role will be performed in an office located in the advertised location/s.
Classification	APS Level 5
Position Number	EXT-APSL-2026-887
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=887&company=depthsP5

In Services Australia, our vision is to make government services simple so people can get on with their lives. As one of Australia's largest service delivery organisations, we support around 10 million customer interactions each week and deliver hundreds of billions of dollars in payments each year. Through our national network of service centres, community access points and digital services, including myGov, we help Australians access the support and services they need.

Customer Service Officers are experienced professionals who support customers and community groups to access government payments and services through a range of channels, including face-to-face, over the phone, by email and through online services. These are not entry-level positions. They require sound judgement, resilience and the ability to work with customers experiencing complex circumstances, vulnerability or significant disadvantage. Drawing on a strong understanding of government programs and services, Customer Service Officers investigate, analyse and assess sensitive information to help customers navigate their options, understand their obligations and entitlements, and access the support they need. Through respectful and empathetic engagement, they help deliver outcomes that make a meaningful difference in people's lives.

Success in these roles relies on strong communication, interpersonal and problem-solving skills. Customer Service Officers build trusted relationships with customers, community groups and stakeholders, working collaboratively to gather information, resolve issues and provide appropriate support. They can interpret complex policies and legislation, explain information clearly and confidently, and help customers make informed decisions in often challenging situations. By balancing professionalism, empathy and sound judgement, they contribute to delivering services that are accessible, fair and responsive to individual needs.

Duties

- Engage customers and community groups: in person, via telephone and emails, to tailor assistance for people facing significant challenges or multiple barriers. Help them access and navigate services across a range of payments, programs and services.
- Develop and nurture stakeholder relationships; identify opportunities for partnerships and build service delivery capability.
- Review, assess, and provide complex information or determinations to customers or community groups, in a way that helps them understand their obligations, entitlements or the decisions made.
- Assist customers in crisis, via their representatives or community group, by problem solving and ensuring connection to appropriate services, payments, and programs.
- Collaborate and share information with staff, stakeholders and specialists, to resolve complex customer needs quickly and effectively.
- Use initiative and judgement in the interpretation of policy and in application of practices and procedure and exercise appropriate delegations to make ethical evidence-based decisions in accordance with legislation and guidelines.
- Manage customer aggression and/or inappropriate behaviour in a respectful way that ensures safety to all.
- Oversee or contribute to a team including setting work direction, adherence to work health and safety policies, training, mentoring and guidance for staff.

Eligibility

All employees must comply with the Australian Public Service Values, Code of Conduct and Employment Principles.

The advertised roles liaise directly with customers, stakeholders and staff on a day-to-day basis, either face to face, on the phone or via email. Some roles may involve regular travel and/or being a member of a geographically dispersed team.

Some positions may require the following:

- A security clearance: Baseline (or ability to obtain and maintain).
- A Working with Children or Vulnerable Persons Check in the relevant state (or ability to obtain and maintain)
- A current driver's license or ability to travel between workplaces. Community engagement roles require a licence.

Notes

For detailed information about this role, please view the Job Pack which can be downloaded from our website - the **Apply Now** link will take you there**.**

The agency'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.

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To Apply

Position Contact	DFP, 1300 888 033
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=8878

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0772245

Services Australia

Closing Date:Monday 21 September 2026

Various

Job Title	Aurora Neuroinclusion Program - Affirmative Measures (Disability – autism spectrum disorder/condition or attention deficit/hyperactivity disorder)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$79,322 - $96,829
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements will be negotiated with the successful candidate.
Classification	APS Level 4;APS Level 5
Position Number	Aurora Neuroinclusion Program
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://www.servicesaustralia.gov.au/aurora-neuroinclusion-program?context=22

Services Australia will be using the Aurora Neuroinclusion Program to attract, assess and place work ready candidates with autism spectrum disorder/condition or attention deficit/hyperactivity disorder (ADHD) into specialised roles across the agency.

Aurora recognises the unique skills and talents neurodivergent people can bring to work. It seeks to improve career outcomes and provides professional development and work experience by providing a gateway to the Australian Public Service.

About the program

The Aurora Neuroinclusion Program design uses non-traditional recruitment methods to help to find talented neurodivergent jobseekers/candidates looking for a career.

The assessment process is tailored specifically to neurodivergent people to accurately identify and match candidates with specific skillsets needed by our business areas. There are no interviews or psychometric tests. The Program uses practical training exercises and an assessment centre environment to identify and match candidate skills to roles. Each candidate is assessed and evaluated against activities in a range of scenarios and competency-based assessments.

Aurora offers:

- An inclusive recruitment process that allows candidates to demonstrate their skills and abilities
- non-ongoing and ongoing employment with a competitive salary and working conditions
- formal learning and development and on the job training
- ongoing support and mentoring.

Duties

These positions are located in Melbourne, VIC.

Available roles

- Quality Data Analyst (APS5)
- Gateway Officer (APS4)
- Criminal Investigator (APS5)
- Architecture Governance Officer (APS4)

Eligibility

To participate in the program applicants must be:

- aged 18 years or older
- have a diagnosis of autism spectrum disorder/condition including autistic disorder, Asperger's syndrome, childhood disintegrative disorder, pervasive development disorder - not otherwise specified (PDD-NOS), or attention deficit/hyperactivity disorder (ADHD)
- have proof of Australian Citizenship
- be able to participate in a multiple day assessment phase
- applicants must be able to pass an Australian Government Security Clearance.

Successful Applicants will undergo a pre-employment screening process. This will include a police history check, a past employment and referee check and disclosure of medical information.

Notes

These vacancies are open only to people with a specific type of disability - autism spectrum disorder/condition or ADHD.

Successful applicants will be required to provide evidence of autism spectrum disorder/condition or ADHD diagnosis, with consideration of the DSM-5 autism diagnostic criteria. For example, it can be the full diagnostic report, or a redacted section of the report that states autism spectrum disorder/condition or ADHD as a diagnosis, or a letter from a Psychologist, Psychiatrist or GP confirming a diagnosis of autism spectrum disorder/condition, or ADHD. It could also be information confirming your diagnosis from a supporting agency such as the NDIS or a Disability Employment Services Provider.

A merit pool will be established and used to fill similar non-ongoing and ongoing vacancies at these levels in this location. This merit pool will be valid for 18 months from the date these roles were advertised.

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.

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To Apply

Position Contact	Employ for Ability, For further information select Apply Now
Agency Recruitment Site	https://www.servicesaustralia.gov.au/aurora-neuroinclusion-program?con

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Social Services

Vacancy VN-0772350

Department of Social Services

Closing Date:Wednesday 16 September 2026

Chief Counsel Legal Services, Audit and Assurance
Audit and Assurance

Job Title	Fraud Investigator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Canberra ACT, Adelaide SA, Sydney NSW, Brisbane QLD, Darwin NT, Melbourne VIC, Perth WA
Salary	$101,738 - $114,355
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	EXT-2026-0324
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

The APS6 Fraud Investigator is responsible for conducting and supporting investigations into suspected fraud affecting Department of Social Services administered programs, grants, procurement activities and departmental functions.

The role applies investigation methodologies and evidentiary practices in accordance with the Australian Government Investigations Standard (AGIS), relevant legislation, departmental policies and the Commonwealth Fraud and Corruption Control Framework.

The position works under limited direction and contributes to protecting the integrity of DSS programs and public resources.

Occasional travel may be required.

Duties

- conduct investigations into suspected fraud and related matters
- gather, analyse and assess evidence in accordance with legislative and policy requirements
- prepare investigation plans, reports, briefs and recommendations
- undertake interviews and other investigation activities in accordance with AGIS
- maintain accurate records and ensure the appropriate handling of evidence and information
- contribute to fraud assessments, triage activities and case management processes
- collaborate with law enforcement agencies, service providers and internal stakeholders
- identify systemic issues and recommend fraud prevention and control improvements.

Please review the job pack for the full position description.

Eligibility
Notes

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Mel Brown, 02 5162 6519
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0772396

National Disability Insurance Agency

Closing Date:Wednesday 23 September 2026

Home and Community Supports

Job Title	General Manager, Home and Community Supports (SES BAND 2)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Geelong VIC, Sydney NSW, Adelaide SA, Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	Senior Executive Service Band 2
Position Number	0956_09/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The National Disability Insurance Agency (NDIA) is seeking an exceptional senior executive to join the **Partners and Providers Group** as **General Manager, Home and Community Supports (SES Band 2)**.

This is a rare opportunity to lead a strategically significant portfolio within the NDIS, influencing the design, stewardship and future sustainability of provider markets that support hundreds of thousands of Australians with disability.

Reporting to the Deputy CEO, Partners and Providers, you will lead a national workforce of approximately 80 staff and play a central role in shaping the future of the Home and Community Supports and Plan Management markets. These markets represent a substantial proportion of Scheme expenditure and are critical to ensuring participants can access quality supports that improve their independence, wellbeing and participation.

To support reforms that strengthen scheme sustainability, the Australian Government has identified the need for stronger market stewardship, strategic design, assurance and governance across key provider markets. This role sits at the forefront of that reform agenda.

Duties

About the Role

Operating at the intersection of policy, strategy, commerciality, regulation and market reform, the General Manager will lead major initiatives across the Home and Community Supports and Plan Management markets, while providing enterprise leadership for significant reform programs that support the integrity and long-term sustainability of the Scheme.

Key responsibilities include:

- Providing strategic leadership for the Home and Community Supports Division and its national workforce.
- Leading significant market reform initiatives across the Home and Community Supports and Plan Management markets.
- Establishing and maintaining effective governance, assurance and delivery frameworks across complex programs and projects.
- Providing strategic advice to the Executive Leadership Team, the NDIA Board and the Department of Health, Disability and Ageing.
- Working collaboratively across policy, service design, operational and corporate functions to resolve complex implementation challenges.
- Driving delivery excellence while ensuring reforms remain aligned to policy intent and participant outcomes.
- Building trusted relationships with a broad range of internal and external stakeholders.

What We Are Looking For

The NDIA is seeking a strategic and outcomes-focused executive who can successfully operate in one of Australia's most complex public policy and service delivery environments.

The successful candidate will bring:

- Demonstrated experience leading major reform, market stewardship or transformation initiatives in complex government or regulated environments, informed by strong insight into market dynamics.
- Strong strategic, commercial and policy capability, with the ability to navigate complexity and ambiguity.
- Significant experience overseeing governance, implementation and delivery assurance functions.
- Exceptional stakeholder engagement, influencing and relationship-building capability.
- Strong leadership credentials, including leading large, geographically dispersed teams through significant change.
- Excellent judgement, resilience and the ability to balance strategic thinking with disciplined execution.

A commitment to respectful leadership and improving outcomes for people with disability.

Experience within government related consulting, social policy, service delivery, regulation, commissioning, and procurement will be highly regarded, particularly where candidates have worked in complex human services or market-based environments.

About the NDIA

The NDIA is an independent statutory agency responsible for implementing the National Disability Insurance Scheme (NDIS), one of Australia's most significant social reforms.

The Agency supports more than 750,000 Australians with disability and is currently leading substantial reforms designed to improve participant outcomes while ensuring the long-term sustainability of the Scheme.

The Partners and Providers Group is responsible for shaping, stewarding and reforming key NDIS markets, ensuring they deliver high-quality outcomes for participants while maintaining integrity, sustainability and public confidence.

Eligibility

What You Should Know

To be eligible for employment with the NDIA, you must be an Australian citizen. Successful candidates will be required to undertake pre-employment screening, including a criminal history check and the ability to obtain and maintain an Australian Government security clearance at the Negative Vetting 1 (NV1) level.

The NDIA will provide reasonable adjustments to support candidates throughout the recruitment process and within the workplace.

We strongly encourage applications from people with disability, First Nations peoples, people from culturally and linguistically diverse backgrounds and members of the LGBTIQA+ community.

Notes

Application Instructions

Please apply via: https://watermarksearchinternational.snapforms.com.au/form/ndia

Reference Number: A006503

Your application should include:

- A current resume.
- A succinct pitch (maximum 750 words) quoting **Role Title and Reference Number (A006503)**.

Your pitch should outline:

- Why you are interested in the General Manager, Home and Community Supports role.
- What you would bring to the position.
- Examples of your leadership experience and achievements relevant to the role.
- How you would contribute to improving outcomes for NDIS participants through effective market stewardship, reform leadership and organisational collaboration.

Applicants are encouraged to review the **SES Band 2 Leadership Profile** and **SES Band 2 Work Level Standards** to ensure their application is pitched at the appropriate level.

Closing Date: **11:59pm (AEST), Wednesday 23rd September 2026**

Further Information

For a confidential discussion or to request a candidate pack, email search@watermarksearch.com.au or contact:

Chris Grant

Partner, Watermark Search International

M: 0493 714 171

or

Alison Myatt

Head of Research, Watermark Search International

M: 0412 630 817

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Alison Myatt, 0412 630 817
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0772389

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Thursday 17 September 2026

Regulatory Operations
Market Operations

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW, Penrith NSW
Salary	$82,999 - $89,213
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Position may be offered for working from home, spilt offering under hybrid or may be flexible.
Classification	APS Level 4
Position Number	121_08/26
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

Duties

Duties may include, but are not limited to, the following:

- Provide administrative assistance to a Senior Executive including managing diary appointments, coordinating travel arrangements, and scheduling and supporting meetings
- Respond to enquiries, and escalate and redirect issues as required, to ensure the provision of accurate information
- Provision of administrative and support services to facilitate delivery of business operations to agreed standards
- Monitor group mailboxes and respond to inquiries from internal and external stakeholders.
- Accurately maintain and update records in Commission databases and systems
- Collect and compile information for, and prepare documentation and correspondence in line with quality and organisational requirements, to support information flow and inform decision making
- Complete routine financial transactions and purchasing services, ensuring compliance with agency standards and procedures

Eligibility

The occupant of the position:

- Has a positive and contemporary attitude to people with disability
- Works collaboratively and operates as an effective team member
- Has strong administrative support skills, with a good understanding of how to manage competing and varied demands in a busy work environment
- Has good attention to detail, particularly in preparing communications and record keeping
- Is accountable for completing tasks within allocated timeframes
- Has well-developed interpersonal skills and the ability to develop productive relationships with co-workers and stakeholders
- Uses judgement and knowledge to apply guidelines, procedures and legislation

Notes

This role is only available in Parramatta and Penrith.

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Matt Barr, matt.barr@ndiscommission.gov.au
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0771971

Australian Financial Security Authority

Closing Date:Sunday 06 September 2026

Enabling Services Group
People, Finance and Operations

Job Title	Assistant Director, People Connect
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$121,755 - $141,441
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	Executive Level 1
Position Number	31642
Agency Website	

Job Description

https://www.afsa.gov.au/about-us/careers/current-vacancies

The **Assistant Director, People Connect** leads the delivery of high quality, end to end people services that enable the workforce and leaders to perform at their best, ensuring services are consistent, responsive and aligned to organisational priorities.

Working closely with senior leaders, People Partners and business areas, the role provides expert advice on complex workforce matters and drives integrated, user focused solutions across the employee lifecycle.

The position delivers improved service performance, contemporary HR programs and strong governance by translating workforce insights into practical outcomes.

It has a critical impact on organisational capability, risk management and employee experience through effective leadership of people services and continuous improvement.

Duties

As an Assistant Director, People Connect you will:

- Lead the strategic implementation of People Connect priorities and service delivery, aligning outcomes with organisational objectives, APS frameworks, and legislative requirements.
- Shape and continuously evolve a contemporary, user-centred people service model, driving integration across People Connect, People Partners, and business areas.
- Ensure operational excellence by overseeing triage, workflow management, and service standards, embedding consistency, accountability, and responsiveness across all services.
- Deliver and optimise people programs and frameworks across recruitment, performance, employee relations, WHS, and wellbeing, ensuring they are fit-for-purpose, scalable, and aligned to business needs.
- Provide authoritative advice on complex, sensitive, and high-risk people matters, anticipating issues, managing escalations, and balancing risk with pragmatic outcomes.
- Embed robust governance, risk, and assurance practices, proactively identifying systemic issues and driving sustainable resolutions and continuous improvement.
- Act as a trusted advisor to senior stakeholders, translating workforce insights into practical, business-aligned solutions that support operational and strategic priorities.
- Build and leverage strong, influential relationships to enhance service delivery, foster collaboration, and strengthen the reputation and credibility of People Connect.
- Lead, coach, and empower a high-performing team, building capability, promoting accountability, and fostering a culture of collaboration, inclusion, and continuous learning.
- Champion service excellence and innovation, driving improvements to systems, processes, and user experience to enhance efficiency and accessibility.
- Utilise workforce data and analytics to inform decision-making, monitor performance, and identify trends, risks, and opportunities, positioning the function as insight-driven and forward-looking.

Qualifications and experience

We are looking for someone who has:

- Qualifications in human resource management or a related discipline, or equivalent demonstrated experience, are highly desirable. Australian Human Resources Institute (AHRI) certification (or working towards accreditation) is highly desirable.
- Demonstrated ability to provide high-quality, evidence-based advice and reporting on a broad range of people management matters, including complex and sensitive issues.

- Proven experience in interpreting and applying HR policies, procedures, and legislative frameworks to deliver practical, compliant, and fit-for-purpose outcomes.
- Experience managing competing priorities, coordinating workflows, and delivering outcomes within agreed timeframes and quality standards.
- Strong stakeholder engagement skills, including the ability to build and maintain relationships, influence outcomes, and respond to client needs.
- Experience contributing to process improvement, service delivery enhancements, or HR initiatives, including identifying opportunities and supporting implementation within a team environment.
- Proven ability to provide accurate and specialised advice and reporting on sensitive matters; together with a breadth and depth of experience in HR as well as understanding the broader APS agenda.

Why join us?

At AFSA, you will enjoy:

- Generous employer superannuation contribution (15.4%)
- A modern, flexible working environment
- Access to the Employee Assistance Program
- Flexible working arrangements, including remote work options and variable start/finish times where appropriate.

Eligibility

This role is open only to **Australian citizens**.

The successful candidate must either hold, or be willing to obtain, a **Baseline security clearance**. All employees undergo a mandatory police records check.

Please note that if you have received a redundancy benefit from an APS agency and your redundancy period has not expired, you may not be eligible for employment.

Notes

Applications close **Sunday 6 September 2026 at 11:59 pm AEST**.

To apply, click the **Apply** button on the AFSA job advertisement. You will be redirected to our application portal where you will find step by step instructions on how to submit your application.

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

About the Australian Financial Security Authority

AFSA is an executive agency within the Treasury portfolio that works to maintain confidence in Australia's personal insolvency, personal property securities, and criminal asset management systems, supporting a strong and resilient credit framework. Its regulatory responsibilities are delivered under key legislation, including the Bankruptcy Act 1966, the Personal Property Securities Act 2009, and the Proceeds of Crime Act 2002. AFSA is committed to continuous improvement and stakeholder trust through collaboration and engagement. To support this, it has established a Consumer Consultative Panel to enable constructive dialogue with consumer and community representatives and values the expertise of community and consumer organisations, particularly in frontline services, advocacy, education, and research. AFSA offers an inclusive, flexible workplace that supports diversity, wellbeing, and work–life balance. Roles are available across our offices in Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, and Sydney, and may be full-time or part-time. Employees benefit from strong career development opportunities, flexible work arrangements, competitive remuneration, generous leave entitlements, study assistance and learning and development opportunities, and a Christmas–New Year shutdown.

To Apply

Position Contact	People Connect, N/A
Agency Recruitment Site	https://www.afsa.gov.au/about-us/careers/current-vacancies

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Treasury

Vacancy VN-0772274

Australian Securities and Investments Commission

Closing Date:Sunday 06 September 2026

Job Title	Campaign Lead
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Perth WA, Melbourne VIC, Traralgon VIC
Salary	-
Future Merit Locations	Canberra, Sydney, Brisbane, Perth, Melbourne, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 2
Position Number	1942482
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226673331&in_organid=16529&

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Take the lead on one of ASIC's most significant compliance and change initiatives, driving engagement, reform and impact at a national level.

- **Location – Sydney, Canberra, Brisbane, Perth, Melbourne or Traralgon VIC**
- **Salary between $154,355 - $173,180 (depending on experience) plus 15.4% superannuation**
- **Temporary role, until 30th June 2028**
- **Applications close at 11:59pm AEST Sunday, 6 September 2026**

The team

ASIC's Registry Operations team manages some of Australia's most critical business registers, serving millions of companies and business names. We support users across the economy, from businesses and professionals to government and the public - helping them register, manage and access vital information, and providing assistance at every stage of their registry journey.

The role

As **Campaign Lead**, you will drive the delivery of a significant compliance and change campaign, to support the recently legislated enhancements to the Director Identification (ID) regime, providing strategic leadership and oversight. You will collaborate with senior executives, government agencies, and external stakeholders to deliver impactful outcomes, applying strong leadership, sound judgement and exceptional stakeholder management skills.

You will be accountable for:

- Leading the delivery of a high-profile national compliance and change campaign supporting enhancements to the Director ID regime.
- Developing and executing integrated campaign strategies across advertising, digital, stakeholder engagement, and communication channels.
- Partnering with senior leaders, government agencies, industry bodies, and key stakeholders to drive campaign outcomes and support regulatory reform.
- Leveraging market research and audience insights to inform campaign strategy, messaging, and continuous improvement.
- Providing strategic advice, briefings, and recommendations to ASIC executives, Commissioners, and government stakeholders.
- Managing agency partners, budgets, compliance requirements, and reporting while ensuring high-quality delivery against campaign objectives.

Duties

About you

To succeed in this role, you will bring:

- Extensive experience in marketing, communications or public relations, with a proven track record delivering large-scale campaigns within government, corporate or regulated environments.
- Exceptional communication, stakeholder engagement and storytelling skills, with the ability to influence and build relationships at the executive level.
- Strong people leadership capabilities, including experience developing high-performing teams, providing strategic direction and fostering a collaborative, results-driven culture.

View the Position Description for more information or click 'Apply' to start your application. Applications close at 11:59pm AEST Sunday, 6 September 2026.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is an equal opportunity employer seeking people who want to make a difference. ASIC is committed to providing 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.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

To work with us, you need to be an **Australian Citizen** and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Zaynah Dastoor, +61299115804
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn

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Treasury

Vacancy VN-0772291

Australian Securities and Investments Commission

Closing Date:Sunday 06 September 2026

Job Title	Business Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 1
Position Number	1932624
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226674207&in_organid=16529&

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

ASIC's Business Analysis team is currently seeking Business Analysts to join their high-performing team to contribute to a wide range of technology projects within ASIC.

- **Sydney and Melbourne locations**
- **24 month fixed term role**
- **Salary from $136,204 to $149,295 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEST, Sunday 6 September 2026**

The team

The Digital, Data & Technology (DD&T) Portfolio Office delivers a broad suite of services in portfolio management, project delivery, business planning, and governance to support ASIC's strategic priorities. We work in close partnership with ASIC's Digital, Data & Technology group and the newly established RegistryConnect (RC) program to ensure projects are aligned with both strategic direction and operational needs.

The role

The Business Analyst role within ASIC is responsible for leading and delivering a broad range of analysis activities critical to the successful completion of projects. This includes, but is not limited to, the elicitation and analysis of both high-level and detailed business requirements (functional and non-functional), requirements management, enterprise analysis, solution assessment and validation, ensuring alignment with business needs and project objectives.

More specifically, you will:

- Collaborate with business subject matter experts and IT teams to analyse business requirements, identifying and articulating the underlying business needs through stakeholder workshops and targeted discussions.
- Elicit, document and manage business, functional and non-functional requirements in formats that are clear, structured and accessible to a broad range of stakeholders, including business, executive, design, development and testing teams.
- Design user interfaces in alignment with User-Centred Design (UCD) principles, ensuring solutions meet industry standards and Australian Government accessibility and usability guidelines.
- Develop and maintain process maps, including current state (as-is) analysis and future state (to-be) design, to support process improvement and transformation initiatives.
- Define integration patterns and develop detailed integration specifications across technology platforms, as well as technical requirements for infrastructure services where required.

- Support User Acceptance Testing (UAT) and system implementation activities, including the preparation of test artefacts, user documentation, and training materials to facilitate successful adoption.

Duties

About you

The ideal candidate for the Business Analyst role at ASIC is a highly analytical and adaptable professional with strong experience in both Agile delivery and traditional business analysis practices. They will demonstrate the ability to elicit, analyse and manage complex business and technical requirements, working closely with stakeholders at all levels to translate business needs into clear, actionable outcomes. A strong communicator and collaborator, the ideal candidate will also demonstrate a proven ability to build effective relationships with SMEs, senior stakeholders and cross-functional teams, while guiding other analysts. They will be customer-focused, self-driven and committed to delivering outcomes aligned with ASIC's objectives and values.

In addition, you will have:

- Tertiary qualifications in Information Technology or a related discipline.
- Strong knowledge of IT Systems Development Lifecycles (SDLC) and Agile delivery methodologies.
- Demonstrated expertise in eliciting, documenting and managing business and technical requirements.
- Solid capability in process modelling (including BPMN), data analysis and data modelling techniques.
- Advanced enterprise analysis skills, with a proven ability to resolve complex problems within dynamic and evolving business environments.
- Excellent communication skills, with the ability to tailor messaging effectively and deliver to diverse audiences, both verbally and in writing.

Click ‘apply' to start your application. Applications will close at 11:59pm AEST, Sunday 6 September 2026.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is 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 descent are encouraged to apply.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, +61299112986
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn(

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Treasury

Vacancy VN-0772101

Australian Taxation Office

Closing Date:Thursday 17 September 2026

Enterprise Strategy and Design
Physical Security Management

Job Title	Intelligence Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Wollongong NSW, Adelaide SA, Upper Mount Gravatt QLD
Salary	$101,142 - $116,131
Future Merit Locations	Adelaide, Brisbane, Canberra, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	These roles require a minimum 3 days per week onsite in order to access security systems with no remote access.
Classification	APS Level 6
Position Number	EXT_ESCO_660_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=956B8277-522A-3B81-3457-ED37279F58F4

Duties

We are seeking an Intelligence Analyst to join our Enterprise Strategy and Design business area.

As an Intelligence Analyst, in the Physical Security Management team, you will collect and analyse information to assess physical security threats to ATO staff, information and assets. You'll identify emerging threats and trends to create tactical and strategic intelligence products.

You will work in a dynamic environment, using a large variety of information sources to provide timely threat advice. The threat advice from our team helps shape security controls, resourcing, and policy.

Intelligence Analysts work with our partners internally as well as those in the intelligence and law enforcement communities to develop security intelligence products that provide actionable insights to security advisers and other decision makers.

You will have access to a wide variety of open and closed source information that you will use to help keep ATO staff, information, and assets safe from physical security threats.

These roles require a minimum 3 days per week onsite in order to access security systems with no remote access, access classified information, and manage ASNet for the ATO.

These roles may be offered on an ongoing or non-ongoing basis in Adelaide, Canberra, Upper Mount Gravatt or Wollongong.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process

Our ideal candidate:

• has experience in collecting, analysing and evaluating complex information, and an understanding of the intelligence cycle

• identifies and reports on existing and emerging issues, patterns and trends, to support planning, risk management and strategy

• has sound understanding of the national security threat environment

• manages complex intelligence tasks within a small team

• displays resilience and performs effectively in a dynamic environment

• communicates clearly, concisely and professionally through written and verbal channels, providing specialist advice to relevant business areas.

The Australian community requires the highest integrity of ATO staff. Our people act with integrity,

make ethical decisions and embody our culture, and APS Values. We meet the commitments to the community outlined in the ATO Charter.

You'll need to be an Australian citizen to work for the ATO.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Chris Nascimento, (02) 4223 2755
Agency Recruitment Site	https://ato.nga.net.au/?jati=956B8277-522A-3B81-3457-ED37279F58F4

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Treasury

Vacancy VN-0772111

Australian Taxation Office

Closing Date:Wednesday 16 September 2026

Enterprise Solutions and Technology
Enterprise Solutions and Technology

Job Title	IT Technical Specialist (Cloud Network Operations)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW, Sydney NSW
Salary	$155,911 - $185,713
Future Merit Locations	Box Hill, Dandenong, Moonee Ponds, Parramatta, Penrith, Upper Mount Gravatt, Adelaide, Albury, Brisbane, Canberra, Melbourne, Newcastle, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 2
Position Number	EXT_EST_673_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=7B3CA3AC-84B1-132E-486B-ED37D944BE36

Duties

We are seeking an IT Technical Specialist to join our Enterprise Solutions and Technology business area.

As an IT Technical Specialist (Cloud Network Operations), you will provide technical leadership, for the ATO’s cloud networking and gateway services, ensuring the delivery of secure, resilient and contemporary capabilities that support critical business outcomes across the organisation.

You will be responsible for leading the strategic direction, operational performance and continual improvement of enterprise cloud networking services. Working across architecture, cyber security, engineering and delivery teams, you’ll provide authoritative advice, influence technical decision-making and drive the successful delivery of complex technology outcomes.

You will lead the operation and evolution of cloud network and gateway services including VPN/BWAN, Zero Trust Network Access (ZTNA), Secure Access Service Edge (SASE), cloud-native networking services and public-facing security platforms. You’ll identify opportunities to improve service reliability, security, automation and user experience while ensuring services remain aligned with current and emerging business needs.

As a senior technical leader, you will build organisational capability through mentoring, coaching and knowledge sharing. You'll foster a culture of collaboration, operational excellence, innovation and continuous improvement while supporting the delivery of both strategic initiatives and business-as-usual outcomes.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

• demonstrates experience leading large-scale enterprise cloud networking and gateway services, including technologies such as VPN, SD-WAN, DNS, IPAM, firewalls, Secure Access Service Edge (SASE) and Zero Trust Network Access (ZTNA)

• possesses expertise in AWS and/or Azure networking architectures and services, including Direct Connect, ExpressRoute, Transit Gateways, Virtual WAN, PrivateLink, Private Endpoints and cloud-native security capabilities

• demonstrates experience delivering automation and modern engineering practices through Infrastructure as Code, CI/CD pipelines, Azure DevOps and scripting technologies such as Python and Terraform

• provides authoritative technical leadership and advice on complex cloud networking, cyber security and operational matters, leading technical investigations, resolving complex issues and balancing risk, security and business outcomes

• builds productive relationships and influences outcomes across architects, cyber security teams, technical specialists, vendors, service providers and business partners to achieve strategic objectives

• demonstrates governance, risk management and service management capability, including the application of Essential Eight, PSPF and ISM requirements, while driving operational excellence, capability uplift and continuous improvement.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Aarun Jury, (07) 3213 6620
Agency Recruitment Site	https://ato.nga.net.au/?jati=7B3CA3AC-84B1-132E-486B-ED37D944BE3

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Treasury

Vacancy VN-0772127

Australian Taxation Office

Closing Date:Monday 14 September 2026

Tax Practitioners Board
Information Technology

Job Title	TPB IT Business Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$129,551 - $141,239
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO/TPB, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_TPB_651_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=87C76C34-770C-3C94-6237-ED38154FDB5A

Duties

We are seeking an experienced and motivated leader to join the Technology team within the Tax Practitioners Board (TPB).

As an IT Business Analyst, you will work closely with business and technology stakeholders to deliver system enhancements, legislative reform initiatives and technology solutions that support the TPB's strategic objectives. You'll analyse and document business requirements, identify opportunities for process improvement, and contribute to the design, testing and implementation of secure, scalable and sustainable solutions. Working collaboratively across the organisation, you'll help ensure our technology platforms continue to meet the needs of practitioners, the public and our staff.

You are responsible for delivering complex legislative reform and business enhancement projects, ensuring competing priorities, business requirements and deadlines are effectively managed.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Tax Practitioners Board provides more information about us and our work environment.

Our ideal candidate:

• has extensive experience leading complex business analysis activities for Microsoft Dynamics, portal and web-based solutions, including gathering, analysing and documenting business requirements, designing fit-for-purpose solutions, and delivering measurable business outcomes

• analyses and documents current and future state business processes, identifies opportunities for improvement, and develops innovative, strategically aligned solutions for Dynamics, portal and web environments

• has considerable experience delivering technology-enabled transformation initiatives, including solution design, testing, change management and deployment, supported by in depth knowledge of Microsoft Dynamics, software development lifecycles (SDLC) and DevOps practices

• is a strong leader who manages multiple priorities, projects, risks and deadlines in complex environments, while fostering collaboration, mentoring team members and contributing to high-performing teams

• has exceptional communication, presentation, facilitation and stakeholder engagement skills, influencing decision-making and translating complex businesses and technical concepts for diverse audiences.

Eligibility
Notes

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

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To Apply

Position Contact	David Tong, (02) 5120 7000
Agency Recruitment Site	https://ato.nga.net.au/?jati=87C76C34-770C-3C94-6237-ED38154FDB5A

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Treasury

Vacancy VN-0772166

Australian Taxation Office

Closing Date:Thursday 17 September 2026

Enterprise Solutions and Technology
Enterprise Solutions and Technology

Job Title	DevOps Engineer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	$93,676 - $99,307
Future Merit Locations	Upper Mount Gravatt, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	These roles may require participation in on-call arrangements and after-hours support to manage critical incidents and real-time operational issues.
Classification	APS Level 5
Position Number	EXT_EST_674_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=2427831E-1629-84B9-442D-ED3813714226

Duties

We are seeking DevOps Engineers to join our Enterprise Solutions and Technology business area.

As a DevOps Engineer, you will work in a dynamic and complex technological environment, supporting the delivery, operation and enhancement of technology platforms and services. You'll

investigate operational and technology issues, contribute to the reliability and availability of systems, and support the delivery of secure and scalable solutions that meet organisational and customer needs.

You will support the lifecycle management of cloud-based platforms and environments, including implementation, maintenance, upgrades, patching, decommissioning and ongoing operational support. You'll contribute to incident response, system monitoring and service improvement activities, working collaboratively with team members to maintain to the effective operation of technology services.

These roles may require participation in on-call arrangements and after-hours support to manage critical incidents and real-time operational issues.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

- demonstrated experience in one or more of the following technical areas: cloud and DevOps platforms (including AWS and Azure), automation and Infrastructure as Code (IaC), security and identity management, container technologies, monitoring and observability, databases and integrations, and scripting or programming using tools such as Python and PowerShell
- delivers secure, scalable cloud environments using automation, Infrastructure as Code and DevOps practices
- investigates platform and deployment issues, identifying and implementing effective solutions
- monitors platform performance and reliability through proactive incident management
- applies security and operational standards across cloud environments and deployment processes
- enhances tooling and automation to improve service outcomes and team capability
- collaborates with stakeholders to balance priorities and deliver business outcomes.

Full-stack engineers and candidates with experience in similar technology environments are encouraged to apply.

Eligibility
Notes

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

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To Apply

Position Contact	Darrel Fogg, (07) 3213 5875
Agency Recruitment Site	https://ato.nga.net.au/?jati=2427831E-1629-84B9-442D-ED3813714226

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Treasury

Vacancy VN-0772167

Australian Taxation Office

Closing Date:Thursday 17 September 2026

Enterprise Solutions and Technology
Enterprise Solutions and Technology

Job Title	DevOps Engineer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$101,142 - $116,131
Future Merit Locations	Box Hill, Dandenong, Moonee Ponds, Parramatta, Penrith, Upper Mount Gravatt, Canberra, Adelaide, Brisbane, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	These roles may require participation in on-call arrangements and after-hours support to manage critical incidents and real-time operational issues.
Classification	APS Level 6
Position Number	EXT_EST_675_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=F86E726E-FC5D-0A25-8801-ED38132CC05D

Duties

We are seeking DevOps Engineers to join our Enterprise Solutions and Technology business area.

As a DevOps Engineer, you will work in a dynamic and complex technological environment, supporting the delivery, operation and enhancement of critical technology platforms and services. You'll investigate and resolve operational and technology issues, contribute to the reliability and availability of systems, and support the delivery of secure and scalable solutions that meet organisational and customer needs.

You will be responsible for the lifecycle management of cloud-based platforms and environments, including implementation, maintenance, upgrades, patching, decommissioning and ongoing operational support. You'll also contribute to incident management, system performance and service improvement activities to ensure the effective operation of technology services.

These roles may require participation in on-call arrangements and after-hours support to manage critical incidents and real-time operational issues.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

- demonstrated experience in one or more of the following areas: cloud and DevOps platforms (including AWS and Azure); automation and Infrastructure as Code (IaC); security and identity management; container technologies; monitoring and observability; databases and integrations; and scripting and programming using tools such as Python and PowerShell
- demonstrates technical leadership and contributes to continuous improvement, innovation and knowledge sharing across teams
- builds effective relationships with stakeholders to resolve complex technical issues and deliver practical solutions
- provides technical advice on deployment, automation and operational challenges and may lead projects, teams or functional capability
- manages competing priorities while maintaining reliable services and achieving customer outcomes
- applies modern engineering practices and emerging technologies to improve service delivery and organisational capability.

Full-stack engineers and candidates with experience in similar technology environments are encouraged to apply.

Eligibility
Notes

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

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To Apply

Position Contact	Ijaz Faiz, (07) 3213 3154
Agency Recruitment Site	https://ato.nga.net.au/?jati=F86E726E-FC5D-0A25-8801-ED38132CC05I

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Treasury

Vacancy VN-0772168

Australian Taxation Office

Closing Date:Thursday 17 September 2026

Enterprise Solutions and Technology
Enterprise Solutions and Technology

Job Title	DevOps Engineer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$129,551 - $141,239
Future Merit Locations	Dandenong, Box Hill, Moonee Ponds, Parramatta, Penrith, Upper Mount Gravatt, Adelaide, Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	These roles may require participation in on-call arrangements and after-hours support to manage critical incidents and real-time operational issues.
Classification	Executive Level 1
Position Number	EXT_EST_676_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=6C41C1DD-55DE-ECEC-9E46-ED38137A6F8D

Duties

We are seeking DevOps Engineers to join our Enterprise Solutions and Technology business area.

As a DevOps Engineer, you will provide technical leadership across complex cloud, network and platform environments, driving the delivery, operation and continuous improvement of critical technology services. You'll lead the resolution of complex operational and technology issues, shape strategic technical direction, provide authoritative advice and guide engineering outcomes across teams.

You will oversee the lifecycle management and optimisation of cloud-based platforms and services, including implementation, maintenance, modernisation, decommissioning and ongoing operational support. You'll lead incident management, automation and service initiatives, establish engineering standards and contribute to technology strategy and organisational capability.

These roles may require participation in on-call arrangements and after-hours support to manage critical incidents and real-time operational issues.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

- has extensive experience in one or more of the following areas: enterprise networking and gateway technologies; cloud networking and hosting platforms, including AWS and Azure; cloud platform engineering; Infrastructure as Code (IaC) and DevOps practices using technologies such as Terraform, CDK and Bicep; scripting and automation using Python, PowerShell and Bash; CI/CD technologies, including Azure DevOps; network and cloud security; secure access and networking solutions; cloud cost optimisation; hybrid connectivity solutions; and the application of security frameworks and principles, including the Essential Eight, PSPF and ISM. Associate-level AWS and/or Azure certifications are highly desirable
- provides strategic and technical leadership to deliver secure, scalable and reliable cloud, network and platform services
- leads the design, implementation and continuous improvement engineering, automation and operational practices
- manages complex technical issues and risks, exercising sound judgement to deliver sustainable outcomes
- influences decision-making through trusted relationships and expert technical advice
- leads and develops high-performing teams, fostering a culture of accountability and continuous improvement across engineering functions
- evaluates emerging technologies and shapes technology directions to improve organisational outcomes.

Full-stack engineers and candidates with experience in similar technology environments are encouraged to apply.

Eligibility
Notes

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

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To Apply

Position Contact	Brendan Fury, (02) 6058 7886
Agency Recruitment Site	https://ato.nga.net.au/?jati=6C41C1DD-55DE-ECEC-9E46-ED38137A6F

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Treasury

Vacancy VN-0772281

Australian Taxation Office

Closing Date:Thursday 17 September 2026

Compliance and Engagement Group, Enterprise Solutions and Technology
Various teams

Job Title	Business Strategy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Townsville QLD, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$84,028 - $99,307
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 4;APS Level 5
Position Number	EXT_CEG_EST_458_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=672D4B61-27AB-DBE4-CDB9-ED393E577F5F

Duties

We are seeking experienced Business Strategy Officers to join the Compliance and Engagement Group and Enterprise Solutions and Technology.

As a Business Strategy Officer, you will support the development and implementation of business strategies, contributing to the achievement of organisational priorities and improved business outcomes. You'll gather and analyse information, identify issues and contribute to practical, evidence based solutions that support decision-making and operational delivery.

You will support the delivery of work programs and initiatives, contributing to alignment between strategy, implementation and client outcomes. You'll work collaboratively with stakeholders across business areas, using clear communication and effective engagement to support delivery and continuous improvement.

At the APS 4 level, you will apply established processes under moderate guidance, developing your skills and capability while delivering quality, accurate work. You will support analysis, stakeholder engagement and delivery of outcomes

At the APS 5 level, you will operate with increased independence, exercising when managing competing priorities, analysing issues, contributing recommendations and providing advice to support business outcomes and continuous improvement. You'll support stakeholder relationships through effective communication, collaboration and responsiveness to address business needs.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

- understands tax and superannuation systems or the ability to quickly develop knowledge to support business outcomes
- supports the delivery of business strategies and work programs, contributing to practical outcomes aligned to organisational priorities
- applies analytical thinking, reviewing information to identify issues, risks and opportunities and contribute to solutions
- communicates clearly and professionally, providing accurate information and supporting stakeholder understanding and decision making
- works collaboratively with stakeholders, building effective working relationships to support delivery of outcomes
- manages tasks and competing priorities, delivering quality work in a structured and timely manner
- contributes to continuous improvement, identifying opportunities to enhance processes, practices or outcomes.

Eligibility
Notes

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

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the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=672D4B61-27AB-DBE4-CDB9-ED393E577F5

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Treasury

Vacancy VN-0772282

Australian Taxation Office

Closing Date:Thursday 17 September 2026

Compliance and Engagement Group, Enterprise Solutions and Technology
Various teams

Job Title	Business Strategy Officer (Affirmative measure – Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Moonee Ponds VIC, Gosford NSW, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Hobart TAS, Melbourne VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$84,028 - $99,307
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 4;APS Level 5
Position Number	EXT_CEG_EST_459_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=33570CE7-6929-8E4D-3343-ED393F79B621

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking experienced Business Strategy Officers to join the Compliance and Engagement Group and Enterprise Solutions and Technology.

As a Business Strategy Officer, you will support the development and implementation of business strategies, contributing to the achievement of organisational priorities and improved business outcomes. You'll gather and analyse information, identify issues and contribute to practical, evidence based solutions that support decision-making and operational delivery.

You will support the delivery of work programs and initiatives, contributing to alignment between strategy, implementation and client outcomes. You'll work collaboratively with stakeholders across business areas, using clear communication and effective engagement to support delivery and continuous improvement.

At the APS 4 level, you will apply established processes under moderate guidance, developing your skills and capability while delivering quality, accurate work. You will support analysis, stakeholder engagement and delivery of outcomes.

At the APS 5 level, you will operate with increased independence, exercising when managing competing priorities, analysing issues, contributing recommendations and providing advice to support business outcomes and continuous improvement. You'll support stakeholder relationships through effective communication, collaboration and responsiveness to address business needs.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

- understands tax and superannuation systems or the ability to quickly develop knowledge to support business outcomes
- supports the delivery of business strategies and work programs, contributing to practical outcomes aligned to organisational priorities
- applies analytical thinking, reviewing information to identify issues, risks and opportunities and contribute to solutions
- communicates clearly and professionally, providing accurate information and supporting stakeholder understanding and decision making
- works collaboratively with stakeholders, building effective working relationships to support delivery of outcomes
- manages tasks and competing priorities, delivering quality work in a structured and timely manner
- contributes to continuous improvement, identifying opportunities to enhance processes, practices or outcomes.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=33570CE7-6929-8E4D-3343-ED393F79B621

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Treasury

Vacancy VN-0772283

Australian Taxation Office

Closing Date:Thursday 17 September 2026

Compliance and Engagement Group, Enterprise Solutions and Technology
Various teams

Job Title	Business Strategy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA, Gosford NSW, Hobart TAS, Albury NSW, Dandenong VIC, Adelaide SA, Box Hill VIC, Brisbane QLD, Canberra ACT, Geelong VIC, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$101,142 - $116,131
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_CEG_EST_460_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=F031E59D-E831-4EDF-EA72-ED394008E3AA

Duties

We are seeking experienced Business Strategy Officers to join our Compliance and Engagement Group and Enterprise Solutions and Technology.

As a Business Strategy Officer, you will support the development and implementation of business strategies, contributing to the translation of organisational priorities into practical, measurable outcomes. You'll undertake analysis of business performance, identify trends, risks and opportunities, and provide clear, evidencebased insights to inform decision making.

You will support the delivery of complex initiatives and work programs, contributing to alignment between strategy, implementation and client outcomes. A key focus of the role is supporting organisational change through effective stakeholder engagement, including the use of data and insights to improve decision making and strengthen business capability.

Operating with a reasonable degree of independence, you will apply sound judgement to moderately complex issues, contribute to problem solving and support the delivery of business outcomes. You will work collaboratively with stakeholders across business areas to deliver integrated solutions.

You may lead workstreams, coordinate activities across teams, mentor less experienced staff and influence delivery outcomes through effective stakeholder engagement and collaboration. You will manage priorities and contribute to continuous improvement activities that enhance performance and outcomes.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

- understands tax and superannuation systems and supports alignment between strategy and operational delivery
- contributes to the development and delivery of business strategies, supporting the translation of priorities into practical outcomes within established frameworks
- applies analytical and problem solving skills, using data and evidence to identify trends, risks and opportunities and inform decision-making
- communicates clearly and effectively, preparing structured advice, briefings and insights for stakeholders
- supports delivery of initiatives and change activities, working collaboratively to improve processes, capability and business outcomes
- builds productive stakeholder relationships, engaging across teams to support delivery and achieve shared outcomes
- manages competing priorities and delivers quality work, applying sound judgement in dynamic environments.

Eligibility
Notes

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

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wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=F031E59D-E831-4EDF-EA72-ED394008E3A

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Treasury

Vacancy VN-0772284

Australian Taxation Office

Closing Date:Thursday 17 September 2026

Compliance and Engagement Group, Enterprise Solutions and Technology
Various teams

Job Title	Business Strategy Officer (Affirmative measure – Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$101,142 - $116,131
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_CEG_EST_461_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=CBAC6E12-E3B2-9257-4659-ED39408D5226

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking experienced Business Strategy Officers to join our Compliance and Engagement Group and Enterprise Solutions and Technology.

As a Business Strategy Officer, you will support the development and implementation of business strategies, contributing to the translation of organisational priorities into practical, measurable outcomes. You'll undertake analysis of business performance, identify trends, risks and opportunities, and provide clear, evidencebased insights to inform decision making.

You will support the delivery of complex initiatives and work programs, contributing to alignment between strategy, implementation and client outcomes. A key focus of the role is supporting organisational change through effective stakeholder engagement, including the use of data and insights to improve decision making and strengthen business capability.

Operating with a reasonable degree of independence, you will apply sound judgement to moderately complex issues, contribute to problem solving and support the delivery of business outcomes. You will work collaboratively with stakeholders across business areas to deliver integrated solutions.

You may lead workstreams, coordinate activities across teams, mentor less experienced staff and influence delivery outcomes through effective stakeholder engagement and collaboration. You will manage priorities and contribute to continuous improvement activities that enhance performance and outcomes.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

- understands tax and superannuation systems and supports alignment between strategy and operational delivery
- contributes to the development and delivery of business strategies, supporting the translation of priorities into practical outcomes within established frameworks
- applies analytical and problem solving skills, using data and evidence to identify trends, risks and opportunities and inform decision-making
- communicates clearly and effectively, preparing structured advice, briefings and insights for stakeholders
- supports delivery of initiatives and change activities, working collaboratively to improve processes, capability and business outcomes
- builds productive stakeholder relationships, engaging across teams to support delivery and achieve shared outcomes
- manages competing priorities and delivers quality work, applying sound judgement in dynamic environments.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

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

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=CBAC6E12-E3B2-9257-4659-ED39408D5226

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Treasury

Vacancy VN-0772299

Australian Taxation Office

Closing Date:Wednesday 16 September 2026

Frontline Operations
Various teams

Job Title	Business Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Burnie TAS, Albury NSW, Adelaide SA, Brisbane QLD, Box Hill VIC, Canberra ACT, Dandenong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$101,142 - $116,131
Future Merit Locations	Albury, Adelaide, Box Hill, Brisbane, Burnie, Canberra, Dandenong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_FO_684_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=312250B4-CA3D-4702-A7EB-ED388C0D7E5A

Duties

We are seeking motivated Business Analysts to join our Frontline Operations group.

As a member of Frontline Operations, you'll lead and support the delivery of high-quality services, ensuring the integrity of Australia's tax and superannuation systems.

As a Business Analyst in our Frontline Business Improvement, Frontline Risk and Strategy and Frontline Resource Management business areas, you will apply your technical expertise and business knowledge to engage stakeholders, gather and analyse requirements, and support the design and implementation of business solutions that align with business objectives.

You will translate information and data from a range of sources into meaningful insights, recommendations and practical outcomes. You will contribute to the assessment and validation of solutions, identify risks and impacts, and communicate findings to support decision-making and continuous improvement.

Our Frontline Operations group has a variety of roles available, including:

Business Analyst

As a Business Analyst, you will work closely with stakeholders to understand business needs, identify opportunities for improvement and help shape solutions that deliver better outcomes. You will gather and analyse information from a range of sources, translate complex requirements into clear and meaningful documentation, and support informed decision-making. Working collaboratively across teams, you will use your analytical skills to identify challenges, evaluate options and contribute to the successful delivery of business and technology solutions.

Business Intelligence Analyst

As a Business Intelligence Analyst, you will analyse and interpret complex data to provide insights that support business decision-making and continuous improvement. You will work with stakeholders to understand business challenges, identify trends, risks and opportunities, and translate data into meaningful information through reports, dashboards and recommendations. Using your analytical expertise, you will help inform strategy, improve business performance and support the delivery of data-driven outcomes across the organisation.

Duties for the above roles may include:

- working collaboratively with stakeholders to understand business needs, challenges and opportunities, and translating these into actionable outcomes
- gathering, analysing and interpreting information from a range of sources to identify trends, risks, issues and opportunities for business improvement
- eliciting, documenting and validating business requirements, processes, user journeys and solution designs to support informed decision-making
- developing, maintaining and enhancing reports, insights, dashboards, business documentation and other artefacts to support operational and strategic outcomes
- providing specialised advice, recommendations and analytical insights to stakeholders on complex business matters

• contributing to the design, implementation and evaluation of business processes, systems and solutions that support organisational objectives

• maintaining accurate, complete and contemporaneous records, documentation and data in accordance with legislative, policy and operational requirements

• supporting continuous improvement initiatives by identifying opportunities to enhance business processes, intelligence products, reporting capabilities and service delivery outcomes.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

• applies business analysis skills to identify, analyse and document business requirements that support business outcomes and informed decision-making

• analyses information, data and business processes from multiple sources to identify risks, opportunities and impacts, providing evidence-based recommendations

• builds effective stakeholder relationships and communicates business and technical information clearly, using consultation and influencing skills to achieve shared understanding

• demonstrates leadership, initiative and sound judgement when managing complex work under limited direction, providing guidance and support to others while contributing to team capability, collaboration and continuous improvement.

Eligibility
Notes

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

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To Apply

Position Contact	Deanna Collins, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=312250B4-CA3D-4702-A7EB-ED388C0D7E5

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Treasury

Vacancy VN-0772306

Australian Taxation Office

Closing Date:Wednesday 16 September 2026

Frontline Operations
Various teams

Job Title	Business Analyst (Affirmative measure – Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Upper Mount Gravatt QLD, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Burnie TAS, Canberra ACT, Dandenong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Wollongong NSW
Salary	$101,142 - $116,131
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Burnie, Canberra, Dandenong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_FO_685_2026
Agency Website	http://www.ato.gov.au/careers

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community. To be eligible for this role candidates must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

As a member of Frontline Operations, you'll lead and support the delivery of high-quality services, ensuring the integrity of Australia's tax and superannuation systems.

As a Business Analyst in our Frontline Business Improvement, Frontline Risk and Strategy and Frontline Resource Management business areas, you will apply your technical expertise and business knowledge to engage stakeholders, gather and analyse requirements, and support the design and implementation of business solutions that align with business objectives.

You will translate information and data from a range of sources into meaningful insights, recommendations and practical outcomes. You will contribute to the assessment and validation of solutions, identify risks and impacts, and communicate findings to support decision-making and continuous improvement.

Our Frontline Operations group has a variety of roles available, including:

Business Analyst

As a Business Analyst, you will work closely with stakeholders to understand business needs, identify opportunities for improvement and help shape solutions that deliver better outcomes. You will gather and analyse information from a range of sources, translate complex requirements into clear and meaningful documentation, and support informed decision-making. Working collaboratively across teams, you will use your analytical skills to identify challenges, evaluate options and contribute to the successful delivery of business and technology solutions.

Business Intelligence Analyst

As a Business Intelligence Analyst, you will analyse and interpret complex data to provide insights that support business decision-making and continuous improvement. You will work with stakeholders to understand business challenges, identify trends, risks and opportunities, and translate data into meaningful information through reports, dashboards and recommendations. Using your analytical expertise, you will help inform strategy, improve business performance and support the delivery of data-driven outcomes across the organisation.

Duties for the above roles may include:

- working collaboratively with stakeholders to understand business needs, challenges and opportunities, and translating these into actionable outcomes
- gathering, analysing and interpreting information from a range of sources to identify trends, risks, issues and opportunities for business improvement
- eliciting, documenting and validating business requirements, processes, user journeys and solution designs to support informed decision-making
- developing, maintaining and enhancing reports, insights, dashboards, business documentation and other artefacts to support operational and strategic outcomes
- providing specialised advice, recommendations and analytical insights to stakeholders on complex business matters
- contributing to the design, implementation and evaluation of business processes, systems and solutions that support organisational objectives
- maintaining accurate, complete and contemporaneous records, documentation and data in accordance with legislative, policy and operational requirements
- supporting continuous improvement initiatives by identifying opportunities to enhance business processes, intelligence products, reporting capabilities and service delivery outcomes

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

- applies business analysis skills to identify, analyse and document business requirements that support business outcomes and informed decision-making
- analyses information, data and business processes from multiple sources to identify risks, opportunities and impacts, providing evidence-based recommendations

• builds effective stakeholder relationships and communicates business and technical information clearly, using consultation and influencing skills to achieve shared understanding

• demonstrates leadership, initiative and sound judgement when managing complex work under limited direction, providing guidance and support to others while contributing to team capability, collaboration and continuous improvement.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

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To Apply

Position Contact	Deanna Collins, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=047A59D1-9E28-806D-75AC-ED397C4B564

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Treasury

Vacancy VN-0772327

Australian Taxation Office

Closing Date:Wednesday 16 September 2026

Enterprise Strategy and Design
Workplace Services

Job Title	Workplace Services Site Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Albury NSW, Brisbane QLD, Gosford NSW, Newcastle NSW, Parramatta NSW, Penrith NSW, Sydney NSW, Upper Mount Gravatt QLD
Salary	$101,142 - $116,131
Future Merit Locations	Albury, Brisbane, Gosford, Newcastle, Parramatta, Penrith, Sydney, Upper Mount Gravatt
Office Arrangement	On Site
Office Arrangement Details	This role provides site-based support and you will be required to work onsite during business hours.
Classification	APS Level 6
Position Number	EXT_ESCO_700_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=17B6798E-3874-0D02-3BE3-ED49C4EF1FDE

Duties

We are seeking highly motivated leaders who will deliver outstanding services to join our Workplace Services team.

As a Workplace Services Site Manager in ATO Property, you will lead and manage a team onsite to support the delivery of Five Star Service in effective building operations and services to enable a welcoming workplace experience.

You'll engage with clients and business partners on issues that may be complex, technical, sensitive and time critical. You will provide services and stakeholder skills that go beyond assuring processes that provide a clean, safe and comfortable workplace that aligns with statutory facilities management related legislation and standards. You will lead a team that strives to improve the onsite experience, with a focus on exceptional client service, professionalism and innovation.

As the role provides site-based support, you will be required to work onsite during business hours. You will be at the core of onsite operations, working in a high-performing team and making a real impact every day.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

- is passionate and committed to providing consistently excellent client service and has proven experience in leading a professional team to excel
- works collaboratively, demonstrates high-level initiative and contributes ideas to promote continuous improvements
- builds strong professional relationships and engages with business partners across a range of complex Workplace Services matters, often requiring discretion and good judgement in a practical setting
- focuses on achieving business outcomes, good planning and the delivery of high-level service at all times
- is a sound communicator who tailors information to various audiences, including senior executives.

Eligibility
Notes

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

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To Apply

Position Contact	Natalie Glassey, (03) 8601 9663
Agency Recruitment Site	https://ato.nga.net.au/?jati=17B6798E-3874-0D02-3BE3-ED49C4EF1FDI

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Treasury

Vacancy VN-0772348

Australian Taxation Office

Closing Date:Thursday 17 September 2026

Enterprise Strategy and Design
Physical Security Management

Job Title	Security Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Wollongong NSW
Salary	$84,028 - $91,199
Future Merit Locations	Canberra, Wollongong
Office Arrangement	On Site
Office Arrangement Details	This role requires onsite attendance five days per week due to the need to access secure systems and handle classified information.
Classification	APS Level 4
Position Number	EXT_ESCO_703_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=26206596-A8EE-7337-5DBB-ED49C750AB25

Duties

We are seeking a motivated Security Adviser to join our Physical Security Management team.

As a Security Adviser, you will operate and maintain a range of high-security electronic systems to manage and control access to ATO sites, facilities, and sensitive information. You'll be working closely with internal stakeholders and security partners, you will help safeguard the integrity of security systems and contribute to maintaining a safe and secure work environment.

In this role, you will monitor security events, identify and investigate security incidents, and escalate breaches or irregularities as required. You will support incident response activities and assist in the coordination of appropriate security measures to mitigate risks.

You will be responsible for preparing operational reports, maintaining accurate security records and databases, analysing security-related data, and providing administrative support for physical security operations. You'll also help ensure compliance with the Protective Security Policy Framework (PSPF) and ATO security policies and procedures while delivering professional and responsive customer service to staff, contractors, and visitors.

Additionally, you may contribute to access control reviews, security audits, site inspections, and the implementation of security improvements. Through these activities, you will support the ongoing enhancement of the organisation’s physical security capability. This role requires strong attention to detail, sound judgement, effective problem-solving skills, and the ability to perform confidently in a dynamic operational environment.

This role requires onsite attendance five days per week due to the need to access secure systems, handle classified information, and manage high security systems for the ATO.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

• provides clear advice to stakeholders on security systems, policies, and procedures

• analyses data and undertakes preliminary reviews of security incidents

• works collaboratively in a dynamic, fast-paced team environment

• readily adapts to new systems, processes, and areas of knowledge

• has strong attention to detail and problem-solving skills.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Kelly Kamarul, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=26206596-A8EE-7337-5DBB-ED49C750AB25

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Treasury

Vacancy VN-0772366

Australian Taxation Office

Closing Date:Thursday 17 September 2026

Office of the Chief Tax Counsel
Public Advice and Guidance Governance

Job Title	Publishing Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Parramatta NSW, Newcastle NSW
Salary	$101,142 - $116,131
Future Merit Locations	Penrith, Sydney, Canberra, Parramatta, Newcastle
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_LDP_704_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=C5B89C3C-A21A-ACA5-E525-ED49C9A93F2B

Duties

We are seeking an experienced and motivated Publishing Officer to join our Law Publishing team.

As a Publishing Officer, you will play a key role in delivering high-quality public advice and guidance products. You'll undertake complex publishing and editorial work, apply publishing and accessibility standards, and contribute to the continuous improvement of publishing services and digital platforms.

You will also:

- provide expert advice on publishing standards, guidelines and brand requirements
- manage publishing workflows and competing priorities to meet business deadlines
- liaise with stakeholders to resolve complex publishing and editorial matters
- identify risks and opportunities to improve publishing processes, systems and services
- coach and support APS 4 and APS 5 staff.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

- has strong expertise in applying editorial, publishing and accessibility standards to complex content, ensuring high-quality and consistent publication outcomes

- communicates confidently and effectively, building productive relationships and providing advice to a range of stakeholders

- manages competing priorities, workflows and deadlines to deliver quality outcomes in a fast-paced environment

- applies an in-depth understanding of digital publishing technologies, systems and tools to support efficient and effective publishing services

- identifies risks and opportunities to improve publishing processes, practices and systems

- coaches and supports team members, fostering a collaborative, inclusive and high-performing team environment.

Qualifications in taxation, business, law or publishing are desirable but not essential.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Joanna Wilson, (02) 6216 1657
Agency Recruitment Site	https://ato.nga.net.au/?jati=C5B89C3C-A21A-ACA5-E525-ED49C9A93F2

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Treasury

Vacancy VN-0772314

Royal Australian Mint

Closing Date:Wednesday 16 September 2026

Royal Australian Mint
Executive Legal

Job Title	Legal Research Officer
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Deakin ACT
Salary	$80,495 - $86,246
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated
Classification	APS Level 4
Position Number	1490
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us/work-us

About the Mint

The Royal Australian Mint is a small government agency working within the Commonwealth Government Portfolio of the Treasury. The Mint is a non-corporate Commonwealth Entity and is listed under the *Public Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a world class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About the Role

The Royal Australian Mint's Legal Services Section is seeking a proactive and enthusiastic Legal Research Officer/ Paralegal to assist with a diverse range of legal matters including commercial law, employment law, contract and procurement support, privacy and freedom of information.

The Legal Research Officer/ Paralegal will contribute to technical excellence through research, analysis and knowledge sharing to support the delivery of high-quality advice to internal and external stakeholders. Drafting includes high-quality documents such as briefs, instruments, agreements, delegations, policies and correspondence.

In addition, the Legal Research Officer/ Paralegal plays a key role in delivering administrative and business support services within a busy and dynamic team. Working under limited direction, the position is responsible for managing administrative activities, maintaining accurate records and reporting systems, supporting financial and procurement processes, and contributing to informed decision-making through research and analysis.

The role requires sound judgement, attention to detail, and the ability to interpret and apply policies, procedures and legislative frameworks while providing high-quality support to achieve organisational outcomes.

Duties

1. Undertaking research relating to a wide range of matters including commercial, employment, privacy and information law.
2. Providing accurate, well-written and timely information and recommendations on the basis of this research.
3. Liaising with external agencies and stakeholders.
4. Drafting papers, reports and documents for internal stakeholders, the Board, executive and external parties. Critically evaluating data and ensuring that recommendations are supported by evidence.
5. Editing and formatting documents in line with the Australian Government style guide.
6. Supporting financial and procurement processes.
7. Carrying out administrative tasks, such as managing inboxes and drafting operating procedures.
8. Supporting the General Counsel and Senior Lawyer.

Eligibility

Security clearance

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

Qualifications

Previous experience in a Government Legal Section or private law firm is also highly regarded.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Work With Us page of the Mint Website at Work With Us | Royal Australian Mint

Please submit your application by **11:30pm** on **Wednesday 16 September 2026**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description

About the Royal Australian Mint

To Apply

Position Contact	Shan Gunawardena, 02 6202 6941
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0772336

Australian War Memorial

Closing Date:Wednesday 16 September 2026

Corporate Services Human Resources

Job Title	HR Reporting and Payroll Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$88,834 - $96,829
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 5
Position Number	26-127
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

As a member of the Human Resources Section the HR Reporting and Payroll Officer is responsible for managing accurate payroll processing, maintaining employee data, and assisting in the delivery of HR reports that support strategic decision-making. This role ensures compliance with relevant legislation, company policies, and internal controls while providing timely and reliable HR analytics.

Duties

Payroll Processing

Under general direction perform a range of activities related to the pay team’s work including:

- Calculate and process payroll transactions including commencements, cessations, leave, and superannuation for Memorial staff and ensure that HR personnel and payroll records are accurately maintained.
- Analyse information and data, investigate anomalies between payroll activities and apply corrective action and escalate more complex issues.
- Complete procedural and administrative payroll tasks and activities against established checklists and processes, with a high degree of accuracy.
- Assist with internal and external audits related to payroll and HR data.
- Prepare correspondence and payroll reports as required.
- Undertake assigned payroll projects.
- Foster and maintain effective working relationships with a range of internal and external clients.

HR Reporting and Analytics

Under general direction perform a range of HR reporting and analytics activities including:

- Assist in the maintenance of HR dashboards and reports (such as but not limited to headcount, turnover, workforce demographics).
- Analysing in data insights to support workforce planning and HR initiatives.
- Contributing to the development and continuous improvement of data collection, validation and reporting to ensure the accuracy and validity of data gathered.
- Support HR projects and initiatives through the provision of data analysis and reporting.

Eligibility

Position Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Skills and Qualifications

- Training or Qualifications in HR, Accounting, Business, or related field.
- Payroll processing and HR reporting experience.
- Experience with Aurion (payroll system) highly desirable.
- Experience with PowerBI (dashboarding reporting) desirable.
- Strong attention to detail and accuracy.
- Excellent communication and critical thinking skills.

Notes

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

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

To Apply

Position Contact	Joanne Wilson, (02) 6263 6669
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0772357

Australian War Memorial

Closing Date:Wednesday 16 September 2026

National Collection Art

Job Title	Assistant Curator, First Nations Art - Affirmative Measures (Aboriginal and Torres Strait Islander)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$79,125 - $96,829
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 4;APS Level 5
Position Number	26-128
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

Affirmative Measures - Aboriginal and Torres Strait Islander

This vacancy is open only to candidates who are Aboriginal and/or Torres Strait Islander people.

The Role

Under general direction and with professional supervision, the Assistant Curator, First Nations Art participates in the care, documentation and day-to-day administration of the Memorial's Art Collection, with a particular focus on First Nations art and artists. The position provides curatorial and administrative support for major First Nations (and non-First Nations) commissions and acquisitions and contributes to collection research and public programming. The role involves responding to enquiries and liaising with artists, clients, institutions, organisations, and community stakeholders; assisting with collection development; and undertaking a range of collection

management tasks using the Memorial's collection management systems. An important element of the position is supporting outreach and engagement with Aboriginal and Torres Strait Islander artists, communities and stakeholders across Australia.

Duties

Collection Management

- Assist with the care, custody, documentation and administration of the Art Collection.
- Maintain accurate collection records using the Memorial's collection management systems.
- Support collection storage, movement, audits, cataloguing, and related collection management and access activities.
- Manual handling and movement of a wide range of objects including but not limited to works on paper, framed works of art, and items from the National Collection.
- Contribute to the long-term care and preservation of collection items.

Curatorial Support

- Provide curatorial and administrative support for art commissions and acquisitions.
- Assist with collection research and the preparation of supporting documentation.
- Undertake duty curatorial role on rotation with Art Section colleagues.
- Contribute to collection development initiatives, particularly in relation to First Nations art.

Stakeholder and Artist Engagement

- Liaise with artists, cultural practitioners, institutions, organisations and community stakeholders.
- Respond to public and internal enquiries relating to the collection and First Nations art projects.
- Support outreach and relationship-building with Aboriginal and Torres Strait Islander artists, communities, and organisations across Australia.

Exhibitions and Public Programming

- Assist in the development and delivery of exhibitions, displays and public programs.
- Contribute to interpretive materials, publications, digital content, and public engagement activities.

Research and Documentation

- Undertake collection and artist research.
- Prepare reports, acquisition proposals, collection records, and other curatorial documentation.
- Support the documentation of commissions, acquisitions, and collection activities.

Collaboration and Project Support

- Work collaboratively with curatorial, registration, conservation, and digital teams.
- Support the coordination and delivery of collection, acquisition, and commission projects.
- Assist with project administration, scheduling, and stakeholder communication.
- Assist the broader Art Section as required.

Key Focus Areas

The role has a particular emphasis on:

- Aboriginal and Torres Strait Islander art and artists.
- Building and maintaining respectful relationships with First Nations communities.
- Supporting commissions and acquisitions that strengthen the representation of First Nations histories and experiences within the Memorial's collection.

Eligibility

- This role is an affirmative measure to support employment opportunities for Aboriginal and Torres Strait Islander peoples. This means only people who identify as Aboriginal or Torres Strait Islander are eligible to apply.
- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Mandatory Requirements

- Ability to obtain and maintain a Baseline security clearance

Notes

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

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

About the Australian War Memorial

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

To Apply

Position Contact	Alex Torrens, (02) 6243 4559
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0771383

Department of Veterans' Affairs

Closing Date:Thursday 24 September 2026

Open Arms – Veterans and Families Counselling
Clinical Governance & Programs

Job Title	Senior Program Officer & Senior Administrative Officer (Clinical/Non-clinical)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - WA WA, Various locations - SA SA, Various locations - TAS TAS, Various locations - NT NT
Salary	$104,898 - $119,116
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2026-5081
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Open Arms is the gateway for veterans and their families to access services that support mental health and wellbeing. Through a client-centred, trauma-informed and recovery-oriented approach, Open Arms delivers evidence-informed services designed to improve outcomes and quality of life for veterans and their families.

Senior Administrative Officer (Clinical/Non-clinical)

We are seeking a motivated and highly organised professional who thrives in a dynamic environment and enjoys balancing multiple priorities while delivering high-quality outcomes. You will be a strong communicator with excellent coordination and administrative skills, capable of building productive relationships with a diverse range of stakeholders across Open Arms and the broader Department. Comfortable working both independently and collaboratively, you will demonstrate sound judgement, initiative and attention to detail when managing projects, reporting activities and competing deadlines.

The ideal candidate will have experience supporting workforce capability, learning and development, program governance or related initiatives within a health, mental health, human services or government environment. You will bring strong organisational and project management skills, along with the ability to coordinate training activities, support capability planning, contribute to evaluation and continuous improvement processes, and provide practical solutions to complex challenges. An understanding of contemporary learning and development approaches and a commitment to evidence-based practice will be highly regarded.

Senior Program Officer

This role involves managing multiple competing priorities to support program assurance, governance and continuous improvement activities across Open Arms. The position requires strong skills in program management, governance, risk management, evaluation and stakeholder engagement, with the ability to provide sound advice and contribute to organisational objectives.

The successful applicant will work closely with colleagues across the Clinical Governance and Programs Directorate and may be required to support a range of program assurance and governance functions. Experience working in a mental health, health or human services environment and an understanding of evidence-based service delivery will be highly regarded.

Duties

Please refer to the Candidate Information Packs for list of duties.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory Requirements

Senior Administrative Officer (Clinical)

- Qualifications as a registered Psychologist / Occupational Therapist / Mental Health Registered Nurse with full AHPRA registration, OR
- Qualification as a Social Worker eligible for membership of the Australian Association Social Workers (AASW) and eligible to apply for Mental Health accreditation OR
- Qualifications as a Counsellor with a minimum Level 4 Australian Counselling Association registration.

Highly Desirable Requirements

Senior Administrative Officer (Clinical)

Highly desirable qualifications and/or previous experience in:

- learning and development, workforce capability or organisational development.

Senior Administrative Officer (Non-clinical)

Highly desirable qualifications and/or previous experience in:

- learning and development, workforce capability or organisational development, and
- project management.

Senior Program Officer

Highly desirable qualifications and/or previous experience in:

- project/program management.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Candidates will need to specify which role/s they are interested in the online application form when applying.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Thomas Purcell, thomas.purcell@dva.gov.au
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0772110

Department of Veterans' Affairs

Closing Date:Thursday 17 September 2026

Veteran, Family and Stakeholder Experience Group
Coordinated Client Support

Job Title	Complex Case Manager - Clinical
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Adelaide SA, Brisbane QLD, Townsville QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$104,898 - $119,116
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2026-5166
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Coordinated Client Support (CCS) Branch manages a range of programs and services to assist vulnerable clients to navigate DVA services and connect to supports to meet their wellbeing needs. Case management offered by CCS Branch is collectively referred to as the Client Support Program.

The Client Support Program (CSP) is a voluntary time limited case management program, which uses a clinical lens and trauma informed approach to support clients to meet their wellbeing needs. The program aims to streamline communication between clients, their families and DVA. Case management provides clients with a single or primary point of contact for all services within DVA and facilitates access to external support services.

The skills and case management experience of the Complex Case Manager (Clinical) will ensure consistency of the case management approach used in the Client Support Program.

Complex Case Managers (Clinical) will utilise their work history in case management settings, working with clients with mental health conditions, vulnerabilities and/or complex co-morbidities.

They will be experienced in considering the social determinants of health and wellbeing, and using the domains of wellbeing identified in the DVA Wellbeing Model, apply this knowledge to all aspects of case management practice including case reviews.

Complex Case Managers (Clinical) work collaboratively with key stakeholders to achieve positive outcomes for clients and stakeholders, building and sustaining relationships with internal, external and inter-departmental stakeholders.

Duties

- Act as a primary point of contact to case manage clients and/or coordinate access to services for clients allocated through the intake system. Undertake a range of client assessments including intake assessments and risk assessments.
- Assist clients to access the required information and support services for their health, mental health, and medical needs.
- Escalate high risk and high profile issues through EL1 Senior Clinicians and/or EL1 Assistant Directors to senior leadership.
- Liaise with internal stakeholders across all DVA business areas to build strong relationships and streamline access to benefits and services for case coordinated clients identified as being at risk and/or with complex multiple needs.
- Liaise with ex-service organisations, community groups, and service providers to facilitate service provision to case coordinated clients identified as being at risk and/or with complex multiple needs and encourage informal support networks.
- Link clients to appropriate mental health and other services, such as Open Arms Veterans & Families Counselling.
- Undertake representational duties including group presentations to internal and external stakeholders as required. Undertake representational duties including group presentations to internal and external stakeholders as required.
- Provide advice and coaching support to Coordinated Client Support Branch colleagues and other DVA staff, as required, to assist in managing challenging client presentations and risk escalations.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory Requirements

- Tertiary qualifications (Bachelor’s degree or higher) in a relevant health field including Nursing, Psychology, Occupational Therapy, or Social Work.
- At least 2 years of experience working as a case manager.

Desirable Requirements

- Registration with the Australian Health Practitioners Registration Agency (AHPRA), or eligibility for registration with the Australian Association of Social Workers (AASW).

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Nathan Hollingsworth, 0437 463 531
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0772292

Department of Veterans' Affairs

Closing Date:Thursday 10 September 2026

Policy and Research
Benefits Policy

Job Title	Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	$131,960 - $144,908
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	EXT-2026-5180
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Benefits Policy Branch provides policy advice to support the financial wellbeing and self-sufficiency of veterans and their families through access to income support, pensions, compensation and other entitlements and support services. The branch works across DVA and the whole of government to develop and cost new policy ideas, refine existing policy settings and to support broader work with our stakeholders in the Department and wider defence, veteran and veteran family community.

Within Benefits Policy Branch, Liability and Service Eligibility Policy (L&SE) Section is responsible for developing policy relating to the Commonwealth’s liability for a veteran’s injury, and the type of benefits that a veteran may be eligible for depending on the type of service they rendered.

Working with the L&SE section provides opportunities to liaise with various business areas within DVA, the Department of Defence, the Repatriation Medical Authority and other key stakeholders. This position will contribute to a range of duties, including the provision of high-level expert advice and support to the Director and Assistant Secretary on service eligibility and liability policy issues.

The applicant will prepare and deliver high quality and timely policy advice for the Minister for Veterans' Affairs and Defence Personnel, Commissioners, Senior Executives and service delivery teams primarily on policy issues related to the work of the section. They will lead the development,

design and implementation of new policy proposals and measures announced by Government, working across DVA and with partner agencies to ensure policy intent is delivered. Assistant Directors in Benefits Policy Branch work to challenge pre-existing policies to improve the services available to veterans and their families. These roles are instrumental in driving innovation, strategic thinking and positive change across DVA.

Successful applicants will be passionate about improving services for veterans and their families and will need to have outstanding oral and written communication skills, the ability to support productive working relationships, and build and maintain effective relationships with internal and external stakeholders. Successful applicants will need to work as a team player delivering high-quality work to short timeframes, particularly during peak periods.

Duties

- Managing team members
- Lead and contribute to strategic planning and project management relating to L&SE activities
- Guide the effective delivery of DVA programs through the provision of appropriate policy advice and materials
- Provide accurate, quality and timely advice to delegates of the Commissions, the Minister for Veterans' Affairs and Defence Personnel and other internal and external stakeholders on a range of liability and service eligibility issues
- Produce a range of high-level artefacts, including internal and external communication documents, Ministerial correspondence and training and briefing materials for a diverse range of audiences
- Support elements of DVA’s responses to the Royal Commission into Defence and Veteran Suicide
- Work closely across the Department and with stakeholders to deliver on elements of the DVA legislative reform agenda and manage ongoing implementation and enhancements to these reforms
- Gather and analyse data and research to formulate, develop and review technical advice in specific areas of policy
- Build collaborative relationships with internal and external stakeholders to seek feedback on, or contributions to, policy development projects
- Plan, prepare and implement new Government policies, such as Budget measures, including development of New Policy Proposals
- Provide briefing support for the Secretary, Senior Executive and Commissioners on relevant issues.
- Assistant Directors may also need to contribute to the work undertaken by the other areas of the department as needs arise.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- Any successful candidate external to DVA offered employment will be required to undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- Any successful candidate will also be required to obtain and/or maintain, a baseline Vetting (AGSVA) security clearance as a minimum.

Notes

This recruitment process may be used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Please note interviews may not be conducted, and assessment may be based on application and referee report only.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

We welcome people with diverse skills, experiences and perspectives. DVA is committed to building a workforce that reflects the community we serve and encourages applications from:

- Veterans and former Australian Defence Force members, whose skills and experience are highly valued across the APS
- Aboriginal and Torres Strait Islander peoples
- People with disability
- People who identify as LGBTQIA+
- People from culturally and linguistically diverse backgrounds

We are a Veteran Employer of Choice! This means you benefit from a workplace actively supporting veterans and families of veterans – one that understands and values military experience. You’re joining an organisation publicly recognised for its commitment to fostering veteran-friendly employment pathways and long-term career success.

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

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To Apply

Position Contact	Jude van Konkelenberg, 0436 643 405
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0772298

Department of Veterans' Affairs

Closing Date:Thursday 17 September 2026

Open Arms – Veterans and Families Counselling
Clinical Operations

Job Title	Practice Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Wodonga VIC
Salary	$85,610 - $91,309
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 4
Position Number	EXT-2026-5172
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

A Practice Officer assists in front line of customer service for clients accessing services from Open Arms Veterans and Families Counselling. This customer service role greets people in person (at front reception) or via telephone. In addition, they provide operational and administrative support to the regional clinical service delivery staff to ensure quality services to the veteran and families community.

We are looking for someone who can provide exceptional face to face and telephony customer service, work in a team environment and attend to detail in complex administrative tasks involving unique software and workflows.

The Practice Officer must be able to work under supported direction, and in accordance with relevant legislation, policies and standard process, to undertake a range of administrative and strategic activities that support the regional team and stakeholders.

Practice Officers undertake functions in office management and service delivery operations and support. Practice Officers may work across multiple functions and service delivery streams and will need to demonstrate flexibility.

Duties

- Provide front of house and administrative support across all service delivery streams inclusive of data entry and record keeping.
- Provide first escalation point for clients, contracted health providers and external stakeholder queries.
- Coordinate the administrative requirements for client referrals to both internal and external providers. This includes managing data, correspondence and client information between internal and external referral platforms and client management systems.
- Coordinate the administrative requirements for group programs and workshops.
- Provide assistance with administrative induction and training of new employees and contracted health providers.
- Undertake financial management activities including drafting procurement documentation, processing invoices, reconciling payments and tracking financial expenditure.
- Provide office management support for centre and regional satellite property resources, assets, IT and travel requirements.
- Support the Practice Manager in reporting quality assurance, compliance, audits, reports and operational data.
- Build rapport and maintain key stakeholder relationships.
- Support workplace practices in line with policies of Occupational Health and Safety, Workplace Diversity, the Australian Public Service Values and Employment Principles, and Code of Conduct.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- Any successful candidate external to DVA offered employment will be required to undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- Any successful candidate will also be required to obtain and/or maintain, a baseline Vetting (AGSVA) security clearance as a minimum.

Mandatory Requirements

- Currently hold or ability to obtain a Working with Children check.

Notes

This recruitment process may be used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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

We welcome people with diverse skills, experiences and perspectives. DVA is committed to building a workforce that reflects the community we serve and encourages applications from:

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To Apply

Position Contact	Rhys Bevan, 0476 863 742
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772141

Australian Energy Regulator

Closing Date:Sunday 13 September 2026

Legal, Corporate and Information Services
Corporate Services

Job Title	Director, Enterprise Project Management Office
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA
Salary	$148,287 - $173,778
Future Merit Locations	Canberra, Sydney, Melbourne, Brisbane, Adelaide
Office Arrangement	Hybrid
Office Arrangement Details	Employees are required to work in the office a minimum of 2 days per week
Classification	Executive Level 2
Position Number	AER0675
Agency Website	http://www.aer.gov.au/

Job Description

https://www.aer.gov.au/about/careers/current-vacancies?

As Director, you will lead the Enterprise Project Management Office (EPMO) to strengthen project governance, enterprise change, and organisational decision-making. The role provides strategic advice, drives governance maturity and continuous improvement, and leads a small team to deliver consistent project management standards aligned with organisational priorities.

Duties

- Lead and coach a small team to deliver project management standards and build capability.
- Provide expert advice on project governance, assurance, and delivery approaches.
- Oversee project documentation, governance processes, and decision-making frameworks.

- Support key governance forums through high-quality secretariat and governance services.
- Design and continuously improve agency-wide governance and project management frameworks.
- Drive governance maturity, change initiatives, and AI-enabled improvements across Corporate Services.
- Build strong stakeholder partnerships and deliver effective change management outcomes.
- Demonstrate sound judgement, leadership, communication, and adaptability in a changing environment.

We invite applications from people with the following experience, skills and attributes:

- Demonstrated experience developing and improving governance, project management, and operating frameworks.
- Strong strategic thinking with the ability to identify issues and implement practical, fit-for-purpose solutions.
- Excellent stakeholder engagement skills, including influencing, negotiating, and supporting senior leaders and boards.
- Highly developed communication skills, with experience preparing high-quality briefs, papers, minutes, and governance documentation.
- Proven leadership capability, including coaching, developing, and fostering an inclusive team culture.
- Sound judgement, risk management, prioritisation, and delivery skills in fast-paced environments.
- Strong technical aptitude, including experience with enterprise systems such as TechnologyOne, Atlassian, and Microsoft products.

Eligibility

- Australian Citizenship – our successful candidate must be an Australian Citizen
- Security clearance – our successful candidate is required to hold, or have the ability to obtain and maintain a security clearance at the required level
- Employment check – your suitability for employment will be assessed through a screening process.

Notes

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About the Australian Energy Regulator

The Australian Energy Regulator (AER) works to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. We regulate electricity networks and covered gas pipelines, in all jurisdictions except Western Australia. We set the amount of revenue that network businesses can recover from customers for using these networks. From 1 July 2026, the AER structurally separated from the Australian Competition and Consumer Commission (ACCC) and transitioned into a standalone non-corporate Commonwealth entity with its

own accountable authority, staff and budgetary control. The separation of the AER from the ACCC is a significant regulatory reform aimed at improving the governance and operational autonomy of the AER.

To Apply

Position Contact	Sebastian Purcell, Sebastian.Purcell@aer.gov.au
Agency Recruitment Site	https://www.aer.gov.au/about/careers/current-vacancies?

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772249

Australian Institute Of Marine Science

Closing Date:Sunday 06 September 2026

Job Title	Finance Officer - Accounts Payable
Job Type	Full-Time, Non-Ongoing
Location	Townsville QLD
Salary	-
Future Merit Locations	Townsville
Office Arrangement	On Site
Office Arrangement Details	Flexible Work Arrangements considered including hybrid working (where suitable)
Classification	APS Level 3
Position Number	22100
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description https://careers.aims.gov.au/page.php?pageID=160&windowUID=0&AdvertID=925611

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

We are seeking a detail-oriented and organised Finance Officer - Accounts Payable to join our team on a **temporary 3-month contract** for an immediate start. This role is ideal for an experienced finance professional who thrives in a fast-paced environment and is committed to delivering accurate and timely financial services.

You will play a key role in supporting the organisation's financial operations through the effective administration of accounts payable functions, supplier payments, reconciliations, banking transactions, financial reporting, and record management. You can expect to be responsible for:

- Processing and verifying supplier invoices, ensuring compliance with GST legislation and internal policies.
- Managing domestic and international supplier payments in accordance with approved processes and payment terms.
- Uploading and processing invoices within TechnologyOne/EziScan.
- Performing daily bank reconciliations and process banking transactions.
- Preparing bank journals, month-end reconciliations, and journal entries.
- Creating invoices and receipts and assisting with end-of-month reporting.
- Maintaining accurate financial records and support audit and compliance requirements.
- Ensuring all transactions are authorised and processed in accordance with organisational delegations and procedures.

Eligibility

About you

We are seeking an individual who thrives in a high-volume environment. You will be an experienced financial professional with a background in accounts payable, invoice processing, reconciliations, and banking transactions, and have a minimum Certificate IV in Business Administration or a related field, or equivalent experience. You will have strong attention to detail, sound knowledge of accounting principles, and the ability to manage competing priorities while maintaining accuracy and compliance.

You are confident using financial systems and applications, with experience in TechnologyOne, Expense8, EzeScan, CTM, or similar systems would be highly advantageous. A collaborative team player, you build positive working relationships and contribute to delivering high-quality financial services.

Notes

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

- AIMS AOF Level 3 (3.1-3.5) salary ($51.54 to $58.07 per hour) inclusive of 25% casual loading
- Full-time, 3-month Temporary (Labour hire) opportunity.
- Located in Townsville (Qld)
- Flexible Work Arrangements considered including hybrid working (where suitable)
- Generous and supportive leave entitlements
- Access to Commuter car fleet arrangements to travel to site (in Townsville only)
- Employee Assistance Program

Discover more about Working at AIMS | AIMS.

Please note:

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

Next Step

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

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

Position enquiries are to be directed to Kathrine Osborne, Senior Finance Accountant at KM.Osborne@aims.gov.au. *Applications must be made through our website per above.*

Applications close: SUNDAY, 06 SEPTEMBER 2026 (11.45PM, AEST).

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

About the Australian Institute Of Marine Science

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

To Apply

Position Contact	Kathrine Osborne, 0747534444
Agency Recruitment Site	https://careers.aims.gov.au/page.php?pageID=160&windowUID=0&Adve

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772256

Bureau of Meteorology

Closing Date:Monday 14 September 2026

Data & Digital
Observing Systems & Operations

Job Title	Field Service Technician
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$88,834 - $96,829
Future Merit Locations	Adelaide
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	60014507
Agency Website	

Job Description

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

We are seeking enthusiastic and qualified Electronics, Electrical, Instrumentation or Telecommunications Technicians or Engineers, ideally with previous field experience.

Who are you?

You have an appetite for working in remote locations, so a willingness to travel is essential.

You are a suitably qualified team player who likes to get hands-on in the field, and the prospect of seeing many parts of Australia excites you.

Who are we?

The Observing Operations Hubs are the Bureau of Meteorology's Technical Operations centres comprising of 8 Hubs, one in each capital city and Cairns.

Staff based at the Observing Operations Hub travel far and wide and into remote areas, utilising 4WD's, planes, boats, and helicopters to maintain service delivery within the various instrumentation networks. This includes:

• Rain Radars

• Automatic Weather Stations (AWS)

• Upper-Air monitoring systems (sounding balloons)

• Sea Level Monitoring Stations

• Wave and Wave height buoys

• Satellite ground reception and space weather instruments

• Flood warning/rainfall monitoring systems

• Cooperative observers, volunteer rainfall stations

• Communications, telemetry, and instrumentation systems

We are part of a national maintenance workforce and there is the opportunity to travel to other parts of Australia.

We offer specialised, in-house competency-based training on all our equipment and will ensure you have the necessary tools and skills to undertake this work.

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety, and wellbeing of all our staff.

Staff in our Hubs are mentored and supported by a Hub Manager and various Team leads.

Duties

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

• Maintenance & Operations: Undertake routine and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment. Verify the performance of

meteorological instruments against calibrated reference standards. At a medium level of difficulty, take, record and report observations from meteorological systems. Undertake site inspections, document the meteorological exposure, and maintain associated records.

• Asset and Service Management: Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.

• Documentation & Record Keeping: Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores, and stock control.

• Travel & Incident Response: Regular travel away from your home base by air, sea and road is an essential part of this role. Field work and incident response support may require working outside of normal business hours including weekends, for which over-time and other allowances may be payable.

• Supervision: Mentor, manage, supervise, and develop staff.

• Data Quality: Manage Observing network data quality through remote monitoring. Diagnose and triage faults within the Observing networks as they arise.

• Liaison and Representation: Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.

• Quality Management: Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation, and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.

• Compliance: Comply with all relevant legislation, policies, procedures, and guidance in the course of your work.

• Diversity & Inclusion: Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.

• WHSE: Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors, and visitors who may be affected by your conduct.

• Technical Competency: Required to obtain technical foundational skills across observing networks with provided on the job training. Commitment to ongoing training, expanding, and maintaining individual technical competency.

• Other relevant duties as required, within the scope of the employee’s training, capability, and role expectations.

Eligibility

• A Certificate III (AQF Level 3 or above) electronics or electrical from an Australian educational institution, OR

• A comparable overseas qualification, which is appropriate to the duties, OR

• Relevant experience and training, which enables the employee to competently perform the duties at this level, OR

• Other comparable qualifications, which are appropriate to the duties

Notes

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

About the Bureau of Meteorology

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To Apply

Position Contact	Frank Mangeruca, Hub Manager, 0477 610 783
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772312

Bureau of Meteorology

Closing Date:Wednesday 16 September 2026

Community Services
Environmental Prediction Services

Job Title	Manager, Climate Environmental Prediction Services
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$160,063 - $170,882
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements.
Classification	Executive Level 2
Position Number	60015898
Agency Website	

Job Description

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

Australia is increasingly affected by climate change, creating a growing need for climate analysis and forecasting services to support community safety and resilience.

To meet this need, the Community Services Group (CSG) delivers customer-focused, integrated and resilient operational services across Australia. CSG comprises Environmental Prediction Services (EPS), Decision Support Services (DSS) and National Production Services (NPS), enabling the delivery of a wide range of products and services that provide significant value to the Australian community.

The Manager Climate Environmental Prediction Services sits within the Community Services Group. The successful candidate will have a unique opportunity to lead the bureau's climate service capability and provide critical direction to a team of climate experts as part of the bureau's national operation.

The Manager Climate Environmental Prediction Services will lead multidisciplinary teams to deliver consistent high-quality climate related environmental prediction products and support the bureau's decision support services to deliver tailored advice to decision makers and customers in Industry, Government, Emergency Management and the Australian Community. They will drive innovation and scientific excellence to deliver impact-based services and put customers and their needs at the centre of bureau operations.

Duties

The Manager Climate Environmental Prediction Services will lead the team responsible for the delivery of national climate services. Responsibilities include, but are not limited to:

1. Strategic leadership and management of three Climate teams ensuring seamless and coherent connections between teams, across CSG and the wider bureau.

2. Confidently leading geographically distributed staff, to ensure effective resource management, workforce planning, and management of staff development, wellbeing and performance.

3. Support the General Manager EPS in Program level strategy and management including change management.

4. Accountability for the delivery, quality assurance, performance reporting and monitoring of all the climate services and associated product lifecycle management.

5. Responsible for ensuring we meet Commonwealth, State and Territory obligations, including the Australian Climate Service and the Water Act.

6. Leading customer-driven Climate and Water related projects, managing to time, scope and budget, with acute attention to managing risk and stakeholder and customer relationships.

7. Performing as a bureau spokesperson during pre-season or high-end weather events or as otherwise required including appearing at Senate Estimates.

8. Resilience to excel in high pressure, complex and dynamic operating environments, supporting the bureau, our customers and partners during significant weather events outside the scope of standard working hours.

9. Demonstrating commitment to APS Values, Employment Principles, Code of Conduct and the bureau's Social Justice Strategy

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

Eligibility
Notes

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

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To Apply

Position Contact	Matt Collopy, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772381

Bureau of Meteorology

Closing Date:Thursday 17 September 2026

Services and Infrastructure Management
Data and Digital

Job Title	Senior Network Engineer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$121,755 - $132,713
Future Merit Locations	Melbourne
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	Executive Level 1
Position Number	60019138
Agency Website	

Job Description

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

The Bureau is seeking a Senior Network Engineer to join the Network Sustainment team. The team delivers project outcomes that enhance the Bureau's network capability and maintain the lifecycle of critical infrastructure across a geographically distributed environment. Network Sustainment works closely with the Network Operations team to ensure changes are designed for reliability and supportability, and to collaborate on operational issues when required.

This role is responsible for end-to-end technical delivery, from early scoping and solution design through implementation, validation, and transition to operations. The role involves both hands-on physical work and logical configuration. The Bureau's network spans corporate sites, operational facilities across Australia, remote monitoring locations, and data centre environments; occasional travel will be required.

The position suits a solution-oriented engineer who can identify constraints early, develop practical options, and provide clear recommendations that balance risk, cost, standards, and operational impact.

Duties

This role will be responsible for:

- Individually or as part of a project team, plan and deliver network infrastructure sustainment and uplift projects end-to-end, including scoping, design, implementation, validation and transition to operations. Working across Bureau data communications systems including telecommunications links, network infrastructure, network management systems, voice systems, and a hybrid vendor-managed and in-house network environment.
- Implement and support changes to the Bureau’s network infrastructure across corporate, operational, remote monitoring and data centre environments, including physical works (racking/stacking, cabling and patching) and logical configuration changes.
- Provide technical advice, options and recommendations on network designs and implementation strategies, including clear communication of risk, impact and dependencies.
- Collaborate with stakeholders across the broader ICT function and other business areas to align technical solutions with operational requirements.
- Produce and maintain technical documentation and implementation artefacts, and contribute to knowledge transfer and training as required.
- Participate in change and incident management processes, including incident resolution, root cause analysis and preventative improvement, applying ITIL-based ITSM practices.
- Occasional work outside of standard hours and participation in an on-call roster may be required depending on project and operational workloads.
- Demonstrate an understanding of the APS Values and Code of Conduct and a commitment to their implementation in the workplace.
- Comply with all Bureau work health and safety policies and procedures, take 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 degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Highly Desireable:

- Information Technology related qualifications including technology certifications (such a Cisco CCNP or equivalent).
- Prince2 and ITIL certifications are highly desirable.

Notes

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

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To Apply

Position Contact	Guannan Su, 03 9669 4779
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772129

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

Closing Date:Friday 18 September 2026

Parks Australia
Science & Australian National Botanic Gardens Australian National Botanic Gardens

Job Title	Assistant Director – Conservation Horticulture & Nursery Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$129,106 - $138,861
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	Executive Level 1
Position Number	2026/1845
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=2424DF21-BAEB-774D-6B15-ED38141B8D13

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia, and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels. Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia.
- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving.

- Providing scientific support for Protected Areas policy and Park Management Plans.
- Managing the Australian National Botanic Gardens, home to our Branch and the nation’s largest living collection of native plants.
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes.
- Facilitating research and science capacity building and education.
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation.
- Climate adaption and policy for Parks Australia.
- Evaluation and reporting to understand management effectiveness and performance of our parks, gardens and agency.
- Data and information systems services for Parks Australia.

The Australian National Botanic Gardens (ANBG) is the nation's most diverse collection of Australian native plants. We directly contribute to safe-guarding Australia's plant species from extinctions and are responsible for leading, building and sharing knowledge of our Australian flora. The ANBG works closely with biodiversity science programs - the Australian Biological Resources Study, the Centre for Australian National Biodiversity Research, the National Seed Bank, and Biodiversity Informatics - in partnerships for research, for management of physical and digital biological collections, and for management of fundamental national biodiversity data and information accessed nationally and internationally. The ANBG works closely with other Commonwealth parks to support plant conservation initiatives. The ANBG is uniquely placed to provide holistic solutions for national plant conservation, with combined expertise in, and specialist science facilities for: botanical taxonomy, evolution and systematics, seed biology and horticulture. The Australian National Botanic Gardens (ANBG) in Canberra is a leading national institution for the conservation, study, and display of Australian native flora. For more information about us please visit our website.

Duties

The Conservation Horticulture & Nursery team are dedicated horticulturalists working on the conservation of Australian native plants through determining propagation and growing requirements. The team grows plants for ex-situ conservation and showcasing in the ANBG as part of the world's most diverse collection of Australian flora, which includes tropical, temperate and sub-alpine species. We also have an increasing focus on collaborative conservation projects to recover threatened species in the wild. The Assistant Director leads the Conservation Horticulture and Nursery team, setting priorities in an operational environment, fostering a positive and high-performing team culture, and driving innovative approaches to conservation horticulture. The role is ideally suited to an experienced leader with a genuine passion for practical horticulture conservation. This is a busy role in a rewarding environment within a nationally significant institution that welcomes visitors seven days a week. We are seeking an energetic and supportive leader who thrives in a dynamic environment, can effectively balance priorities, inspire a high-performing team, and champion innovative approaches to conservation horticulture. The successful candidate will also work collaboratively across the ANBG to deliver shared outcomes and advance the Gardens' mission.

In this role you will be responsible for:

- Leading and managing the Conservation Horticulture & Nursery team, fostering a collaborative, high-performing culture and building staff capability, including line management of team members and oversight of daily operations.

- Planning and delivering nursery operations, including annual work programs, budgets, and continuous improvement of horticultural practices.
- Overseeing the botanical aspects of the Ian Potter National Conservatory and ensuring that the horticultural displays are appropriate for a major new attraction at a national institution.
- Providing expert horticultural advice to support the living collection and conservation programs, including input into the design, coordination, and reporting of conservation and horticultural projects, as well as contributing to publications.
- Participating in the ANBG leadership team and contributing to ANBG leadership priorities, including implementation of the Management Plan and Living Collection Strategy.
- Ensuring accurate plant propagation and performance records, maintaining data integrity across systems.
- Managing horticultural infrastructure and environmental systems to meet operational requirements.
- Collaborating across ANBG teams to plan and deliver propagation programs for diverse Australian native species.
- Representing ANBG as a subject matter expert and engage stakeholders through professional networks and public activities.
- Promoting and ensuring compliance with WHS and emergency management requirements.

Desirable qualifications

- A Certificate IV or higher qualification in Horticulture or equivalent is highly desirable.
- Minimum 10 years’ experience in nursery operations.
- Construction Induction White Card (or willingness to obtain).

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Additional requirements

- 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 you may be required to perform occasional out-of-hours and weekend work.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department’s uniform policy.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

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

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

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

Notes

We currently have one vacancy available for immediate filling in Canberra ACT. A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

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

To Apply

Position Contact	Matthew Parker, 0403 989 769
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=2424DF21-BAEB-774D-6B15-ED381

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772182

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

Closing Date:Friday 11 September 2026

Parks Australia
Kakadu National Park KNP Management / Country / Gamba Grass Project

Job Title	Gamba Program Coordinator (Affirmative Measure – Indigenous Employment)
Job Type	Full-Time, Non-Ongoing
Location	Kakadu NT
Salary	$99,734 - $112,044
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 6
Position Number	2026/1891
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=8A725220-B3EE-1CFE-8D69-ED38504458CD

Affirmative measure employment - Indigenous employment

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 Islander people.

If you are found suitable and offered a position, you will need to provide evidence of your eligibility for affirmative measure employment when the formal written offer is made.

For more information about affirmative measure employment, see Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants | Australian Public Service Commission.

Who we are

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Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

The Country Section is responsible for the protection of the Kakadu National Park's biodiversity assets and natural values. The section does this by providing strategic advice and support to the operations section on fire, feral and weed management, managing Country through a significant fire programme; implementing and assisting significant species projects; responding to the threat of climate change; data and knowledge management; and planning. The section is an important part of creating an inclusive cross-cultural working environment.

Duties

Under the limited supervision from the Manager of the Country Section and in accordance with the Lease Agreement, Kakadu Plan of Management and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) implement targeted treatment and monitoring actions for gamba grass across Kakadu National Park following the KNP Gamba Grass Eradication Plan 2022-2026 (The Plan).

The duties will include:

- Coordinating the implementation, monitoring and reporting of a comprehensive weed eradication plan, including using the MERIT system to achieve the objectives set out in The Plan.
- Leading the preparation and implementation of overarching operational plans and works plans focused on each of the management areas in The Plan, especially gamba surveys, gamba treatment, and weed spread prevention activities.
- Contribute to increased coordination and planning for other grassy weed surveys, treatment and prevention.
- Planning and coordinating dedicated project staff, other KNP staff, Djurrubu rangers (where required), contractors and volunteers, including submission of timesheets.
- Overseeing data collection, validation and analysis for the production of maps and summary reports, and to monitor treatment effectiveness, weed spread/invasion pathways, and change in gamba extent.
- Leading the preparation and delivery of a weed spread prevention plan, involving delivery of a communication campaign focused on weed identification, reporting, and improved weed hygiene.

- Assisting with the preparation and implementation of agreements with industry (e.g., graziers), government (e.g., roads and transport) and other stakeholders (e.g., park neighbours), to encourage the adoption of best practice weed spread measures.
- Participation in weed inspections of vehicles and other equipment and facilities inside and outside the park.
- Leading the procurement and management of contracts (e.g., helicopter services, weed control contractors, workshop facilitators).
- Leading the communication of progress and issues to key stakeholders including the project working group, funding body, Traditional Owners, Parks Staff and Kakadu community, and other interested groups.
- Consulting and liaising with Aboriginal Traditional Owners, park staff, scientists, contractors, and other internal and external stakeholders on gamba grass best practice monitoring and management.
- Providing supervision, training and mentoring to staff in a cross-cultural environment and in periods of change in accordance with the Australian Public Service policies and guidelines.
- Supporting the implementation of the principles of joint management with Aboriginal Traditional Owners and staff and contribute to the development of an effective cross-cultural workplace.
- Implementing the Department’s Risk Management Policy to maintain a safe and healthy work environment.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Additional requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- 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.
- Meet physical fitness minimum standards to undertake work within the role including firefighting as needed.
- Note that relocation assistance is subject to negotiation.
- Note that the physical requirements of the role(s) involve a combination of outdoor and office-based work.
- 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.
- The ability to obtain and maintain a working with children and vulnerable people check.
- 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.

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

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

Notes

We currently have one vacancy available for immediate filling. A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

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

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

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

To Apply

Position Contact	Jessica Sabatino, 0407 751 701
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=8A725220-B3EE-1CFE-8D69-ED385

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772184

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

Closing Date:Friday 11 September 2026

Parks Australia
Kakadu National Park KNP Management / Country / Gamba Grass Project

Job Title	Gamba Program Coordinator (Identified)
Job Type	Full-Time, Non-Ongoing
Location	Kakadu NT
Salary	$99,734 - $112,044
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 6
Position Number	2026/1929
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=8988E7CE-1676-E490-39C7-ED385045FD27

Identified position

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

Who we are

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors

travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

The Country Section is responsible for the protection of the Kakadu National Park's biodiversity assets and natural values. The section does this by providing strategic advice and support to the operations section on fire, feral and weed management, managing Country through a significant fire programme; implementing and assisting significant species projects; responding to the threat of climate change; data and knowledge management; and planning. The section is an important part of creating an inclusive cross-cultural working environment.

Duties

Under the limited supervision from the Manager of the Country Section and in accordance with the Lease Agreement, Kakadu Plan of Management and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) implement targeted treatment and monitoring actions for gamba grass across Kakadu National Park following the KNP Gamba Grass Eradication Plan 2022-2026 (The Plan).

The duties will include:

- Coordinating the implementation, monitoring and reporting of a comprehensive weed eradication plan, including using the MERIT system to achieve the objectives set out in The Plan.
- Leading the preparation and implementation of overarching operational plans and works plans focused on each of the management areas in The Plan, especially gamba surveys, gamba treatment, and weed spread prevention activities.
- Contribute to increased coordination and planning for other grassy weed surveys, treatment and prevention.
- Planning and coordinating dedicated project staff, other KNP staff, Djurrubu rangers (where required), contractors and volunteers, including submission of timesheets.
- Overseeing data collection, validation and analysis for the production of maps and summary reports, and to monitor treatment effectiveness, weed spread/invasion pathways, and change in gamba extent.

- Leading the preparation and delivery of a weed spread prevention plan, involving delivery of a communication campaign focused on weed identification, reporting, and improved weed hygiene.
- Assisting with the preparation and implementation of agreements with industry (e.g., graziers), government (e.g., roads and transport) and other stakeholders (e.g., park neighbours), to encourage the adoption of best practice weed spread measures.
- Participation in weed inspections of vehicles and other equipment and facilities inside and outside the park.
- Leading the procurement and management of contracts (e.g., helicopter services, weed control contractors, workshop facilitators).
- Leading the communication of progress and issues to key stakeholders including the project working group, funding body, Traditional Owners, Parks Staff and Kakadu community, and other interested groups.
- Consulting and liaising with Aboriginal Traditional Owners, park staff, scientists, contractors, and other internal and external stakeholders on gamba grass best practice monitoring and management.
- Providing supervision, training and mentoring to staff in a cross-cultural environment and in periods of change in accordance with the Australian Public Service policies and guidelines.
- Supporting the implementation of the principles of joint management with Aboriginal Traditional Owners and staff and contribute to the development of an effective cross-cultural workplace.
- Implementing the Department’s Risk Management Policy to maintain a safe and healthy work environment.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Additional requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- 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.
- Meet physical fitness minimum standards to undertake work within the role including firefighting as needed.
- Note that relocation assistance is subject to negotiation.
- Note that the physical requirements of the role(s) involve a combination of outdoor and office-based work.
- 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.
- The ability to obtain and maintain a working with children and vulnerable people check.
- 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.

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

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

Notes

We currently have one vacancy available for immediate filling. A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

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

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

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

To Apply

Position Contact	Jessica Sabatino, 0407 751 701
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=8988E7CE-1676-E490-39C7-ED385(

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772231

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

Closing Date:Sunday 20 September 2026

Portfolio Strategy
National Security and International Coordination Intelligence Engagement Section

Job Title	Assistant Director - Intelligence Policy
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$129,106 - $138,861
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	Executive Level 1
Position Number	2026/1825
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=DB886517-EB69-864E-CECC-ED388B73945F

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

The National Security and International Coordination Branch influences Australia’s national security agenda on issues relevant to DCCEEW and establishes a strategic and cohesive approach to international engagement.

The Intelligence Engagement Section leads the department’s engagement with the National Intelligence Community. Our mission is to ensure that DCCEEW’s decision-making and policy advice to ministers are informed by the best available intelligence. We achieve this by providing

intelligence products, briefs and read services to our executive and divisions, connecting DCCEEW line areas with intelligence partners, and supporting line areas to commission intelligence requests.

For more information about us please visit our website.

Duties

- Lead a team to deliver intelligence services and maintain team processes in accordance with classified information handling requirements.
- Build and sustain strong internal and external relationships to understand stakeholder intelligence needs and position the team as a trusted source of strategic advice.
- Analyse, synthesise and communicate intelligence and contextual information from diverse sources to explain the geostrategic and national security environment, including implications, risks and opportunities for DCCEEW's portfolio.
- Prepare briefing materials, including to Ministers and Senior Executive, to support DCCEEW's contribution to whole-of-government economic security, national security and foreign policy outcomes.
- Support intelligence governance frameworks and enable policy and program areas to effectively access, interpret and apply intelligence in their work.

Noting the regular requirement to engage in classified materials, this role is Canberra-based and is well-suited to individuals who enjoy working in an office environment.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

Security Clearance - this position requires a **Negative Vetting Level 2** or ideally **Positive Vetting / Top-Secret Privileged Access** security clearance. You will be required to obtain and maintain a clearance at this level.

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

Desirable qualifications

- International studies, geopolitics, economics, business or other technical 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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

To Apply

Position Contact	Cameron Colebatch, 0403 149 762
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=DB886517-EB69-864E-CECC-ED38

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772233

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

Closing Date:Sunday 20 September 2026

Portfolio Strategy
National Security and International Coordination Intelligence Engagement Section

Job Title	Intelligence Senior Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,734 - $112,044
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 6
Position Number	2026/1820
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=01E5A955-B55C-A5EE-B337-ED388B8D4881

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

The National Security and International Coordination Branch influences Australia’s national security agenda on issues relevant to DCCEEW and establishes a strategic and cohesive approach to international engagement.

The Intelligence Engagement Section leads the department’s engagement with the National Intelligence Community. Our mission is to ensure that DCCEEW’s decision-making and policy advice to ministers are informed by the best available intelligence. We achieve this by providing intelligence products, briefs and read services to our executive and divisions, connecting DCCEEW line areas with intelligence partners, and supporting line areas to commission intelligence requests.

For more information about us please visit our website.

Duties

- Build and sustain strong internal and external relationships to understand stakeholder intelligence needs and position the team as a trusted source of strategic advice.
- Analyse, synthesise and communicate intelligence and contextual information from diverse sources to explain the geostrategic and national security environment, including implications, risks and opportunities for DCCEEW's portfolio.
- Deliver intelligence services and maintain team processes in accordance with classified information handling requirements.
- Prepare briefing materials, including to Ministers and Senior Executive, to support DCCEEW's contribution to whole-of-government economic security, national security and foreign policy outcomes.
- Support intelligence governance frameworks and enable policy and program areas to effectively access, interpret and apply intelligence in their work.

Noting the regular requirement to engage in classified materials, this role is Canberra-based and is well-suited to individuals who enjoy working in an office environment.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

Security Clearance - this position requires a **Negative Vetting Level 2** or ideally **Positive Vetting / Top-Secret Privileged Access** security clearance. You will be required to obtain and maintain a clearance at this level.

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

Desirable qualifications

- Qualifications related to international studies, geopolitics or other relevant fields.

Notes

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

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

To Apply

Position Contact	Cameron Colebatch, 0403 149 762
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=01E5A955-B55C-A5EE-B337-ED388

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772331

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

Closing Date:Wednesday 23 September 2026

Parks Australia
Science & Australian National Botanic Gardens Australian National Botanic Gardens

Job Title	Plant Records Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$80,371 - $87,496
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 4
Position Number	2026/886
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=90A88BCB-3624-4BB5-B325-ED388A44E8A1

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia, and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels.

Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia

- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving
- Providing scientific support for Protected Areas policy and Park Management Plans
- Managing the Australian National Botanic Gardens, home to our Branch and the nation’s largest living collection of native plants
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes
- Facilitating research and science capacity building and education
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation
- Climate adaption and policy for Parks Australia
- Evaluation and reporting to understand management effectiveness and performance of our parks, gardens and agency
- Data and information systems services for Parks Australia

The Australian National Botanic Gardens (ANBG) is the nation's most diverse collection of Australian native plants. We directly contribute to safe-guarding Australia's plant species from extinctions and are responsible for leading, building and sharing knowledge of our Australian flora. The ANBG works closely with biodiversity science programs - the Australian Biological Resources Study, the Centre for Australian National Biodiversity Research, the National Seed Bank, and Biodiversity Informatics - in partnerships for research, for management of physical and digital biological collections, and for management of fundamental national biodiversity data and information accessed nationally and internationally. The ANBG works closely with other Commonwealth parks to support plant conservation initiatives. The ANBG is uniquely placed to provide holistic solutions for national plant conservation, with combined expertise in, and specialist science facilities for, botanical taxonomy, evolution and systematics, seed biology and horticulture. For more information about us please visit our website https://www.anbg.gov.au.

For more information about us please visit our website.

Duties

The Collections and Conservation management team are responsible for the planning, development and higher-level curation of living collections in accordance with the Living Collections Strategy and in coordination with the Living Collections and Conservation Horticulture and Nursery management teams.

In this role you will be responsible for:

- Stocktaking the living collections including plant identification, mapping, tagging and labelling plants, database updating, collecting herbarium specimens, liaising with horticultural staff and supervising volunteers.
- Processing biological material and research permits including checking plants and database records, stakeholder liaison and providing plant material.
- Supporting collections and conservation management activities through checking plants, collecting propagation material, database reporting, record updating and working with colleagues on priority species management.
- Overseeing the Growing Friends collection of propagation material, reviewing requests to propagate new taxa and providing operational support as needed.
- Responding to public and staff enquiries about the collection including checking database records, living plants, identification work, stakeholder liaison.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

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

Desirable qualifications

- Tertiary qualifications in environmental science, natural resource management or horticulture.
- GIS and basic financial processing experience.

Additional requirements

- hold and maintain a valid Australian motor vehicle drivers licence,
- note that the physical requirements of the role involves a combination of outdoor and office-based work,
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy,
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- Ability to undertake 1-2 watering shifts of 4-5 hours per month, paid as overtime. Inclusion on the watering roster is optional.

Notes

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

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

To Apply

Position Contact	Tamera Watson, 0408 476 177
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=90A88BCB-3624-4BB5-B325-ED388

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772333

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

Closing Date:Wednesday 23 September 2026

Parks Australia
Science & Australian National Botanic Gardens ANBG

Job Title	Tropical Collections Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,734 - $112,044
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 6
Position Number	2026/1832
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=CDD6ECFB-AA62-B0AC-2C28-ED388AA99AF5

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on

earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia, and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels.

Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia • Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving
- Providing scientific support for Protected Areas policy and Park Management Plans
- Managing the Australian National Botanic Gardens, home to our Branch and the nation’s largest living collection of native plants
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes
- Facilitating research and science capacity building and education
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation
- Climate adaption and policy for Parks Australia
- Evaluation and reporting to understand management effectiveness and performance of our parks, gardens and agency
- Data and information systems services for Parks Australia

The Australian National Botanic Gardens (ANBG) is the nation's most diverse collection of Australian native plants. We directly contribute to safe-guarding Australia's plant species from extinctions and are responsible for leading, building and sharing knowledge of our Australian flora. The ANBG works closely with biodiversity science programs - the Australian Biological Resources Study, the Centre for Australian National Biodiversity Research, the National Seed Bank, and Biodiversity Informatics - in partnerships for research, for management of physical and digital biological collections, and for management of fundamental national biodiversity data and information accessed nationally and internationally. The ANBG works closely with other Commonwealth parks to support plant conservation initiatives. The ANBG is uniquely placed to provide holistic solutions for national plant conservation, with combined expertise in, and specialist science facilities for, botanical taxonomy, evolution and systematics, seed biology and horticulture. The Australian National Botanic Gardens (ANBG) in Canberra is a leading national institution for the conservation, study, and display of Australian native flora.

For more information about us please visit our website.

Duties

The Conservation Horticulture & Nursery team are dedicated horticulturalists working on the conservation of Australian native plants through determining propagation and growing requirements. We grow plants for ex-situ conservation and showcasing in the ANBG as part of the world's most diverse collection of Australian flora, which includes tropical and subtropical, temperate and sub-alpine species. We also have an increasing focus on collaborative conservation projects to recover threatened species in the wild. The Tropical Collections Manager supports the Assistant Director – Conservation Horticulture & Nursery Management, through the planning, curation and day-to-day management of the ANBG's tropical collections, including in the Ian Potter National Conservatory.

This role is this role you will be responsible for:

- Managing and curating the ANBG tropical and sub-tropical plant collections in both the greenhouses and in the new Ian Potter National Conservatory (IPNC), including plant health, propagation, replacement and collection development.
- Planning for and implementing the installation of plants and the commencement of operations in the Ian Potter National Conservatory, including developing horticultural tasks, procedures, planning future displays, and working with other ANBG teams such as Visitor Experience and Education, and facilities management.
- Working closely with the Assistant Director and Horticultural Coordinators for day-to-day supervision and task allocation between the nursery and tropical collections.
- Contribute to and support planning and development of the tropical collection in collaboration with the Collections and Conservation Stewardship team, including liaising with external stakeholders to obtain new collections.
- Contribute to First Nations engagements regarding collecting on Country and the correct use of First Nations data.
- Manage tropical collection volunteers including availability, work program and supervision, and workplace health and safety.
- Represent the ANBG in as a subject matter expert and lead tours to showcase the tropical collection.
- Supporting staff to ensure a collaborative and positive working environment and support the Assistant Director to plan training and development opportunities.
- Maintaining accurate plant collection records using a range of recording and tracking mechanisms (including the use of databases) to retain the integrity of scientific plant collections.
- Manage infrastructure and environmental control systems, ensuring that its capability and programming reflect horticultural objectives.
- Participate and contribute to ANBG WHS and emergency management activities, policies, procedures and capital works programs.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

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

Desirable qualifications

- A Certificate IV in Horticulture or equivalent is highly desirable.
- Demonstrated experience leading teams in a horticultural setting
- Minimum 7 years' experience in production horticulture and/or maintenance of tropical flora.
- Construction Induction White Card (or willingness to obtain).
- Completion of asbestos awareness and silicosis training (or willingness to obtain).

Additional requirements

- 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,
- 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

Notes

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

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

To Apply

Position Contact	Veronica Briceno Rodriguez, 0468 344 402
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=CDD6ECFB-AA62-B0AC-2C28-ED38

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0772335

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

Closing Date:Wednesday 23 September 2026

Parks Australia
Science & Australian National Botanic Gardens Australian National Botanic Gardens

Job Title	Senior Horticulturalist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$80,371 - $87,496
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 4
Position Number	2026/1887
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=9E374264-33A4-7976-5436-ED39776F787F

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia, and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels.

Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia
- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving
- Providing scientific support for Protected Areas policy and Park Management Plans
- Managing the Australian National Botanic Gardens, home to our Branch and the nation’s largest living collection of native plants
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes
- Facilitating research and science capacity building and education
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation
- Climate adaption and policy for Parks Australia
- Evaluation and reporting to understand management effectiveness and performance of our parks, gardens and agency
- Data and information systems services for Parks Australia

The Australian National Botanic Gardens (ANBG) is the nation's most diverse collection of Australian native plants. We directly contribute to safe-guarding Australia's plant species from extinctions and are responsible for leading, building and sharing knowledge of our Australian flora. The ANBG works closely with biodiversity science programs - the Australian Biological Resources Study, the Centre for Australian National Biodiversity Research, the National Seed Bank, and Biodiversity Informatics - in partnerships for research, for management of physical and digital biological collections, and for management of fundamental national biodiversity data and information accessed nationally and internationally. The ANBG works closely with other Commonwealth parks to support plant conservation initiatives. The ANBG is uniquely placed to provide holistic solutions for national plant conservation, with combined expertise in, and specialist science facilities for, botanical taxonomy, evolution and systematics, seed biology and horticulture. The Australian National Botanic Gardens (ANBG) in Canberra is a leading national institution for the conservation, study, and display of Australian native flora.

For more information about us please visit our website.

Duties

Senior Horticulturists supports the ANBG’s conservation, research, education and visitor engagement objectives. Working in either the Living Collections or Conservation Horticulture & Nursery management teams, the successful candidate will work under limited supervision and perform horticultural duties related to landscape maintenance and plant conservation, and/or nursery horticultural maintenance and propagation of native plants for the ANBG and conservation projects.

In this role you will be responsible for:

- Undertaking complex horticultural duties in the management of Australian native plants, including pruning, fertilising, as well as recognition of weeds, pests and diseases and appropriate control methods.
- Assisting to manage horticultural infrastructure and environmental control systems, including irrigation and nursery/glasshouse environmental system, ensuring that capability and programming reflect horticultural objectives.
- Assisting and contributing to the development of planning tools, such as landscape management plans or annual nursery production plans.
- Providing technical guidance and mentoring to Nursery/horticulture staff, trainees, work experience students, and volunteers.
- Undertake and ensure the safe use of chemicals and machinery in accordance with ANBG practices and procedures.
- Undertaking and ensuring the safe use and regular maintenance of plant and equipment in accordance with ANBG practices and procedures.
- Apply Australian National Botanic Gardens WHS policies. Conduct hazard and risk assessments as needed.
- Contributing information and maintaining accurate records through a range of recording and tracking systems, including databases, section and area planning tools and propagation and production data, ensuring the integrity of scientific plant collections and stock records.
- Collaborating with internal teams, researchers, and external stakeholders to support conservation and broader land management outcomes, and provide information relating to the ANBG to members of the public
- Participating in the weekend watering roster (optional)

Specific duties for the Living Collections & Assets team

- Plan, manage and maintain a defined area of the Gardens landscape and living collection, including standard horticultural tasks, such as: pruning, planting, fertilising, mulching, weeding, applying chemicals, and blowing paths and contribute as necessary to maintenance activities broadly across the Gardens site, ensuring plant health, high-quality presentation of horticultural displays, safety and accurate plant labelling.
- Taking on additional responsibilities related to the Living Collections in accordance with ANBG horticultural practices and procedures, for example tracking and conserving threatened species, tree works, irrigation, lawn maintenance and any other living collection management functions.

Specific duties for the Conservation Horticulture & Nursery management team

- Undertaking nursery horticultural maintenance and propagation tasks on a broad range of Australian flora varying from alpine to tropical regions.
- Applying specialist horticultural skills to investigate the propagation and growing requirements of Australian native plant species.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

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

Desirable qualifications

- Certificate III or IV in Horticulture or Diploma of Horticulture or demonstrated equivalent experience.
- Minimum 3 years' experience in landscape maintenance or nursery operations.
- Construction Induction White Card (or willingness to obtain).
- Completion of asbestos awareness and silicosis training (or willingness to obtain).
- Chainsaw or arboriculture qualifications would be considered beneficial

Additional requirements

- 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,
- 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

Notes

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

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

To Apply

Position Contact	Veronica Briceno Rodriguez, 0468 344 402
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=9E374264-33A4-7976-5436-ED3977

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Employment and Workplace Relations

Vacancy VN-0772303

Fair Work Ombudsman

Closing Date:Thursday 17 September 2026

Advice and Education Digital Experience & Strategy Team

Job Title	Director – Digital Experience & Strategy
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$152,276 - $178,127
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	26/042EA
Agency Website	http://www.fairwork.gov.au

Job Description

https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the *Fair Work Act 2009* (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives.

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Position summary

We are seeking expressions of interest to fill the position of Director – Digital Experience and Strategy. Reporting to the Executive Director of our Advice and Education Branch, this role is critical to the ongoing success of FWOs digital channels and material, leading a team to manage, maintain and evolve FWOs websites, various online products, services and projects. In this role you will lead a creative, dynamic and passionate team who deliver and manage digital services and experience, including content strategy and development, user experience design and analysis. The successful applicant will work very closely with stakeholders across the organisation and be part of the Advice and Education Branch leadership group.

About the Team

The Digital Experience & Strategy team is located within the Advice and Education Branch. We centrally manage and maintain FWO's digital education channels and material, including www.fairwork.gov.au, www.horticulture.fairwork.gov.au, www.smallbusiness.fairwork.gov.au, www.coronavirus.fairwork.gov.au and FWO's virtual assistant, Frankie, to ensure they are accessible, reliable and credible sources of information for our online

customers.

The team works in partnership with business units across the organisation to deliver exceptional digital experiences for our customers and stakeholders, informed by evidence, expertise and best practice.

Duties

Typical Duties

The duties of this role include, however, are not limited to:

- Team leadership, management and coaching
- Leading delivery of specific outcomes / deliverables against agency priorities, including through periods of frequent change
- Ensuring ongoing refinement and evolution of content and the digital experience, including development of content to support the community through any changes to workplace laws and ensuring ongoing integrity and reliability of FWO website information
- Working closely with stakeholders across the agency, in particular Legal and Policy Group, the Regulatory Transformation Group and the broader Operations Group, as well as stakeholders across government to achieve best practice and quality communication outcomes
- Providing oversight including reviewing and approving content and material for agency's websites, to manage risk and meet user needs and expectations as per the FWO Website Governance Framework and related documentation.

Selection Criteria

- Highly developed leadership skills, with a people-first mindset.
- Highly developed stakeholder engagement skills with the ability to build and maintain strong relationships and negotiate appropriate communications outcomes.
- Highly developed organisational skills and demonstrated ability to lead delivery of competing critical priorities and projects to meet tight deadlines.
- Excellent verbal and written communication skills, including the ability to communicate with influence across a range of audiences.
- Technical understanding of current workplace relations laws and deep understanding of the needs of the FWO's online customer base.

Highly desired

- Relevant tertiary level education within workplace relations, law, information technology or communications.

- More than 5 years' experience in executive leadership roles.

Eligibility

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

A range of other conditions may be required depending on the role you are applying for.

Notes

How to Apply

If you are excited about this opportunity, please tell us in **no more than 800 words**:

- Why you want to apply for this role?
- How your skills and experience address the requirements of this role.

All applications must be submitted via our online application system through the OFWO website. If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au

**Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.*

RecruitAbility Scheme applies to this vacancy

Under the RecruitAbility scheme you will be progressed to further assessment if you declare you have a disability (according to definition below), opt into the scheme, and meet the minimum requirements for the position.

The RecruitAbility scheme disability definition is 'a limitation, restriction or impairment, which has lasted, or is likely to last, for at least 6 months and restricts everyday activities'. This also includes episodic conditions. For more information visit: https://www.apsc.gov.au/recruitability.

Applications close 11:00pm (AEST) Thursday 17 September 2026

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

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: https://www.fairwork.gov.au/contact-us/offices The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	FWO Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

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Communications and the Arts

Vacancy VN-0772195

National Museum of Australia

Closing Date:Wednesday 30 September 2026

Growth and Engagement
Creative Content

Job Title	Senior Graphic Designer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	128308
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

The Senior Graphic Designer owns design direction for the Museum's public facing work. The role takes projects from the question behind them through to the finished asset: interpreting what an exhibition or campaign needs to communicate, deciding the visual approach, and presenting that thinking to the people who need to back it.

The role sits in the Creative Studio, a team of around ten covering design, video, photography, editing and web content. It is one of three senior design roles. It works closely with teams across the Museum, including marketing, exhibitions, retail and digital, and with external suppliers, printers and commissioned illustrators.

A significant proportion of the studio's work is not briefed by other teams. The Senior Graphic Designer is frequently responsible for defining what the work is before designing it, drawing requirements out of colleagues and turning them into work that reaches an audience.

The role has no direct reports. It supports the Creative Studio Manager in lifting the standard of design across the Museum and contributes to building the studio's creative product as its operating model develops.

Duties

The Senior Graphic Designer will have demonstrated experience and results in the following areas:

- Taking open or undefined briefs and returning with original ideas, a clear direction and the reasoning behind them.
- Delivering high quality design across print, digital and large format production, evidenced by a portfolio that shows the thinking as well as the finished work.
- Designing multi-page publications and carrying a title end to end, including cover direction and print production.
- Presenting and defending creative thinking to people who are not designers, and drawing requirements out of teams that have not written a brief.
- Applying and extending an existing visual identity across multiple formats and touchpoints.
- Managing several concurrent projects to deadline, including end to end production with external suppliers and printers.
- Designing in a way that is culturally sensitive and inclusive, with an understanding of the role cultural institutions play.

It is highly desirable that the Senior Graphic Designer also has the following experience:

- Creative or strategic leadership, particularly in an agency, design studio or creative organisation.
- Commissioning and art directing illustrators, or illustration practice of their own.
- Motion graphics, or an understanding of design within motion.
- Magazine or cultural publication work specifically.

Eligibility

Eligibility

Applicants must be Australian citizens and undergo pre-employment checks, including a national police history check.

APS capabilities

Positions at the Museum are assessed in accordance with the Australian Public Service Commission Role Evaluation Framework. The occupant of this position is expected to demonstrate the capabilities, skills and knowledge described by the Work Level Standards, the Integrated Leadership System Capabilities, the APS Values and Code of Conduct, and the APS Legislative Framework.

Equal opportunity

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

RecruitAbility

RecruitAbility applies to this vacancy. Under RecruitAbility, applicants who declare a disability and meet the minimum requirements for the position will be invited to participate in further assessment activity.

Child safety

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles in theory and practice.

Adjustments

Reasonable adjustments are available at any stage of the recruitment process.

Accessibility

If you are deaf, hearing or speech impaired, you can contact us through the National Relay Service. TTY 133 677, Speak and Listen 1300 555 727.

Notes

To apply

Applicants must include a 2 page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit http://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm, Wednesday 30 September 2026.

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world’s oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the

cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	James Siebert, 6208 5094
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0772222

National Museum of Australia

Closing Date:Wednesday 30 September 2026

Growth and Engagement
Creative Content

Job Title	Audience Marketing Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$122,277 - $132,713
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	Executive Level 1
Position Number	150551
Agency Website	https://www.nma.gov.au/about/employment

We are seeking a high performing, strategic and data-driven Audience Marketing Manager to define, grow, engage and retain key audiences and segments nationally and internationally. This role is pivotal in ensuring our marketing efforts are highly targeted, relevant and impactful, ultimately driving higher engagement, conversion and loyalty. You will be the expert on who we are talking to and why they should care.

Duties

Key Accountabilities

- Own the creation, maintenance, and refinement of detailed audience personas and segmentation strategies across the customer lifecycle (acquisition, activation and retention) to build audience lifetime value.
- Conduct in-depth market research, competitive analysis, and internal data analysis to uncover deep audience insights, pain points, motivations, and behaviours.
- Day to day management of the Marketing Team and budget to ensure high quality work is delivered on time and on budget.
- Developing and implementing strategic and impacting marketing campaigns for always-on paid digital marketing, public programs and other Museum activities. This includes creative campaign development, digital and traditional marketing integration and optimisation, production of marketing materials, and stakeholder management.
- Develop a new and compelling audience lifetime value program that creates a relationship between key audience segments and the Museum – deepening engagement over time.
- Working with the Museum’s commercial and programs team to develop and deploy value added benefits that respond to and amplify, audience behaviours.
- Managing integrity and application of the Museum's brand and ensuring that the Museum's brand is reflected in all marketing activities.
- Working closely and liaising effectively with the Media Liaison Coordinator, Social Media Coordinator and other business units within the Museum, and external partners and stakeholders to leverage the best outcomes from marketing strategies.
- Assisting with audience research, visitor number analysis and campaign evaluation to inform the Museum's continuous brand growth.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum’s WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

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

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

Notes

To Apply

Applicants must include a 2-page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit https://www.nma.gov.au/about/employment and apply online.

Applications close at 11:59pm, Wednesday 30 September 2026.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world’s oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum’s community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Dean Christie, 6208 5094
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0772380

National Museum of Australia

Closing Date:Sunday 20 September 2026

Collection and Curatorial
Registration and Conservation

Job Title	Deputy Registrar
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	140252
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

Role purpose

The Museum has an exciting opportunity for a highly motivated individual looking to exercise their collection management experience in a busy and diverse museum environment. This position plays a key role in project management and coordination across the Museum's registration and conservation functions including, but not limited to, gallery and collection storage redevelopments, major static and touring exhibitions, and a range of efficiency and modernisation projects.

The Deputy Registrar role sits within the Registration team, directly managing a small team of registrars, and coordinating a range of diverse projects to ensure effective delivery of collection services and priority projects. The responsibilities of this role vary in scope, scale, duration, and complexity and can include coordinating collection display, installations, deinstallations, collection logistics, storage management and improvements, collection relocations, object packing and crating, domestic and international loans, documentation, and collection auditing.

Duties

Key accountabilities

The successful candidate will have excellent project management, planning, coordination and team leadership skills and demonstrated experience applying these skills within a busy museum or equivalent environment. Knowledge and experience in collection management principles and contemporary practice, as well as legislative and regulatory requirements, is essential to be effective in this role.

They will enjoy working collaboratively with others, have demonstrated experience coordinating concurrent activities, and can effectively liaise with a range of internal and external stakeholders. They will have a pragmatic approach to collaborative problem solving and can prioritise their work and the work of their team to deliver quality outcomes and meet deadlines across multiple programs.

The successful candidate will be an adaptive leader who can apply a variety of communication and leadership approaches to suit changing circumstances and environments. They have demonstrated their skills fostering positive morale and workplace attitudes in a diverse working environment, particularly during times of ambiguity, deadline pressures and shifting priorities. They understand the importance of actively and purposefully developing their team and how to bring about improvements in knowledge and practice across the business unit and wider organisation.

They apply well developed analytical skills to identify and resolve key issues, requirements and risks. The successful candidate will bring an outward and strategic thinking approach and actively seek opportunities to improve services and practices with a view to progress in work health and safety, business efficiency, and modernisation.

They will bring a strong customer service focus to the role, ensuring that a positive stakeholder experience is central to all activities and programs. They have effective communication skills and can demonstrate their capacity to influence outcomes while fostering productive working relationships. They are confident speaking with professionals, contractors and staff of all levels and can navigate and resolve conflicts that result in the best outcomes for the organisation.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo a number of pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

Applicants must include a 2-page pitch addressing their suitability for the role against the essential and desirable skills, experience and qualifications. Applicants must also provide a resume and contact details for two referees.

Applications close 11:59pm Sunday 20 September 2026.

Visit http://www.nma.gov.au/about/employment and apply online.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Louise Palmer, 6208 5158
Agency Recruitment Site	https://www.nma.gov.au/about/employment

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- 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